



PUTNAM COUNTY PLANNING & DEVELOPMENT

117 Putnam Drive, Suite B ♦ Eatonton, GA 31024
Tel: 706-485-2776 ♦ 706-485-0552 fax ♦ www.putnamcountyga.com

Application for Site/Civil Plan Review

INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED

Date: _____

Jurisdiction:

_____ Putnam County

Person requesting review:

Name: _____ Title: _____

Physical Address: _____ City: _____ State: _____ Zip: _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

Daytime Phone: _____ E-mail: _____

Project Information:

Project Name: _____

Project Address: _____

Nearest Address or Cross Street: _____

Tax Map: _____ Parcel: _____ Zoning District _____

Total Acreage: _____ Total Acreage Disturbed: _____

Proposed project to be constructed:

_____ Commercial Development	_____ Recreational Development	_____ Residential Lot
_____ Industrial Development	_____ Farm Pond	_____ Agricultural
_____ Residential Development	_____ Recreational Pond	_____ Other

Explain Other: _____



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Project Information, cont.

Are there any existing structures on the property? _____Yes _____No

If yes, type of existing structures on property: _____

Is the property in a ground water recharge area? _____Yes _____No

Does the property contain wetland areas? _____Yes _____No

Is the property in a water supply water shed? _____Yes _____No

Water Shed: _____

Is there a flood plain on the property? _____Yes _____No

FIRM Map Panel: _____

Are there state waters within 200 feet of the property? _____Yes _____No

Type Water Source: (Check all that apply)

_____River _____Lake _____Pond _____Creek _____Stream _____Spring _____Branch

Owners Information:

Name: _____

Physical Address: _____ City: _____ State: _____ Zip: _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

Daytime Phone: _____ Cell Phone: _____

24 Hour Contact and Phone Number: _____

Fax: _____ E-mail: _____

Design Professional Information:

Company Name: _____

Physical Address: _____ City: _____ State: _____ Zip: _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

Daytime Phone: _____ 24 Hour Phone: _____

Fax: _____ E-mail: _____

Contact Name: _____

Daytime Phone: _____ Fax: _____

E-mail: _____ Certification Number: _____



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THE APPLICANT HEREBY AFFIRMS THAT THEY ARE THE PROPERTY OWNER OR HAS THE LEGAL AUTHORITY TO SIGN THIS FORM ON THE OWNER'S BEHALF, AND APPLICANT AGREES TO INDEMNIFY AND HOLD PUTNAM COUNTY HARMLESS IN THE EVENT IT IS DETERMINED APPLICANT DOES NOT HAVE SUCH LEGAL AUTHORITY.

Signature: _____ **Date:** _____

Print Name: _____

Office Use Only

Date Filed: _____ Fee: \$200

Check Number: _____ Cash: _____ Credit Card: _____ Receipt Number: _____



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Documents Required

Sec. 28-50. - Preliminary plat or site development application procedure.

The application shall include all of the following:

_____ A letter stating the general purpose and intent of the plat and a summary of the developer's intentions with respect to whether the streets will be public or private, the amount of open space proposed, the contemplated minimum lot sizes and floor areas of the structures, the amount and percent of lot coverage and any other aspect of the development the applicant chooses to express;

_____ The applicant shall state on the plat that it includes all of the applicant's ownership in that location, including any contiguous parcels owned by the applicant.

_____ Include the payment of \$200

_____ Two sets of Civil Plans

_____ Include two copies of a traffic study if applicable

_____ Hydrology Study

The preliminary plat and site development shall be prepared and sealed by a licensed land surveyor or professional engineer licensed in the State of Georgia, at a convenient scale of not more than one-inch equals 200 feet, shall be prepared in ink, and the sheets shall be numbered in sequence and referenced to an index sheet if more than one is used. Such sheets as the preliminary plat is drawn upon shall be consistent with current engineering practices. Subdivision plat details shall conform to the requirements of the state board of professional registration and the Plat Act.



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Sec. 28-52. - Features.

The preliminary plat or site development shall show the following:

_____ Name of the development. The applicant shall submit a proposed name for the subdivision or site.

_____ A notarized affidavit which includes the name, address and telephone number of the current legal owner or authorized agent of the property, and a citation of the last instrument conveying the title of each parcel of property involved in the proposed subdivision. This may not be applicable to a site development.

_____ Citation of any existing right-of-way or easements whether legal or in use by someone other than the property owner affecting the property.

_____ Provide existing covenants on the property, if any, and submit proposed covenants if so intended.

_____ Name and address, including the telephone number of the professional persons or firms responsible for the design, for design of public improvements and for surveys.

_____ Location of property by map and parcel numbers.

_____ Location of property lines, existing easements, burial grounds, historical sites, natural areas of aesthetic beauty or interest, railroad right-of-way, watercourses, wetlands, and floodplains.

_____ Location, width, type and name of all existing or platted streets or other public or private ways within or adjacent to the tract.

_____ Approximate location of future roads and their classification as may be shown on the Joint Putnam County/City of Eatonton Joint Comprehensive Plan.

_____ Name and locations of adjoining developments and current property owners.

_____ Locations and sizes of existing sewers, water mains, culverts, bridges or above and underground structures and aerial utilities within the tract and adjacent thereto.

_____ Approximate locations and sizes of existing permanent buildings and utility stations on the tract.



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Sec. 28-53. - Proposed improvements for subdivisions and site developments.

The following proposed improvements shall be indicated on preliminary plats and site plans: (Site developments need not comply with the items denoted by an asterisk (*) unless the Director deems it appropriate to require them.)

_____ * Location and pavement width of all proposed streets, easements, and other public and private ways, including rights-of-way.

_____ Require minimum building setback lines. Site developments shall show setbacks for all property lines.

_____ Locations, dimensions and areas in square feet of all proposed and existing lots. Site development plans shall be drawn to an engineering scale of one inch equals 200 feet (or as otherwise may be approved by the director) and showing all proposed improvements to the property, including but not limited to: buildings, parking, landscaping, lighting, stormwater detention, vehicular ingress and egress, total floor area and/or number of dwelling units, total land area, building coverage, and building height (in feet and floors). Development in the village zoning district may be required by the director to show more details related to the utilization of exterior spaces proposed adjacent to and among the proposed improvements.

_____ Total area of the subdivision/site development expressed in acres and decimals of an acre. If less than one acre, the area shall be described in square feet.

_____ Location and dimensions of all property proposed to be set aside for park or playground use, or other public dedication or private reservation, or landscaping with designation of purpose thereof. This is generally not required of a site development; however, it is required of developments within the village zoning district.

_____ Indications of all uses proposed by the applicant. If the site development is in the village zoning district, the floor area relationship between commercial and residential uses must be indicated.

_____ * Proposed names of all streets. The developer shall submit a list of alternate street names.

_____ * Blocks shall be consecutively numbered and lettered. The blocks in numbered additions to existing subdivisions bearing the same name shall be numbered and lettered consecutively throughout the various additions.

_____ * All lots in each block shall be numbered consecutively.

_____ If the subdivision or site development is to be developed in phases coincidental with ensuing development permits, the phases shall be shown and numbered consecutively.

All Email submittals must be sent to pdsuubmittals@putnamcountyga.us for processing