

**ARTICLE 5
PROCEDURES AND REQUIREMENTS
FOR PLAT AND PLAN APPROVAL**

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Section 501. Pre-Application Conference.

Whenever the subdivision of a tract of land, or a land development, is proposed to be made, the subdivider or land developer is encouraged (but not required) to consult early and informally with the Administrative Officer. The subdivider or land developer may submit sketch plans and data showing existing conditions within the site and its vicinity, and the proposed layout and development of the subdivision or land development. This pre-application conference is intended to permit an early evaluation of the subdivider's or land developer's intentions and coordination with the Comprehensive Plan of the City, and to provide the subdivider or land developer with the necessary regulations in order to properly accomplish the proposed project. A fee shall be charged for the pre-application review according to the City's adopted subdivision fee schedule.

Section 502. Application for Preliminary Plat Approval.

The purpose of this section is to ensure compliance with the basic design concepts and improvement requirements of subdivisions through the submittal of a preliminary plat. Any subdivision involving the dedication of a public street or public land, and any subdivision involving a new private street, shall require the submission of a preliminary plat to the Administrative Officer for review by the Administrative Officer, Appropriate City Department Head, and Planning Commission, and approval by the Governing Body.

Applications for preliminary plat approval shall meet the requirements of Table 5.1.

**TABLE 5.1
 APPLICATION REQUIREMENTS**

REQUIREMENT	PRELIM- INARY PLAT	LAND DEVELOPMENT PLANS	FINAL PLAT
Pre-application review with staff	Encouraged	Encouraged	
Application form completed	Required	Required	Required
Letter requesting approval with name, address, and phone of applicant	Required		
Number of copies of plat/plans	8 Copies	8 Copies	10 Copies
Filing fee per Resolution/ schedule	Required	Required	Required
Description of type of water supply and sewerage system and utilities to be provided	Required	Required	Required
Soil test for each lot proposed for on-site septic tank and drainfield	Required	Required	Required
Data on existing conditions	Required		
Hydrological or other engineering study		May be required	
Warranty deed for the dedication of streets and other public places			Required
Written approval from electric utility company regarding installation of service points and street lights			Required
As-built drawings of public improvements		Required	
Subdivision improvement guarantee			Required
Certificate of title			Required
Plat Certificates			Required

Section 503. Plat and Plan Specifications.

Preliminary plats, land development plans, and final plats shall meet the following specifications as shown in Table 5.2.

**TABLE 5.2
 PLAT AND PLAN SPECIFICATIONS**

INFORMATION REQUIRED	PRELIM- INARY PLAT	LAND DEVELOPMENT PLANS	FINAL PLAT
Scale (minimum)	1"=100 feet	1"=100 feet	1"=100 feet
Sheet size (maximum)	24" x 36"	24" x 36"	17" x 22"
North arrow and graphic engineering scale	Required	Required	Required
Reference to north point (magnetic, true north, or grid north)			Required
Proposed name of subdivision or project and phases, if any	Required	Required	Required
Vicinity map	Required	Required	Required
Total acreage of the property being subdivided or developed	Required	Required	Required
Name, address, and telephone of owner of record	Required	Required	Required
Name, address and telephone of subdivider or land developer	Required	Required	Required
Name, address and telephone of preparer of plat or plans	Required	Required	Required
Date of plat or plan drawing and revision date(s) if any	Required	Required	Required
Exact boundaries of the tract to be subdivided or developed by bearings and distances, tied to one or more benchmarks	Required	Required	Required
Names of owners of record of all abutting land	Required	Required	Required
Municipal, County and land lot lines inside the property or within 100 feet.	Required	Required	Required
Footprints of existing buildings and structures on or encroaching on the tract to be subdivided or developed	Required	Required	Not Shown
Existing streets, utilities and easements on and adjacent to the tract	Required	Required	Required
Environmental conditions (streams, wetlands, watershed protection districts, flood hazard areas, river corridor boundaries, etc.)	Required	Required	Required
Block boundaries lettered and each lot numbered consecutively counterclockwise without repetition	Required		Required
Dimensions and acreage of all lots	Approximate	Approximate	Exact

REQUIREMENT	PRELIMINARY PLAT	LAND DEVELOPMENT PLANS	FINAL PLAT
Locations of streets, alleys, lots, open spaces, and any public use reservations and/or common areas	Required	Required	Required
Right-of-way widths and pavement widths for existing and proposed streets	Required	Required	Required
Locations, widths and purposes of easements	Approximate	Required	Required
Street centerlines showing angles of deflection, angles of intersection, radii, and lengths of tangents and arcs, and degree of curvature and curve data		Required	Required
Acreage to be dedicated to the public			Required
Street names		Required	Required
Street mailing address for each lot			Required
Topography at no less than five foot contours	Required	Required	Not Shown
Topography at no less than one foot contours		Required	Not Shown
Minimum front building setback lines for all lots	Required	Required	Required
Location and description of all monuments			Required
Certificate of ownership and dedication			Required
Plat recording and signature block			Required
Land surveyor's stamp, certificate, signature, including field survey and closure statement		Required	Required
Statement of and reference to private covenants, if any			Required
Schedule of construction for all proposed projects with particular attention to development planned for the first year	Required	Required	

Section 504. Transmittal of Preliminary Plat to Review Agencies.

The Administrative Officer shall transmit for review and comment a copy of the preliminary plat to the Appropriate City Department Head and, when involving property abutting a state route or would require access from a state route, to the Georgia Department of Transportation. At his or her discretion, the Administrative Officer may transmit for review and comment a copy of the plat to applicable internal and external review agencies, such as but not limited to: the City Attorney, the City Fire Chief, the City Building Inspector, the County Health Department, the State Department of Natural Resources, and any other agency that may have an interest in or jurisdiction over the proposed subdivision. The Administrative Officer shall consider such comments and may recommend conditions of preliminary plat approval to be consistent with said comments.

Section 505. Review by the Planning Commission.

Upon receipt of a completed preliminary plat application, the Administrative Officer shall schedule the application for the next public meeting before the Planning Commission and forward all pertinent materials in the application to the Planning Commission for review. An application for preliminary plat approval must be submitted at least 30 days before the regular meeting date of the Planning Commission to be considered on that agenda. The Planning Commission shall have 30 days from the date it is first considered at a public meeting of the commission to approve, conditionally approve, or deny the preliminary plat application. The basis of the Planning Commission's review of and action on a preliminary plat shall be whether the preliminary plat meets the purposes and requirements of this Article and the City Zoning Ordinance generally.

Section 506. Approval by the Governing Body.

As soon as practicable after the Planning Commission has made a recommendation, the preliminary plat application shall be scheduled for consideration by the Governing Body. The Governing Body may deny, approve, approve with conditions, or postpone action for a definite period on the preliminary plat. Approval of a preliminary plat shall be valid for a period of two (2) years, after which time a complete application for development plan approval must be submitted. If a completed application for development plan approval is not submitted during that time, preliminary plat approval shall expire and be null and void.

Section 507. Amendments to Preliminary Plat Approval.

The Administrative Officer, in consultation with the Appropriate City Department Head when engineering considerations are involved, is authorized to approve minor amendments to preliminary plats (i.e., those that do not affect the public or private street configuration or that reconfigure lots and which do not increase the number of lots). The application requirements and procedures for amending preliminary plats, unless minor in nature, shall be the same as for preliminary plat applications.

Section 508. Submittal of Land Development Plans.

Following approval of the preliminary plat for a land subdivision, or if subdivision is not proposed, upon proposing a land development, the subdivider or land developer shall submit an application for land development approval per the requirements of Table 5.1 for land development plans. The land development plans shall at minimum include information specified in Table 5.2 for land development plans. Said plans shall consist of the following:

- (a) Utility plans providing information regarding the location, size, length and type of all water, sanitary sewer and storm drainage improvements showing their minor structures, appendages and connections with existing systems, and the approximate location of service lines from the lots to the proposed utility lines.
- (b) Street plans providing information as follows: street profiles and cross sections as required by the Appropriate City Department Head, type of sub-base, type of paving base, type curb and gutter; type street paving and type improvements within the street right-of-way outside of the paved area.

- (c) Grading plans and soil sedimentation and erosion control plans.
- (d) In addition to utility, street, grading and erosion control plans, the Administrative Officer and/or the Appropriate City Department Head may require a hydrological study or other engineering studies as may be necessary, depending upon the scope and extent of the development project.

Section 509. Review and Approval of Plans.

Upon receipt of the completed land development plans by the Administrative Officer, he or she shall review them for compliance with this Ordinance, the Zoning Ordinance, and any other applicable local regulations. The Administrative Officer shall have 10 working days to certify compliance with planning and zoning requirements and non-engineering aspects of the land development plans. The only basis upon which the Administrative Officer may deny a development plan is the failure of the application to meet the requirements of this Article or the City Zoning Ordinance, or any other applicable local regulations or the failure of the development plans to be consistent with preliminary plat approval, if required.

Upon such certification of compliance, the Administrative Officer shall stamp them with the date approved and forward all three (3) sets of plans to the Appropriate City Department Head. The Appropriate City Department Head shall have 15 working days to review and approve, conditionally approve, or disapprove the plans. If approved or conditionally approved, the Appropriate City Department Head shall provide his or her signature on said approved plans indicating said approval, retain one copy of said plans for records, return one copy to the applicant, and submit one copy to the Administrative Officer. If disapproved, the Appropriate City Department Head shall notify the applicant in writing of the reasons for said disapproval. If the Appropriate City Department Head requires changes, they shall be rerouted to the Administrative Officer for review.

Section 510. Issuance of Development Permit.

Upon approval or conditional approval of development plans, the Administrative Officer shall issue a development permit as required by the City Zoning Ordinance. Issuance of a development permit shall constitute authorization for the applicant to begin land-disturbing activities and the construction of improvements, subject to any grading permits, soil erosion permits, or other permits and permissions as may be required by the Appropriate City Department Head and/or the City Building Official.

Section 511. Application for Final Plat Approval.

In the case of a subdivision, after approval of a preliminary plat and upon completion of required improvements, the subdivider may then submit an application for final plat approval. Said application shall meet the requirements for final plat applications as specified in Table 5.1, and the final plat shall meet the specifications for final plats shown in Table 5.2. In addition, the applicant for final plat shall submit to the Administrative Office the following:

- (a) One time-stable reproducible film copy or original of the plat;
- (b) A letter from the Appropriate City Department Head certifying that all required improvements have been constructed and meet the specifications of the city; The

- subdivider shall upon completion of the required improvements outlined in this Ordinance request in writing that the Appropriate City Department Head report by letter that all improvements required by this Ordinance have been completed according to City specifications. When such improvements comply, the Appropriate City Department Head shall write a letter of compliance addressed to the subdivider with a copy to the Administrative Officer stating the subdivision complies with the provisions of this Ordinance. Prior to writing such letter, the Appropriate City Department Head shall inspect all underground installations, sub-grades, bases or courses of asphalt, and such improvements shall not be covered or hidden before they are inspected and accepted by the Appropriate City Department Head.
- (c) A letter from the applicable electricity service company may be required indicating that service points for individual lots and street lights, if required, have been installed;
- (d) A performance bond for those required improvements not yet completed (e.g., pavement topping), if such delay in completion of required improvements is permitted by the Administrative Officer. Said performance bond shall be:
- (1) Conditioned upon the faithful performance by the subdivider or developer of all work required within a specified time;
 - (2) Payable to, and for the indemnification of, the City;
 - (3) In an amount equal to the cost of construction of the required improvements not yet completed, plus an additional 10 percent of said costs, as calculated by the Appropriate City Department Head ;
 - (4) With surety by a company entered and licensed to do business in the State of Georgia; and
 - (5) Approved as to form and content by the City Attorney.
- (e) A maintenance bond, cash deposit, escrow account or other guarantee/instrument of financial security as approved by the City Attorney to ensure maintenance of required improvements in the subdivision for a period of two (2) years, payable to the City and in the amount of ten 10 percent of the Appropriate City Department Head's estimate of actual construction cost. If, upon being notified of failure of required improvements, the subdivider does not correct the deficiency or commence work within 10 days of notice, it shall be deemed to be a failure on the bond, and the City shall have the right to make the necessary repairs, either by public work or by private contract, and the bond or instrument of financial security shall be liable for the full amount of the cost of said repairs, as determined by the Appropriate City Department Head.
- (f) "As-built" drawings acceptable to the Appropriate City Department Head of: 1) all streets showing the planned and actual location of all utility lines; 2) centerline profile of all streets with final grades; and 3) horizontal and vertical alignment including profiles and invert elevations of all storm and sanitary sewer lines; provided, however, the Administrative Officer may waive this final plat submittal requirement for a set period of time if improvements and/or "as-built" drawings are not complete, subject to subsequent denial of building permits should said drawings not be submitted.

Section 512. Final Plat Specifications and Certificates.

The final plat shall be drawn to comply with the specifications in Table 5.2 for final plats. Certificates one (1) through four (4) must be included on the final plat as follows. Certificates five (5) through seven (7) must be included if applicable.

Certificate No.

1. Final Surveyor's Certificate:

It is hereby certified that this plat is true and correct and was prepared from an actual survey of the property made by me or under my supervision; that all monuments shown hereon actually exist and their location, size, type and material are correctly shown; and that this plat meets all requirements of the City of Bainbridge Subdivision and Land Development Regulations and Zoning Ordinance.

By _____ Registered Georgia Land Surveyor No. _____.

Date _____

2. Certificate of Ownership and Dedication:

(State of Georgia)
(City of Bainbridge)

The owner of record of the land shown on this plat and whose name is subscribed thereto, and in person or through a duly authorized agent, certifies that he or she owns the land shown on this plat to be subdivided and hereby dedicates to the public forever, **subject to formal acceptance by the Governing Body**, the following:

Public Streets	___ acres
Public Drains	___ acres
Public Easements	___ acres
Public Parks/Open Space	___ acres

Typed Name of Subdivider

Typed Name of Owner of Record

Signature of Subdivider

Signature of Owner of Record

Date

3. **Certificate of Approval:**

FINAL PLAT APPROVAL

The Administrative Officer and the Appropriate City Department Head of the City of Bainbridge, Georgia certify that this plat complies with the City of Bainbridge Zoning Ordinance, conditions of zoning, and the Subdivision and Land Development Regulations of the City of Bainbridge, and that this plat is hereby approved and released for recording purposes.

The Appropriate City Department Head Date: _____

Administrative Officer, City of Bainbridge Date: _____

4. **Certificate of Recording:**

This plat has been recorded in plat book _____, page _____, in the records of the Clerk of Superior Court, Decatur County, Georgia.

Clerk, Decatur County Superior Court Date: _____

5. **Certificate of Storm Drainage System Maintenance**

Covenants. Private covenants have been recorded in deed book _____, page _____ in the land records of the Clerk of Superior Court, Decatur County, Georgia.”

“WARNING, the City of Bainbridge has no responsibility to build, improve, maintain, or otherwise service storm drainage facilities located within utility or drainage easements shown on this plat.”

“Grant of Easement. The utility and drainage easement(s) shown on this plat are hereby granted and said grant of rights shall be liberally construed to provide all necessary authority to the City of Bainbridge and/or to public or private utility companies serving the subdivision, for the installation and maintenance of utilities, including, but not limited to, electric lines, gas lines, telephone lines, water lines, sewer lines, cable television lines, and fiber optic cables, together with the right to trim interfering trees and brush, together with a perpetual right of ingress and egress for installation, maintenance, and replacement of such lines.

Signature of Property Owner”

6. Certification of Health Department Approval:

This is to certify that this plat and proposed water and sewerage facilities are acceptable.

Decatur County Health Department

Date: _____

7. Certificate of Private Street Construction and Maintenance:

“Covenants. Private covenants have been recorded in deed book _____, page _____ in the land records of the Clerk of Superior Court, Decatur County, Georgia.”

“WARNING, the City of Bainbridge has no responsibility to build, improve, maintain, or otherwise service the private streets, drainage improvements, and other appurtenances contained within the general public purpose access and utility easement or easements for private streets shown on this plat.”

“Grant of Easement. The general purpose public access and utility easement(s) shown on this plat for private street(s) is hereby granted and said grant of rights shall be liberally construed to provide all necessary authority to the City of Bainbridge, and to public or private utility companies serving the subdivision, for the installation and maintenance of utilities, including, but not limited to, electric lines, gas lines, telephone lines, water lines, sewer lines, cable television lines, and fiber optic cables, together with the right to trim interfering trees and brush, together with a perpetual right of ingress and egress for installation, maintenance, and replacement of such lines.

Signature of Property Owner”

“Certificate of Dedication. All water and sewer lines installed within the general purpose public access and utility easement(s) shown on this plat for private street(s) are hereby dedicated to the City of Bainbridge.

Signature of Property Owner”

Section 513. Action on the Final Plat.

Upon receipt of the completed final plat application, the Administrative Officer may transmit for review and comment a copy of the plat to applicable review agencies. The Administrative Officer shall have 10 working days to approve or disapprove of the plat. The Administrative Officer may grant final plat approval if the following conditions, as applicable, are met:

- (a) A preliminary plat of the proposed subdivision, if required, has been previously approved by the Governing Body.

- (b) Where new improvements are involved in the subdivision, development plans have been approved by the Administrative Officer and Appropriate City Department Head, all improvements have been installed, improvements have been inspected by the Appropriate City Department Head, and subdivision improvement guarantees as required by this Ordinance have been submitted.
- (c) The final plat meets all applicable requirements of this Ordinance.
- (d) A complete final plat application has been submitted, including all supporting materials required by this Ordinance for final plats.

Final plats and applications that meet the above-referenced conditions shall be considered a ministerial action by the Administrator. Denial of a final plat shall be permitted only upon specific findings that one or more of the above-referenced conditions have not been met.

If said plat is in conformance with the preliminary plat and is approved by the Administrative Officer and the Appropriate City Department Head, the signatures of the Administrative Officer and the Appropriate City Department Head shall be placed on the reproducible film copy or original of the plat.

Section 514. Recording of Final Plats.

Upon approval and without undue delay, the Administrative Officer shall have approved final plats recorded in the records of the Clerk of the Superior Court of Decatur County, and a time-stable reproducible film copy or original filed in the Office of the Administrative Officer. Said copy of original shall require an engineer or surveyor's stamp to protect the liability of the professionals involved. Recording fees shall be included in the fee charged for final plats and therefore paid by the City. The Clerk of the Superior Court shall indicate on the filed copy, as well as the time-stable reproducible film copy or original, the book and page number in the Decatur County Records where the final plat is recorded. Recordation of a final plat constitutes approval to begin the sale or transfer of subdivision lots.

Section 515. Assignment of Street Addresses.

Upon recording of a final plat, the Administrative Officer shall assign each lot a street address and shall note each address in permanent ink on the time-stable, reproducible film copy or original.

Section 516. Dedications of Public Streets and Acceptance of Improvements.

At any date after two (2) years have passed since the date of final plat approval, the subdivider may petition in writing to the Administrative Officer for the Governing Body by resolution to accept public streets and other permissible dedications, in whole or in part, within the subdivision. Said improvements shall not be accepted for maintenance until approved by resolution by the Governing Body. Any instrument of financial guarantee shall be returned to the subdivider upon acceptance of public streets and improvements by the Governing Body.

Subdivision streets and right-of-ways and other lands to be dedicated to the public shall be accepted by the City only upon the delivery to the Governing Body of a general

warranty deed conveying fee simple title of such right-of-ways and lands. The warranty deed shall be accompanied by an attorney's certificate of title and a tax transfer form addressed to the Governing Body of the City certifying that the grantor in such deed is vested with marketable fee simple title to the property conveyed thereby, free and clear of all liens and encumbrances, and further that the individual executing such deed has full authority to do so.

Section 517. Minor Subdivisions.

The Administrative Officer is authorized to review and approve or deny applications for minor subdivisions as defined by this Ordinance, as a final plat, provided that application is made for minor subdivision approval in accordance with all specifications for final plats as required by this Ordinance. Minor subdivisions with minimum lot sizes of six (6) acres or more can be developed utilizing on-site sewerage disposal systems subject to approval by the Decatur County Health Department. The Administrative Officer shall not approve a minor subdivision if any portion of the land to be subdivided was part of a minor subdivision approved by the City within the last three (3) years prior to application. Furthermore, the Administrative Officer shall not approve a minor subdivision until the minor subdivision is certified complete and a sign is placed in a conspicuous place on the subject property for a minimum of 14 days describing the proposed action. The applicant's name and contact information shall be displayed as well as the name and phone number of the Administrative Officer at the City's planning department.

Section 518. Lot Combinations and Boundary Line Adjustments.

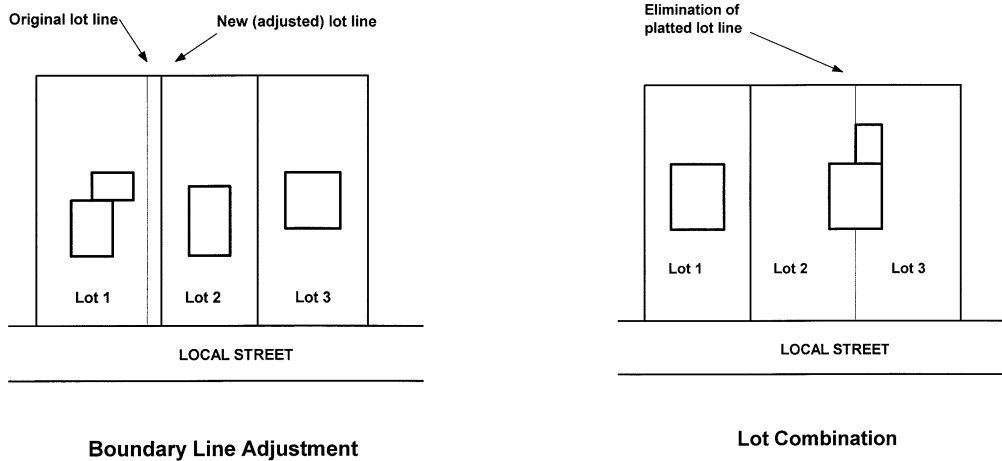
An existing lot line forming the boundary between two conforming platted lots located within the same subdivision or a lot line between lots or parcels that have merged to form one building lot may be removed or eliminated through a final plat revision process which conforms to the final plat requirements of this Ordinance. Where separate lots of land are proposed to be combined, they shall be submitted to the Administrative Officer as a final plat for review, approval and recording.

In the case no final plat applies to the subject lots or parcels, a boundary survey and plat depicting all lots involved in the lot combination shall be required to be approved by the Administrative Officer and recorded as a final plat. Such combination plat shall be titled with the same name as that of the original subdivision, if applicable, and shall indicate thereon that the replat is for the purpose of removing the lot lines between specific lots.

One or more existing lot lines forming boundaries between conforming platted lots located within the same subdivision, or one or more lot lines between abutting lots or parcels may be adjusted through a final plat revision process that requires the approval of the Administrative Officer and recording of a plat meeting the specifications of a final plat. In the case no final plat applies to the subject lots or parcels, a boundary survey and plat of the entire lots involved in the boundary line adjustment shall be required to be approved by the Administrative Officer and recorded. Such plat showing said boundary line adjustment shall be titled with the same name as that of the original subdivision and shall include thereon that the replat is for the purpose of adjusting the lot lines between specific lots.

Lot combinations and boundary line adjustments shall not be approved until the corresponding plat is certified complete by the Administrative Officer and a sign is

placed in a conspicuous place on the subject property for a minimum of 14 days describing the proposed action. The applicant's name and contact information shall be displayed as well as the name and phone number of the Administrative Officer at the City's planning department.



Section 519. Distribution of Recorded Final Plat.

The final plat is a source of essential information to tax officials, public safety officials, and utility officials, among others. The Administrative Officer or his designee shall be responsible for ensuring that each agency listed in this section receives a copy of the final recorded plat with assigned addresses:

1. The Decatur County Tax Commissioner
2. The Decatur County Tax Assessor
3. The Decatur County Health Department
4. The City of Bainbridge Public Safety Department
5. The City Building Inspector
6. The Appropriate City Department Head
7. The United States Postal Service (local postmaster)

At the discretion of the Administrative Officer, additional agencies or persons may be added to the above list.