



Department of Community Development

Application for Preliminary Plat and Final Plat

SUBMITTAL CHECKLIST

Your application must include the following items, or it will not be considered complete:

- | | |
|---|---|
| <input type="checkbox"/> Sketch Plat (Per Checklist) | <input type="checkbox"/> Filing Fee (payable to The City of Temple) |
| <input type="checkbox"/> Written Legal Description of Property | <input type="checkbox"/> Certificate of Campaign Contributions |
| <input type="checkbox"/> Warranty Deed(s) | <input type="checkbox"/> Proof of Taxes Paid |
| <input type="checkbox"/> Recorded Plat of Property (eight (8) copies) | |

APPLICANT INFORMATION

Applicant Name _____ Company Name _____

Mailing Address _____ Suite/Apt. # _____ City, State _____ Zip Code _____

Primary Phone # _____ Alternate Phone # _____ Fax # _____

Email Address _____

PROJECT SUMMARY

Name of Project _____

Detailed Project Description (Include proposed use(s) and square footage of floor area for each use):

Total Number of Parcels Involved: _____ Total Project Acreage: _____

Total Estimated Cost of Planned Improvements: _____

I hereby certify that all information provided herein and in the accompanying documents is true and correct.

Applicant Signature _____ Date _____

- Property Owner Owner's Agent

PROPERTY INFORMATION/OWNER AUTHORIZATION

If more than one parcel is the subject of review, owner-applicant shall complete information for each parcel on additional page attachments; authorized agent-applicants must complete this page for EACH parcel.

PARCEL (PROPERTY) INFORMATION

Property Address/Location	Suite/Apt. #	City, State	Zip Code
Parcel ID/Property Tax Identification Number		Total Acreage	
Present Use(s)		Present Zoning (Official Zoning Map)	
Proposed Use(s)			

PROPERTY OWNER

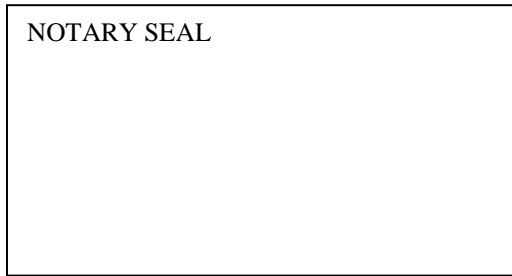
Owner (Person, Firm, Corporation, or Agency)		Company Name	
Mailing Address	Suite/Apt. #	City, State	Zip Code
Primary Phone #	Alternate Phone #	Fax #	
Email Address			

AUTHORIZATION FOR AGENT (If applicable)

Owner Signature	Date
Print Name	

Subscribed and sworn before me this _____
day of _____, 20____.

Signature of Notary Public in the State of Georgia



PRELIMINARY PLAT CHECKLIST

- _____ The Preliminary Plat shall be clearly and legibly drawn at a standard engineering scale of not less than 1" = 100'. Sheet size shall not exceed 36" x 48"; provided, however, that a scale of 1" = 200' may be used in order to avoid sheets in excess of 36" x 48". In no case may the sheet size be less than 8 1/2" x 11".
- _____ The Preliminary Plat shall be surveyed and drawn by a registered Professional Engineer, landscape Architect, or Land Surveyor, and the seal and signature of the person responsible for the plat shall be placed on the plat.
- The Preliminary Plat shall contain the following:
- _____ The proposed name of the subdivision, and the names of all proposed streets (letter designations may be used in place of street names on the Preliminary Plat).
- _____ Name, street address, and telephone number of the owner of the property.
- _____ Name, street address, and telephone number of the subdivider.
- _____ Date of survey, north arrow, and graphic scale.
- _____ Land lot, district, and section of City of Temple.
- _____ Location sketch showing the subdivision in relation to the surrounding area with regard to well-known landmarks such as major roadways, railroads, streams, or others. Scale should not be less than 1" = 2000'.
- _____ Name of former subdivision if any or all of the property has been previously subdivided.
- _____ Exact boundary lines of the tract indicated by a heavy line giving bearings and distances around the boundary. The boundary lines shall include the entire tract, and all data required in this checklist shall apply to the entire property.
- _____ Ground elevations on the tract based on field surveys or photogrammetric methods from aerial photography. The datum for the topographic information shall be indicated on the plan; minimum contour interval shall be 2'.
- _____ Natural features within the subdivision, including drainage channels, bodies of water, wetlands, and floodplains.
- _____ Right-of-way and pavement widths for existing and proposed streets.
- _____ Location of existing bridges, culverts, and other features.
- _____ Proposed layout of subdivision, including:
- * Lot lines with dimensions;
 - * Sidewalks, where required;
 - * Lot numbers and block letters;
 - * Distance between cul-de-sacs;
 - * Proposed street names; and
 - * Public-use easements.
- _____ Stages or phases of development, if appropriate.
- _____ Notation regarding sanitary sewer (public/septic).
- _____ Location and size of existing and proposed sanitary sewer lines and water lines, and proposed location of fire hydrants.
- _____ Minimum Lot Size –100-year floodplain/other unsuitable land
- _____ Other

CERTIFICATE CONCERNING CAMPAIGN CONTRIBUTIONS

Has the applicant (individual, corporation, partnership, firm, enterprise, franchise, association or trust) made, within two years immediately preceding the filing of this application for a **Variance**, campaign contributions aggregating \$250.00 or more or made gifts having in aggregate a value of \$250.00 or more to a member of the City Council or Planning Commission who will consider the application?

YES _____

NO _____

If so, the applicant and the attorney representing the applicant must file a disclosure report with the Board of Commissioners of Carroll County, within ten (10) days after this application is first filed.

Please supply the following information, which will be considered as the required disclosure:

1. **Member:** The name of the member(s) of the City Council or Planning Commission to whom the campaign contribution or gift was made.
2. **Contribution:** The dollar amount of each campaign contribution made by the applicant to the member of the City Council or Planning commission during the two years immediately preceding the filing of this application, and the date of each such contribution.
3. **Gift:** An enumeration and description of each gift having a value of \$250.00 or more made by the applicant to a member of the City Council or Planning Commission during the two years immediately preceding the filing of this application.

<i>Member</i>	<i>Contribution</i>	<i>Date</i>	<i>Gift</i>
	\$		
	\$		
	\$		
	\$		
	\$		

We certify that the foregoing information is true and correct, this _____ day of _____

20_____.

Applicant

Applicant's Attorney (if any)