



CONSOLIDATED GOVERNMENT
What progress has preserved.

PLAT APPLICATION

Plat Title: _____

Type: Preliminary Replat Final

OWNER INFORMATION

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Home: _____ Cell: _____ Fax: _____

Email: _____

Type of Ownership: Sole Ownership Partnership Corporation

By signing this form, the owner of the property authorizes the City of Columbus to begin proceedings in accordance with the process for the type of application indicated above. The owner further acknowledges that submission of an application does not in any way obligate the City to approve the application. By signing this form, the owner of the property authorizes the City of Columbus to enter upon the property to perform all necessary inspections and acknowledges that the construction will be in accordance with the City of Columbus standards and the approved construction documents. To the best of my knowledge, all statements and information contained in this application and attached documents are true and correct.

Signature: _____ Date: _____

PROPERTY INFORMATION

Name: _____

Location: _____

Tax Parcel ID#: _____

Legal Description: _____

Watershed: _____

Zoning: _____ Proposed Use: _____

Number of Lots: _____ Total Acreage: _____

SURVEYOR INFORMATION

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Office: _____ Cell: _____ Fax: _____

Email: _____

Signature: _____ Date: _____

FEE SCHEDULE

Preliminary Plat:

Application Fee\$225.00
*plus \$10.00 per lot

Final Plat:

Application Fee\$225.00
*plus \$8.00 per lot
Application Fee (From a Preliminary Plat)\$100.00
*plus \$5.00 per lot

FOR OFFICE USE ONLY

Case Number: _____ Check Amount: _____

Submission Date: _____ Check Number: _____

PRELIMINARY PLAT CHECKLIST

- 01. Bar scale, verbal scale, north arrow
- 02. Plat title block, plat name, plat preparation date, revision date
- 03. Subdivider / Owner name and address
- 04. Subdivision or site name, proposed use, phase
- 05. Land district and lot number
- 06. Name, address, phone number and registration number of the registered land surveyor
- 07. Name of surveying firm
- 08. Firm's certificate of Authorization number
- 09. Original signature across the seal in black ink.
- 10. Vicinity Map (Labeled NTS "Not To Scale")
- 11. Original survey and acreage of area being platted
- 12. Existing / Proposed Land Use of plat area and land within 300 feet
- 13. Existing / Proposed Zoning of plat area and land within 300 feet
- 14. Topographic contours at 2 foot intervals
- 15. Adjacent property information (owner name, recorded lots)
- 16. Prior Approvals or Applications, Approved Variances
- 17. Identification of 100 Year Flood Plain and Flood Way Limits
- 18. Development phasing boundaries
- 19. Man-made features, identification of public streets and areas
- 20. Project boundary in bold weight, solid line
- 21. Solid lot lines
- 22. Clearly indicates all existing and proposed easements
- 23. Right-of-way lines clearly shown on plat
- 24. Sequential lot and block numbering
- 25. Overall, Centerline, Median and radii measurements of all ROW
- 26. Lot area and widths in conformance to underlying zoning
- 27. Tie-down to nearest existing street intersection
- 28. Direction and distance from a point of reference to a point on the boundary of the individual survey, AND additional information needed to find the boundary point from the point of reference. **INCLUDE STATE PLANE COORDINATES WHEN APPLICABLE.**
- 29. Bearings and distances for all lot or boundary lines. Proximal distances labels as such. Default to surveyor's measurements. Area of the parcel in acres and square feet.

- 30. Closure precision expressed as a ratio, in feet, from actual field measurements, not an approximation, and a statement on the method of adjustment.
- 31. Statement of precision, with the average of tracts or measure of exterior precision in the case of subdivisions. Statement should say, "This map or plat has been calculated for closure and is found to be accurate within one foot in _____ feet."
- 32. Property corner markers with material type, size, and "set," "found," or "replaced."
- 33. Linear distances, expressed as grid or ground, with scale, combined, and elevation factor used clearly listed.
- 34. Angular directions in degrees, minutes and seconds, followed by E or W directional.
- 35. Equipment used statement and positional accuracy statement when GPS is used.
- 36. Clear statement of survey type: Retracting of existing, lot combination, subdivision, division from parent parcel, disputed area depiction, special purpose survey, utility/easement, or other. Source of title and current owner must be listed.
- 37. A certification next to the seal stating that the survey conforms to the Technical Standards for Property Surveys in Georgia, set forth in the Georgia Plat Act.

SUBMITTAL REQUIREMENTS

- 2 full size plats – 24" x 36" (Rolled with drawing face **EXPOSED**)
- Completed Application and Checklist
- Check made payable to Columbus Consolidate Government

REPLAT / FINAL PLAT CHECKLIST

- 01. Bar scale, verbal scale, north arrow
- 02. Plat title block, plat name, plat preparation date, revision dates
- 03. Original survey and acreage of area being platted
- 04. Subdivider / Owner name and address
- 05. Subdivision or site name, proposed use, phase
- 06. Land district and lot number
- 07. Name, address, phone number and registration number of the registered land surveyor
- 08. All reproductions of original maps or plats shall bear the original signature, in black ink, of the registrant placed across the registration seal in order to be a valid or recordable map or plat
- 09. Name, address, phone number and registration number of the registered land surveyor
- 10. Name of surveying firm
- 11. Firm's certificate of Authorization number
- 12. Original survey and acreage of area being platted
- 13. Adjacent property information (owner name, recorded lots)
- 14. Identify items used for Block & Boundary Corners / Monuments
- 15. Identification of 100 Year Flood Plain and Flood Way Limits
- 16. Development phasing boundaries
- 17. Man-made features, identification of public streets and areas
- 18. Project boundary in bold weight, solid line
- 19. Solid lot lines
- 20. Clearly indicates all existing and proposed easements
- 21. Right-of-way lines clearly shown on plat
- 22. Sequential lot, block numbering and new legal lot numbers
- 23. Overall, Centerline, Median and radii measurements of all ROW
- 24. Lot area and widths in conformance to underlying zoning
- 25. Tie-down to nearest existing street intersection
- 26. Direction and distance from a point of reference to a point on the boundary of the individual survey, AND additional information needed to find the boundary point from the point of reference. **INCLUDE STATE PLANE COORDINATES WHEN APPLICABLE.**
- 27. Bearings and distances for all lot or boundary lines. Proximal distances labels as such. Default to surveyor's measurements. Area of the parcel in acres and square feet.

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- 35. A certification next to the seal stating that the survey conforms to the Technical Standards for Property Surveys in Georgia, set forth in the Georgia Plat Act.
- 36. Surveyor's Seal in black ink on the original drawing
- 37. Owner's Certificate in black ink on the original drawing

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