



**City of Ball Ground**

**Plat Review and Approval Application**

215 Valley St, P. O. Box 285 – Ball Ground, Georgia 30107

Phone: 770-735-2123 Fax: 770-735-4575

***STAFF USE ONLY***

<b><i>Date Reviewed:</i></b>	<b><i>Date Received:</i></b>	<b><i>Reviewed by:</i></b>
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- Please check all information supplied on the following pages to ensure all spaces are filled out accurately before signing this form.
- All documents required as part of the application package shall be submitted at the same time as the application.
- Submit only one application per request. If there are multiple landowners, etc., please copy and attach additional signature pages.
  - Executors of estates must provide legal documentation proving they are authorized to sign for deceased property owner(s).

**APPLICANT INFORMATION**

Name (First and Last; Printed): \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**PRIMARY CONTACT INFORMATION**

*Same as above*

Name (First and Last; Printed): \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**PROPERTY OWNER(S) INFORMATION**

Same as above

Name (First and Last; Printed): \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**PROPERTY LOCATION INFORMATION**

Property Address (If Applicable): \_\_\_\_\_

Tax Identification Number (TIN): \_\_\_\_\_

Parcel Identification Number (PIN): \_\_\_\_\_

**PROPERTY USE INFORMATION**

Intended Land Use: \_\_\_\_\_

If residential, is this a  "For Sale" **or**  "For Rent" development?

Zoning: \_\_\_\_\_

Total Acreage: \_\_\_\_\_

Proposed Use of Property: \_\_\_\_\_

Proposed Number of Lots: \_\_\_\_\_

Setbacks: (Front) \_\_\_\_\_ (Side) \_\_\_\_\_ Rear \_\_\_\_\_

Min. lot width at the front building line: \_\_\_\_\_

Min. Lot Size: \_\_\_\_\_

**APPLICANT AND PROPERTY OWNERS SIGNATURE SECTION**

• Applicant Name (First and Last, Printed): \_\_\_\_\_

Applicant Signature: \_\_\_\_\_

Company Name and Title: \_\_\_\_\_

Date Signed: \_\_\_\_/\_\_\_\_/\_\_\_\_

Sworn to and Subscribed before me this: \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Notary Signature: \_\_\_\_\_ (Notary Seal)

• Property Owner Name (First and Last, Printed): \_\_\_\_\_

Property Owner Signature: \_\_\_\_\_

Company Name and Title: \_\_\_\_\_

Date Signed: \_\_\_\_/\_\_\_\_/\_\_\_\_

Sworn to and Subscribed before me this: \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Notary Signature: \_\_\_\_\_ (Notary Seal)

\*If additional signatures are required, please copy and use this page, then attach to the application.

State Law requires a disclosure report to be filed by applicant if within the past two years an applicant has given campaign contribution or made gifts of \$250 or more to the Mayor, a Council Member of the City of Ball Ground or a member of the Planning Commission of Cherokee County who may consider the application. Indicate if applicant needs to file a disclosure report.

*Yes*  *No*

## **CHECKLIST OF PLAT REQUIREMENTS:**

### **General**

- \_\_\_ Indicate subdivision name
- \_\_\_ Indicate name/address/telephone number of property owner/developer
- \_\_\_ Indicate vicinity/location map on coversheet
- \_\_\_ Indicate scale (stated and graphic)
- \_\_\_ Indicate north arrow and basis
- \_\_\_ Indicate name/address of surveyor/surveyor's firm, stamp, registration number and signature (must be signed prior to final approval)
- \_\_\_ Indicate exact boundary lines of the tract (giving lengths & bearings to the minute), indicated by a heavy line giving lengths and bearings.
- \_\_\_ Indicate field survey error of closure, not to exceed one to ten thousand.
- \_\_\_ Indicate street address for each lot and provide written confirmation of address approval from Cherokee County GIS. (678- 493-6050 to have addresses assigned)
- \_\_\_ Indicate any protective covenants (book and page number) or statement of no covenants (if a conservation S/D – covenants must be recorded prior to Planning and Zoning signature)
- \_\_\_ Indicate references to recorded subdivision plats of abutting land by record plat/book/page number
- \_\_\_ Indicate Land Lot/District/County or City boundaries adjacent to property
- \_\_\_ Indicate name of former subdivision (if applicable)
- \_\_\_ Show phase lines and related information for all approved phases (if available)
- \_\_\_ Indicate all existing easements with deed book or plat book information (if applicable)
- \_\_\_ Date the plat was prepared including all plat revisions
- \_\_\_ Statement explaining plat changes if the plat is being re-recorded.
- \_\_\_ Indicate accurate locations and descriptions of all property monuments and markers
- \_\_\_ Stations at one hundred-foot (100') intervals shall be shown.
- \_\_\_ Indicate if the residential units in the development are to be "For Sale" or "For Rent"

## **Site and Lot Requirements**

- \_\_\_ Indicate total acres of site
- \_\_\_ Indicate total acres of open space and show/label on plat
- \_\_\_ Indicate total number of lots
- \_\_\_ Indicate lot areas, in acres, on the plat and on a lot chart
- \_\_\_ Indicate minimum lot width and state "All lots meet minimum lot width"
- \_\_\_ Indicate minimum lot area in notes
- \_\_\_ Indicate lots numbered consecutively (no duplication of numbers). There will be no block lettering or phasing. Division will be made by units.
- \_\_\_ Indicate all front, side & rear yard setbacks in notes and show on plat
- \_\_\_ Indicate all exterior setbacks (if applicable)
- \_\_\_ Indicate 50-feet of minimum frontage for each lot on a public road (35-feet on a cul-de-sac) or provide a 20' exclusive "Access and Utility Easement" per lot without frontage
- \_\_\_ Indicate lot lines to the nearest foot and bearings to the minute Planning and Zoning Requirements
- \_\_\_ Indicate if a Conservation Design Community in the title
- \_\_\_ Indicate if the project is within the Valley Overlay District
- \_\_\_ Indicate if the project is within a Traditional Neighborhood Development Overlay
- \_\_\_ Indicate density
- \_\_\_ Indicate zoning classification of subdivision; include overlay zone classification (if applicable)
- \_\_\_ Indicate rezone case number and conditions; include copy of signed resolution on the plans
- \_\_\_ Indicate variance case number and conditions; include copy of signed resolution on the plans
- \_\_\_ Indicate zoning buffers
- \_\_\_ Indicate adjoining property zoning classifications, owner information and land use
- \_\_\_ Exterior lighting plan required, if proposed. Provide a site plan/elevation indicating the proposed luminaire locations; provide a manufacturer's catalog for each fixture and include a detailed elevation indicating the mounting heights and aiming angles with

photometric data showing the angle of cut-off of light emissions for the proposed luminaires. Be advised that all light fixtures shall be down-lit and full cut-off.

\_\_\_ For all lots that are adjacent to a tree save area, as indicated on the tree protection plan, a “↑” symbol shall be placed on each lot and a note indicating that the area adjacent to that lot shall be protected.

### **Water/Sewer/Stormwater/Environmental Requirements**

\_\_\_ Location of Twenty-five-foot (25') Undisturbed State Water Buffer and fifty-foot (50') Undisturbed City of Ball Ground Stream Buffer.

\_\_\_ All required storm drainage easements off of the City right-of-way. The Property owner will be required to keep the easement free of obstruction in such a way as to ensure the maximum designed flow at all times. The property owner shall not alter any drainage improvements without the prior written approval from the City of Ball Ground Engineering Department.

\_\_\_ All required water, sewer and stormwater easements shall be shown and clearly labeled

\_\_\_ Any private easements for permanent ponds or lakes.

\_\_\_ Location and size of storm drains.

\_\_\_ For lots upstream of culvert road crossings, a statement shall be provided that finished floor elevations shall be no less than one foot above the low point in the road. Proposed driveway culverts and sizes shall be indicated by a “●” symbol in the note column.

\_\_\_ The location of the 100-year flood plain and a statement prohibiting house finished floor elevations lower than three (3) feet above the flood plain, or a statement that no part of the property lies within the 100-year flood plain.

\_\_\_ A “\*” symbol shall indicate all lots that are adjacent to a 100-year flood plain requiring an elevation certificate indicating that the finish floor elevation of the structure shall be a minimum of three (3) feet above the 100-year flood elevation. Said elevation certificate shall be submitted to the building department.

\_\_\_ Dam breach zone is required if an existing or proposed pond or lake is part of the proposed development and if there are any lots located within the dam breach zone. All lots that are located within a dam breach zone shall be denoted with a “▪” symbol. If there is an existing or proposed pond/lake, a geotechnical engineer must certify the

integrity of the dam regardless of lot location. Certification that there is not a potential for a “Category 1” structure must be submitted as a part of the LDP review process. (NOTE: Dam breach analysis is not required for dry detention ponds unless otherwise specified in this ordinance).

\_\_\_ The final plat shall contain a note in the event that underground storm water storage is being provided for the development stating that the maintenance of underground detention facilities is the responsibility of the owner. That the owner agrees to perform annual inspections and provide any necessary maintenance.

\_\_\_ Fire hydrants shall be shown.

\_\_\_ Indicate whether property is on septic or served by sewer

\_\_\_ It is the policy of City of Ball Ground that drainage easements are dedicated to the public use and are not accepted by City of Ball Ground for City maintenance and are not considered City property. Therefore, it is City of Ball Ground Policy that no City forces or equipment shall be used to perform construction to any drainage easement within City of Ball Ground, unless said easement lies within City of Ball Ground right-of-way and/or said work is necessary to protect City right-of-way per City of Ball Ground Policy adopted September 1st, 2001.

\_\_\_ The professional engineer of record currently registered in the State of Georgia shall certify with their seal and signature that the detention pond(s) provides the required storage and outflow rates as required by the approved construction plans and the approved hydrology study for the development. Any modifications to a storm water detention area shall require a revised hydrology study to be submitted.

\_\_\_ A signed sealed statement by a Professional Engineer, Registered Land Surveyor, or Registered Landscape Architect currently registered in the State of Georgia that the “as-built” condition of the storm drainage system will function as designed and engineered in the approved construction plans.

\_\_\_ All other notes or notations as may be required by the City of Ball Ground Engineering Department.

\_\_\_ The following statement shall appear on all final plats: "The City of Ball Ground maintains the right to access drainage easements for emergency purposes as deemed necessary by the City Engineer."

### **Transportation Requirements**

- \_\_\_ Private streets must be approved by the City Council prior to final plat approval
- \_\_\_ Label all private streets as “Access and Utility Easements”, along with said name of the street
- \_\_\_ Indicate location(s) of any signs that will be erected/posted
- \_\_\_ Indicate required minimum right-of-way width.
- \_\_\_ Indicate location and right-of-way lengths and widths of any streets, alleys, railroads, public crosswalks; road names and designations
- \_\_\_ All sidewalk locations shall be indicated.
- \_\_\_ Table of dedication for all streets to dedicated as public right-of-way, including ROW length, width, street name,
- \_\_\_ Appropriate curve data for all streets.



Indicate the following owner’s certificate statement where a subdivision contains a lot that does not abut a public road

I, the undersigned owner, hereby dedicate the access easement shown on this plat to the common use of the owner, or owners, of the lot within this subdivision. It is further acknowledged that the access way and any improvements within such access easement shall not be accepted by the City of Ball Ground, Georgia, but shall remain privately owned and maintained.

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Owner \_\_\_\_\_ Date \_\_\_\_\_

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Witness \_\_\_\_\_ Date \_\_\_\_\_

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Notary Public \_\_\_\_\_ Date \_\_\_\_\_

Indicate the following statements for any final plat involving a private street(s):

WARNING, the City of Ball Ground has no responsibility to build, improve, maintain, or otherwise service the private streets, drainage improvements, and other appurtenances contained within the access and utility easement or easements for private streets shown on this plat. Grant of Easement. The access and utility easement(s) shown on this plat for private street(s) is hereby granted and said grant of rights shall be liberally construed to provide all necessary authority to the City, and to public or private utility companies serving the subdivision, for the installation and maintenance of utilities, including, but not limited to, electric lines, gas lines, telephone lines, water lines, sewer lines, cable television lines, and fiber optic cables, together with the right to trim interfering trees and brush, together with a perpetual right of ingress and egress for installation, maintenance, and replacement of such lines.

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Owner \_\_\_\_\_ Date \_\_\_\_\_

Indicate Surveyor's certification statement

It is hereby certified that this plat is true and correct and was prepared from an actual survey of the property by me or persons under my supervision; that all monuments shown hereon actually exist or are marked as "future," and that their location, size, type and material are correctly shown.

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Surveyor \_\_\_\_\_ Date \_\_\_\_\_  
Name and Georgia Registration Number

Indicate Owner's certification and dedication statement

The owner of the land shown on this plat and whose name is subscribed hereto, in person or through a duly authorized agent, certifies that this plat was made from an actual survey, and that all State, City and County taxes or other assessments now due on this land have been paid. Said owner donates and dedicates to the public for use forever all streets (other than those shown as private), water systems, drains, and drainage easements, and public places as shown on this plat.

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Owner	Date
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Witness	Date
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Notary Public	Date
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Indicate Health Department's certification statement (if applicable) (Reference Section 5.5-5(h)):

This final plat has been approved by the Cherokee County Health Department as being consistent with applicable state and local environmental health requirements. (Septic Only)

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Director \_\_\_\_\_ Date \_\_\_\_\_  
Cherokee County Health Department

Indicate Planning and Zoning Department's certification statement:

This plat has been administratively reviewed for compliance with the City of Ball Ground Zoning Ordinance and is approved for recording.

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Zoning Official \_\_\_\_\_ Date \_\_\_\_\_