



PLANNING ADVISORY BOARD
APPLICATION FOR LAND SUBDIVISION
APPROVAL

THE APPLICATION FEE MUST ACCOMPANY THIS APPLICATION

This box is to be completed by Building/Zoning Official

Date Received: _____ Application Fee: _____ Receipt# _____

PLANNING ADVISORY BOARD HEARING DATE: _____ Time: _____

Applicant notified of hearing date by _____ on the date of _____

APPLICANT INFORMATION

Applicant name (include name of business, if applicable): _____

Applicant address: _____
City State Zip code

Phone: _____ Email: _____

LOCATION INFORMATION

Location address: _____

Current Zoning: _____ Tax Parcel #: _____

Number of lots: _____ Total acreage: _____

Type of approval requested (preliminary, final): _____

Surveyor's name: _____

OWNER INFORMATION (To be completed if owner of location is different than that of applicant)

Owner's name: _____

Owner's address: _____
City State Zip code

Phone: _____ Email: _____

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

Signature of Applicant: _____ Date: _____

This box is to be completed by Building/Zoning Official

Planning Advisory Decision: _____ Date: _____

Applicant notified of planning board decision by _____ on the date of _____

This application must be filed by the 5th of the month to be considered for the Planning Advisory Board Meeting of the following month.

The Planning Advisory Board decision on a zoning matter will result in a recommendation to the City Council.

The City Council will make the final decision. Withdrawals prior to a hearing must be made in writing by the applicant.

Attendance at the Planning Advisory Board and City Council meetings is strongly encouraged. Failure to attend may result in a denial of this application/request. If you are unable to attend, it is recommended that you select a representative to attend in your place to answer any questions the board or the Council may have. Please contact the Building Official as soon as possible if you or your representative are unable to attend.

Building Official Contact Information:

Office – (706) 866-2544 ext.1201 Cell – (423) 653-4110

LAND SUBDIVISION CHECKLIST

- Application filed by the 5th of the month to be considered for the Planning Advisory Board meeting the following month.
- Written legal description of property (i.e., copy of deed), full metes and bounds description, and plat showing property lines with lengths and bearings, adjoining streets, locations of existing buildings, north arrow and to scale (if available). Please submit seven (7) copies if the plat is printed on paper 11" x 17" or smaller. If the plat is printed on paper larger than 11"x 17", please submit sixteen (16) copies.
- Disclosure of campaign contributions and gifts form.
- Provide a completed owner authorization form. Provide an executed certificate of corporation resolution if the owner and/or applicant is a corporation.
- Payment of filing fee to the City of Fort Oglethorpe. Schedule of fees may be found at fortogov.com

Office Use:

Revised 02/08/2024

Application received & placed in Building Official folder by: _____ Date: _____

Application fee receipt #: _____

Building Official verified application completion: _____ **Date:** _____

Building Official Notes: _____

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, signed by the owner and the applicant, and notarized.

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:

Property owner (Please print legibly): _____

Property owner's signature: _____

Property owner's address: _____

City/State/Zip Code: _____

Property owner's phone number: _____

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 land subdivision for this property.

Notary Public Certification

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

Notary Public Certification

Personally appeared before me the following

Signature of property owner: _____

Signature of applicant: _____

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

My Commission Expires: _____

Disclosure of Campaign Contributions

(Required by Title 36, Chapter 67A Official Code of GA Annotated)

Instructions: Each property owner and applicant **must** complete and sign a **Disclosure of Campaign Contributions** form. In the event there is more than one property owner, a separate Disclosure of Campaign Contributions form **must** be completed by **each** property owner, **each** applicant, signed by the owner and the applicant, and duly notarized.

Reference: Application filed on _____, for a land subdivision to real property described as follows: _____

Within the two (2) years preceding the above filing date, the **owner** and/or the **applicant** has made campaign contributions aggregating \$250 or more to any member of the Fort Oglethorpe City Council 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 Elected Official: _____

Dollar amount of donation: \$ _____

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

Signature of Owner: _____

Signature of Applicant: _____

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

Notary Public, Georgia State at Large

My Commission Expires: _____

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.

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)	Preliminary	Final
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