

Dalton - Whitfield Planning Office

PROCEDURES FOR SUBMITTING AN EXEMPT SUBDIVISION PLAT

- 1. Please send an electronic final plat with an exempt plat checklist in PDF format to the Planning Office for review.**
- 2. Plat will be reviewed upon submission.**
- 3. Reviews will be sent out within 3 business days from the date of submission.**
- 4. Revise plat as requested within the review by Planning Office.**
- 5. Submit five copies of plat to the Planning Office for final recording approval (follow checklist). If Items are still missing from the final recording plat indicated on the checklist then you must submit a new electronic plat with revised completed checklist and all time frames will stop.**
- 6. Complete final plats shall be distributed in the following manner. Two copies of plat will remain with the Planning Office. Two of the remaining three copies are required for recording and the applicant may retain one copy.**
- 7. Submit \$20.00 review fee at time of submission to the Whitfield County Planning Office.**

QUICK REVIEW CHECKLIST FOR EXEMPT SUBDIVISION PLATS

The plat shall include the following:

- 1. The name of the subdivision and road names;**
- 2. The name, address and telephone number of the person to be notified of action;**
- 3. The name, address, seal, and license number of the registered land surveyor; the original signature of the surveyor across the seal;**
- 4. The date of the plat drawing, graphic written scale, north point;**
- 5. The district and land lot, total acreage being subdivided, total number of lots created, total length of new roads within development;**
- 6. A general location map at a scale not less than 1:1,000 feet;**
- 7. Where more than one sheet is required to present the plat, multiple sheets shall each be named [for example: 1 of 3, 2 of 3, 3 of 3], and a cover sheet shall have subdivision name, certifications, and show layout of all phases if phased development;**
- 8. Identify the point of beginning (POB) tied to the nearest existing road intersection or nearest land lot line or district line;**
- 9. Exact boundary lines and zoning classification(s) of the parcel;**
- 10. City, County or land lot lines accurately tied to the lines of the subdivision;**
- 11. Lot lines with dimensions to the nearest one-hundredth (1/100) foot;**
- 12. Front and rear structure or building setback lines;**
- 13. Lots or parcels numbered in consecutive numerical order;**
- 14. The boundary and elevation of the one hundred (100) year flood plain as determined by F.I.R.M. and/or best available data;**
- 15. The Whitfield County Tax Assessor's map and parcel numbers;**
- 16. Road center lines, showing angles of deflection, and standard curve data of intersection, radii, length of tangents and arcs, and degree of curvature;**
- 17. Location and dimension of all approved exempted access easements;**
- 18. Show phases;**
- 19. Please refer to Sec. 15-24 for Final Plat Specifications.**
- 20. A divided parcel created pursuant to the terms of this exemption shall include, as an appurtenance thereto, a specifically described non-exclusive easement, 50 feet in width, for purposes of ingress and egress.**

21. The appropriate certificates of approval listed as follows:

(1) Statement for the surveyor:

Final Accuracy and Design 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 all requirements of the *Whitfield County Subdivision Regulations* have been fully complied with, and approval hereof does not relieve me of any liability associated with inaccuracies or improper design.

By _____ Date _____
Registered Georgia Land Surveyor No. _____
and Seal

(2) Statement for the Building, Zoning and Development Department:

Certificate of Approval for Recording [Exempt Subdivisions]

The Whitfield County Building, Zoning and Development Department certifies that this plat complies with the exempt subdivision provisions of the *Whitfield County Subdivision Regulations*, [with the exception of such variances, if any, as are noted upon the plat], and that it has been approved for recording in the Office of the Clerk of the Superior Court of Whitfield County, Georgia. No determination has been made with regard to the suitability of any lot either for use with the existing on-site/public sewage management or water supply system or for the installation of a new on-site/public sewage management or water supply system.

Date

Authorized Representative