



# 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 Preliminary Plat Review/ Site Development Plan Review

**INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED**

Date: \_\_\_\_\_

Plan 20-\_\_\_\_\_

**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:**

_____ Agricultural	_____ <b>Commercial Development</b>	_____ Farm Pond
_____ Industrial Development	_____ Residential Development	_____ Recreational Development
_____ Recreational Pond	_____ Residential Lot	_____ PUD

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:** \_\_\_\_\_

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**Office Use Only**

Date Filed: \_\_\_\_\_ Fee: \_\_\_\_\_ Check Number: \_\_\_\_\_

Cash: \_\_\_\_\_ Credit Card: \_\_\_\_\_ Receipt Number: \_\_\_\_\_

\_\_\_\_\_



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## *Documents Required*

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**Proposed subdivision Name:** \_\_\_\_\_

**Proposed Road Names:**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

***Major subdivision and site development. All plans must comply at minimum to the following list. Please see Chapter 28 Development Regulations for complete details at [municode.com](http://municode.com) Please read and initial each to confirm compliance.***

\_\_\_\_\_ A concept plan, drawn to scale, is required reflecting the conditions of the zoning approval, if any were so applied by the board of commissioners, and shall be submitted to and approved by the director prior to the submittal of any other drawings and documents.

\_\_\_\_\_ If no conditions of approval apply to the land on which the subdivision is proposed, the developer may choose to either meet with the director informally to discuss the concept of the subdivision or to submit an application for preliminary plat approval.

\_\_\_\_\_ The lots in the major subdivision must front on interior public or private road, which are to be designed according to article III, design standards, division 1, infrastructure requirements of this chapter.

\_\_\_\_\_ 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,

\_\_\_\_\_ 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. 28-50. - 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 \$365.

\_\_\_\_\_ Four preliminary plats [Sec. 28 - DIVISION 3. - APPLICATION AND REVIEW PROCEDURES](#)

\_\_\_\_\_ Include four copies of a traffic study.

\_\_\_\_\_ Letter of agency (if applicable)

\_\_\_\_\_ Complete application packet may be submitted at [pdsubbmittals@putnamcountyga.us](mailto:pdsubbmittals@putnamcountyga.us)



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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.

## Sec. 28-52. - Features.

**The preliminary plat or site development shall show the following. *Please see Chapter 28 Development Regulations for complete details at [municode.com](http://municode.com) Please read and initial each to confirm compliance.***

\_\_\_\_\_ 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. *Please see Chapter 28 Development Regulations for complete details at [municode.com](http://municode.com)***  
***Please read and initial each to confirm compliance.***

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.