

# Dalton – Whitfield Planning Office

## PROCEDURES FOR SUBMITTING A MINOR SUBDIVISION PLAT

**NOTE:** It is advisable to consult with the Environmental Health Department regarding lot size prior to drawing the plat. Approval of lot size is dependent upon soil information provided by the applicant.

1. **Submit an electronic final plat with a signed minor subdivision checklist to the Planning Office for review (follow checklist).**
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 review by Planning Office.**
5. **Obtain signatures, if required, from Dalton Utilities (or the appropriate utility), Fire Department, and Environmental Health Department. Each of these agencies may keep a copy of the plat.**
  - a. **The Environmental Health Department will require topography for all subdivisions of five or more lots where at least one lot is less than three acres in size.**
  - b. **The Environmental Health Department will also require soil survey information to be drawn upon a plat copy.**
6. **Submit five copies of final 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.**
7. **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.**
8. **Submit \$30.00 plus \$1 per lot review fee at time of submission to the Whitfield County Planning Office.**
9. **NOTE: The five-day maximum review period begins at the point of submittal for final review.**

## **QUICK REVIEW CHECKLIST FOR MINOR 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 (25 foot) and rear (10 foot) 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. 15-25 for Final Plat Specifications.**

20. 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 \_\_\_\_\_  
Registered Georgia Land Surveyor No.  
and Seal

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

(2) Statement for the appropriate utility when lots are served by public water and/or sewer:

*Certificate of Approval for Public Water System*

I hereby certify that the water system serving the public roads on this final plat has been installed (or sufficient surety has been provided to install) in accordance with the requirements of Dalton Utilities.

Dalton Utilities: \_\_\_\_\_

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

*Certificate of Approval for Public Wastewater Collection System*

I hereby certify that the wastewater collection system serving the public roads on this final plat has been installed (or sufficient surety has been provided to install) in accordance with the requirements of Dalton Utilities.

Dalton Utilities: \_\_\_\_\_

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

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

*Certificate of Approval for Recording [Minor Subdivisions]*

The Whitfield County Building, Zoning and Development Department certifies that this plat complies with the minor 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.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Authorized Representative

- (4) **Statement for Environmental Health when lots are served by individual on-site sewage management systems.**

*Certificate of Approval For On-Site Sewage Management System*

Each lot shown hereon is suitable for the use of an existing septic system or for the installation of a new individual onsite sewage management system. Each new system installed will require a permit to be issued before construction begins, dependent upon the location of any structures and any limitations which could adversely affect the performance of an on-site sewage management system. General approval is hereby granted for one dwelling per lot for this subdivision site [with the exception of lots number \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_].

\_\_\_\_\_  
Date

\_\_\_\_\_  
Whitfield County Environmental Specialist

- (5) **Statement for Fire Department.**

*Certificate of Approval for Fire Protection*

I hereby certify that fire hydrants and water mains serving the lots on this final plat have been installed and flow requirements for the fire hydrants have been met in accordance with the requirements of the Whitfield County Building Code for Fire Hydrant and Water Supply Requirements.

Whitfield County Fire Chief: \_\_\_\_\_ Date: \_\_\_\_\_