

Community Development

4800 Ashford Dunwoody Road | Dunwoody, GA 30338
Phone: (678) 382-6800 | Email: permits@dunwoodyga.gov

Preliminary Plat Application & Checklist

This application is required for any applicant wishing to subdivide land in accordance with the Major Subdivision procedures of Chapter 16. **Before filing this application, the applicant must attend a Pre-Application Meeting with the Community Development Director to present a generalized concept plan for the proposed project and to discuss the procedure for approval of a plat.**

Upon application submittal, the applicant may be routed for review to agencies outside the City of Dunwoody, including, but not limited to, DeKalb County Water & Sewer and the Georgia Soil & Water Conservation Commission. Once reviewed by these agencies, the applicant will return approvals, four hard copies of plans, and one electronic copy to be routed internally to various departments for review. After internal review, the applicant will receive notice whether the application was approved or amendments are required. While the applicant may receive communication from one of those departments, *all revisions must be submitted through the Community Development permitting window rather than through each individual reviewer.* Revisions submitted to the reviewers will not be considered received. Once approved, staff will post a sign on the subject property for a period of no less than 30 days.

Please complete the following checklist and submit with your application. All boxes must be checked or marked not applicable (N/A) before an application is considered received. It will be at the final discretion of the reviewers whether the items are indeed not applicable. For more information, please refer to Chapter 16 of the Code of Ordinances, Land Development.

- ☐ *Boundary lines.* Perimeter boundary of the overall tract, bearings, and distances, referencing the legal point of beginning;
- ☐ *Streets on or adjacent to tract.* Name, right-of-way width, and location of streets on and adjacent to the tract, and any existing railroad, sidewalk, trail, or bike lane;
- ☐ *Contour data.* Topographic contour data at no more than 2-foot elevation intervals. The source of this data must be written on the plat. Existing contour data from the city geographic information system department may be used where available;
- ☐ *Tree survey.* A tree survey, in compliance with Article 10, or tree sample calculations where allowed by the city arborist, which may be submitted as a separate plan;
- ☐ *Historic resources.* Any building, structure, site, or district identified as historic by the county historic preservation commission, the county historic resources survey, the city historic preservation commission, if one is established, the comprehensive plan, by listing on the Georgia or National Register of Historic Places, or by listing as a National Historic Landmark;
- ☐ *Natural features on tract.* Other conditions on the tract such as stream buffers, state waters, cemeteries, wetlands, existing structures, special flood hazard areas (where available), rock outcroppings, and archeological resources;
- ☐ *Soils.* Location of soils as shown on Soil Survey of DeKalb County, Georgia, by the United States Department of Agriculture;
- ☐ *Geographical data.* Numerical and graphic scales, north arrow, land lot and district numbers and lines, city and county names and limit lines;
- ☐ *Prior subdivisions.* Name and reference of any formerly recorded subdivision crossing any of the land shown on the plat;
- ☐ *Zoning district.* Show zoning district, case number and conditions of zoning;
- ☐ *Permits.* Show any special administrative permit number, special land use permit number, or zoning board of appeals case number and conditions;
- ☐ *Variances.* Show any variance approvals;

- ☐ *Septic tanks.* Show existing septic tank and drain field location or note absence;
- ☐ *Sewers.* Show size and location of sanitary sewer mains available;
- ☐ *Sewer easements.* Show a sanitary sewer easement with a minimum width of 15 feet for lines not within public rights-of-way, unless otherwise required by the county water and sewer department;
- ☐ *Water mains.* Show size and location of water mains and fire hydrants;
- ☐ *Water main easements.* Show a water main easement with a minimum width of 15 feet for county maintained lines not within right-of-way, unless otherwise required by the county water and sewer department.
- ☐ *Fire hydrants.* Show new fire hydrants and eight-inch fire lines;
- ☐ *Wetlands.* Provide wetlands determination from U.S. Army Corps of Engineers;
- ☐ *Receiving waters.* Provide distance to and name of receiving waters;
- ☐ *Certificate of conformity.* Certification by the applicant that no lots platted are non-conforming or will result in any non-conforming lots;
- ☐ *Bury pits.* Show location of any existing inert waste bury pits;
- ☐ *Seal.* All sheets of plats must be sealed by a professional engineer, architect, surveyor, or landscape architect currently registered in the state.
- ☐ *Title.* The title under which the proposed subdivision is to be recorded, if known, with the name of the property owners and designers and the date of the plat;
- ☐ *Street names.* The names of all proposed streets;
- ☐ *Rights-of-way.* Street rights-of-way and widths indicated, including any necessary right-of-way required for improvements as shown on the Comprehensive Transportation Plan;
- ☐ *Sidewalks.* All proposed sidewalk and bike lane locations;
- ☐ *Lots.* Lot lines, lot numbers, block letters, and the total number of proposed lots within the development;
- ☐ *Dedications.* Sites, if any, to be dedicated or reserved for common areas, public parks, open space, schools, playgrounds, multiuse trails, or other public uses, together with the purpose and the conditions or limitations of these dedications, if any;
- ☐ *Yards.* Minimum building setback lines as required under the yard requirements of the zoning ordinance;
- ☐ *Zoning conditions.* All conditions of zoning and proposed deed restrictions shall be recited on the preliminary plat;
- ☐ *Corner lots.* Show that corner lots shall have an extra width of not less than 15 feet more than required for interior lots for the zoning district within which they are located;
- ☐ *Transitional buffers.* Show transitional buffers, if any, and any required screening fencing;
- ☐ *BMPs.* Show conceptual location of stormwater management and water quality BMP facilities on preliminary plat;
- ☐ *Covenants.* Indicate whether the proposed subdivision will be subject to private covenants and whether a homeowner's association will be established;
- ☐ *Fencing.* Show any required fencing around detention ponds, if required;
- ☐ *Electrical service.* Show the location of electrical service;
- ☐ *Engineer.* Name, address and phone of developer and engineer on plat; and
- ☐ *Signature Blocks.* Include the following blocks on your plat submittal. "This preliminary plat has been submitted to and approved by the City of Dunwoody, on this _____ day of _____,

By: _____ (By Dir.)

Director of Community

Development

City of Dunwoody, Georgia"

Scale

- ❑ *Scale.* Preliminary plats shall be prepared at an appropriate scale of not more than 100 feet to one inch. Maximum sheet size shall be 24 inches by 36 inches, with a minimum text size of 0.08 inches;

To be submitted with initial preliminary plat application (mandatory):

- ❑ *Four hard copies and one electronic copy of the plans;*
- ❑ *Owner consent form.* The property owner must consent in writing to the proposed development in a consent affidavit provided by the Director of Community Development with the application (pg 5);
- ❑ *Taxes.* Provide statement from the county tax commissioner certifying that all ad valorem taxes on the property have been paid;
- ❑ *Location.* A small map of the city depicting the subdivision location within the city;
- ❑ *Vicinity map.* Vicinity map at a scale of 400 feet to one inch showing the location of the tract with reference to surrounding properties, streets, municipal boundaries, and streams within 500 feet of the tract, and showing zoning districts of adjoining property;
- ❑ *Adjacent properties.* Names of adjoining property owners and the zoning classification of adjacent properties;

To be submitted upon approval of preliminary plat application (mandatory):

- ❑ *Payment* of all applicable fees (see fee schedule on dunwoodyga.gov for estimate);
- ❑ *Environmental Permits Affidavit*
- ❑ *Erosion Control Bond.* In the amount of \$3,000/disturbed acre.

Land Disturbance Plan Requirements (required if any land disturbing activity proposed):

- ❑ Drainage & Grading
- ❑ Utility plan
- ❑ Phased Erosion Control (initial, intermediate, & final)
- ❑ Sanitary sewer profiles
- ❑ Storm pipe profiles
- ❑ Standard details
- ❑ Street Lighting Plan for 2 or more lots (may be combined with Landscape and Tree Protection Plan)
- ❑ Per GESA 12/31/06 requirement, provide GSWCC Level II Design Professional seal and number on the Cover Sheet and on the Phased Erosion Control Sheets
- ❑ Per NPDES, provide Letter/Statement of Certification of Pre-design site visit
- ❑ Provide project name/address; owner's name/address/phone; design firm name/address/phone/e-mail; 24-hour contact name/local phone/e-mail on cover sheet and all E, S & P sheets.
- ❑ If this property is located within the Metropolitan River Protection Act Plan Area's 2000 feet Chattahoochee River Corridor (O.C.G.A. § 12-5-440 et seq.), provide as-built survey of any and all existing development, i.e., buildings, structures, etc. Plans should include Atlanta Regional Commission (ARC) assigned vulnerability categories and allowances for existing & proposed, cleared & impervious areas.
- ❑ Engineer's Stormwater Management Report/Hydrology Report, (2 copies) and hydrology statement on plans
- ❑ Flood Study (2 copies, if applicable)
- ❑ FEMA Flood Map (1998 or most current) shown on plans
- ❑ For permit revisions only: provide a letter attached to the plan(s) with a detailed, specific revision description, and update the revision block on all sheets.

PRELIMINARY PLAT APPLICATION



Community Development

4800 Ashford Dunwoody Road | Dunwoody, GA 30338

Phone: (678) 382-6800 | Fax: (770) 396-4828

* Type of Project:

| Description of proposed development (check all that apply): | | Possible Additional Permits: |
|---|---|---|
| <input type="checkbox"/> Single-Family Development | <input type="checkbox"/> Stream Buffers | <input type="checkbox"/> Demolition |
| <input type="checkbox"/> Multi-Family Development | <input type="checkbox"/> Land Disturbance > 5,000 sq ft | <input type="checkbox"/> Pool |
| <input type="checkbox"/> Commercial Development | <input type="checkbox"/> Within River Corridor | <input type="checkbox"/> Retaining Wall (over 2') |
| <input type="checkbox"/> Mixed-Use | <input type="checkbox"/> Other: | <input type="checkbox"/> Fence |
| | | <input type="checkbox"/> Other: |

* Project Information:

| | | |
|-------------------------|--|--------------------------------------|
| Name of Project: _____ | | |
| Owner of Record: _____ | | |
| Property Address: _____ | | |
| Property ID: _____ | Zoning: _____ | Zoning Case # (If applicable): _____ |
| Total Acreage: _____ | Acreage & Sq. Ft. to be Disturbed: _____ | |

* Applicant Information: ☐ Check here if same as owner

| | | |
|-----------------------------------|------------|--------------|
| Applicant Name and Company: _____ | | |
| Applicant Address: _____ | | |
| Phone: _____ | Fax: _____ | Email: _____ |

* Permitting Information: ☐ Check here if same as applicant

| | | |
|---|------------|--------------|
| 24 Hour Contact Name and Company: _____ | | |
| Address: _____ | | |
| Phone: _____ | Fax: _____ | Email: _____ |

* Contractor License Information:

| | |
|--------------------------------------|--------------------------------------|
| State Trade License Number(s): _____ | Expiration: _____ |
| Local Business License #: _____ | County City: _____ Expiration: _____ |

* Terms & Conditions

| | |
|---|-------------|
| The undersigned, upon oath, states that the above information is true and correct, understands that the Permit issued is only for work as stated. This permit/plat is granted on the express condition that the said construction shall, in all respects, conform to the ordinances of this jurisdiction including the zoning/land development ordinances, regulating the construction and use of buildings, and may be revoked at any time upon violation of any provisions of said ordinances. Construction will begin no later than six months from the issue date of the permit. If any information is found to be false or misrepresented, the permit will be deemed invalid. I agree to indemnify and hold the city harmless from all damages, demands or expenses of every character which may in any manner be caused by construction and/or the structure. | |
| Applicant's Name: _____ | |
| Applicant's Signature: _____ | Date: _____ |

Property Owner(s) Notarized Certification

The owner and petitioner acknowledge that this application form is correct and complete. By completing this form, all owners of the subject property certify authorization of the filing of the application and authorization of an applicant or agent to act on their behalf in the filing of the application including all subsequent application amendments.

* Owner Authorization

| |
|--|
| Company/Organization: _____ |
| Owner Name: _____ |
| Signature: _____ |
| Sworn to and subscribed before me this _____ day of _____, 20_____ |
| Notary Public: |

* Owner Authorization

| |
|--|
| Company/Organization: _____ |
| Owner Name: _____ |
| Signature: _____ |
| Sworn to and subscribed before me this _____ day of _____, 20_____ |
| Notary Public: |

* Owner Authorization

| |
|--|
| Company/Organization: _____ |
| Owner Name: _____ |
| Signature: _____ |
| Sworn to and subscribed before me this _____ day of _____, 20_____ |
| Notary Public: |