



**FORT OGLETHORPE PLANNING COMMISSION
APPLICATION FOR LAND SUBDIVISION APPROVAL**

CASE NUMBER: _____

THE APPLICATION FEE MUST ACCOMPANY THIS APPLICATION

Date Received: ___ / ___ / ___

Application Fee: _____

PLANNING COMMISSION HEARING DATE: _____ **Time:** _____

Subdivision Name

Owner's Name

Mailing Address

City/State/Zip

Phone #

Surveyor's Name

Tax Parcel #

Current Zoning

Number of Lots

Total Acreage

Location of Property

Type Approval Requested (Preliminary, Final)

I swear under penalty of law that within information is true, correct, and complete

Owners Signature

Date

PLANNING COMMISSION

DECISION/DATE: _____

**This application must be filed by the 5th of the month to be considered for the
PLANNING COMMISSION MEETING of the following month.**

Withdrawals prior to a hearing must be made in writing by the applicant.

DISCLOSURE OF CAMPAIGN CONTRIBUTIONS
(Required by Title 36, chapter 67A. Official Code of GA Annotated)

Reference: Application filed on _____; to
Rezone real property described as follows:

Within the two (2) years preceding the above filing date, the applicant has made campaign contributions aggregating \$250.00 or more to any member of the City Council of the City of Fort Oglethorpe who will consider the application.

() No, I have not made any contributions as described above.

() Yes, I have made contributions as described above.

Name of Official: _____

Dollar Amount: _____

I hereby depose and say that all statements herein are true, correct, and complete to the best of my knowledge and belief.

Signature of Applicant

Sworn to and subscribed before me this ___ day of _____, _____

Notary Public, Georgia State at Large

My Commission Expires: _____

PROPERTY OWNER AUTHORIZATION

Instructions: Each property owner must complete and sign a **Property Owner Authorization** page and provide the information requested under the **Owner Information Certification** section. In the event there is more than one property owner, a separate **Property Owner Authorization** page must be completed by each property owner.

OWNER INFORMATION CERTIFICATION

I swear that I am the owner of the property which is the subject matter of this application, as shown in the records of Georgia:

Name of Owner: _____

Owner's Address: _____

City/State/Zip Code: _____

Owner's Phone Number: _____

Owner's Cell Phone Number: _____

Print Owner's Name: _____

As the owner of the subject property I hereby authorize the person named below to act on my behalf as Applicant in the pursuit of a subdivision for this property.

NOTARY PUBLIC CERTIFICATION

Instructions: All **Property Owner Authorization** sheets must be complete, signed and duly notarized.

NOTARY PUBLIC CERTIFICATION

Personally appeared before me the following

Signature of Owner

Who swears that the information contained in this authorization is true and correct to the best of his or her knowledge and belief

Notary Public Date

SUBDIVISION CHECKLIST

- **Application filed by the 5th of the month to be considered for the Planning Commission meeting the following month.**
- **Written legal description of property (e.g. copy of deed) full metes and bounds description and if available plat showing property lines with lengths and bearings, adjoining streets, locations of existing buildings, north arrow and to scale. Submit seven (7) copies if plat is 11" X 17" or smaller. Plat larger than 11" X 17", submit sixteen (16) copies.**
- **Disclosure of Campaign Contributions and Gifts form.**
- **If property owner and applicant are not the same, Authorization by Property Owner form.**
- **Payment of filing fee to the city of Fort Oglethorpe.**

PRELIMINARY PLAT APPROVAL PROCEDURES

NOTE: Prior to preliminary plat submittal, it is advisable for the developer to discuss lot and road designs with the applicable street department, sewer management, water service, fire protection, Environmental Health Department, zoning and building requirements.

The application for preliminary plat approval, including seven prints of complete subdivision plans, shall be submitted to the planning commission office at least 15 days prior to the planning commission's regularly scheduled meeting.

Preliminary Plat Specifications. The preliminary plat shall be prepared by a Georgia Registered Land Surveyor. The plat shall be drawn at a scale not smaller than one hundred (100) feet to one (1) inch. The plat shall include:

Vicinity Sketch Map (scale 1 inch = 800 feet)		
Requirements for plats to be submitted	Preliminary	Final
Name and location	X	X
Owner and designer	X	X
North point, graphic scale, date	X	X
Boundaries, approximate dimensions, acreage of site	X	X
Community facilities	X	X
Subdivision Plan (scale 1 inch = 100 feet)		
Name and location	X	X
Owner and designer	X	X
North point, graphic scale, date	X	X
Street, ROW and easement layout	X	X
Street plans and profiles		X
Street names	X	X

Typical street cross section	X	
Block and lot lines	X	X
Block and lot numbers		X
Setback lines	X	X
Existing utilities and possible connections	X	
Proposed improvements requested of the city (utility extensions)	X	
Proposed utility plans (water supply, sanitary sewage and storm drainage)	X	X
Dimensions (lots, roads)		X
Bearings and monuments		X
Contours at 5-foot intervals	X	
Present zoning	X	
Adjoining property names	X	
Certificates as required		X
Location of proposed open spaces	X	
Areas of periodic inundation	X	X