



City of Bloomingdale
 8 West Highway 80
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 Bloomingdale, Georgia 31302
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For staff use only

Petition Number: _____
 Date Submitted: _____
 Action by Planning Commission:

 Date of Action by Planning
 Commission: _____
 Action by Council: _____
 Date of Action by Council: _____

SUBDIVISION APPLICATION AND CHECKLIST

This document is for application purposes only and does not replace any procedures or requirements set forth in the Code of Ordinances. Petitioner should refer to the City of Bloomingdale's Code of Ordinances, Appendix B Subdivisions, to understand and adhere to all requirements. Please type or print legibly. If necessary, attach additional sheets to fully answer any of the following sections.

Please complete the following checklists, as applicable, to verify all required information is included. Incomplete applications will not be accepted.

Petitioner/Applicant: Name: _____
 Address: _____
 Telephone: _____ Fax: _____
 E-mail: _____

Property Address: Legal address or general street location (nearest street intersections):

Property Tax ID #: _____

Proposed Subdivision/Plat Name: _____

Subdivision/Plat Type _____ Minor Subdivision _____ Major Subdivision

Submittal Type: _____ Sketch Plan _____ Preliminary Plan
 _____ Final Plat _____ Revision to Recorded Plat

Total Area of Subject Property (acres) _____ **Number of Lots** _____ Existing
 _____ Proposed

Current Zoning District _____ **Water/Sewer Provider** _____

I. Sketch Plan Checklist

Previous to the filing of an application for approval of a preliminary plan, a sketch plan may be submitted to the planning commission for review and recommendation. When submitted, this sketch plan shall show in simple sketch form the proposed layout of streets, roads, and other features in relation to existing conditions. The sketch plan shall include the following information:

Yes	No	NA	
			Boundary lines of the property being subdivided
			Watercourses found on the tract of land to be subdivided and the limits of habitable area
			Locations, name and right-of-way width of any existing streets on the land to be subdivided, or on land adjacent to the tract of land being subdivided

II. Preliminary Plat Checklist

Before work shall begin, an original and four prints of a preliminary plan, showing the proposed design of the subdivision, shall first be submitted to the planning commission for approval. Such plans shall be drawn at a scale of not less than 200 feet to the inch.

Yes	No	NA	
			Original and four prints of preliminary plat
<i>Existing features:</i>			
			Bearings and distances of the boundary lines of the property to be subdivided
			Location of any streams, natural drainageways, and other waterways which exist on the property
			Distance and direction to public water lines and sanitary sewer lines
			Names, locations, and right-of-way widths of existing street either on the property or on the land adjoining the property
			Existing contours of the property in solid lines and at one-foot intervals and based on mean sea level datum
			Name of subdivision or property owners adjoining the property
			Location of railroads, of public or private rights-of-way or easements, and of parks or other public spaces either on the property or adjoining the property
			Limits of the 100-year flood plain
<i>Proposed design features:</i>			
			Location, purpose, and width of any proposed drainage utility easements
			Lot lines and lot line dimensions; proposed lot numbers and block numbers
			Location and specifications for proposed streets and lines, including right-of-way lines, proposed paving, proposed finished grades, proposed pavement width, if any; profiles and typical cross sections of such streets, and such other information

Yes	No	NA	
			as shall be required to show compliance with the design specifications established by this ordinance for streets
			Proposed street names
			Proposed final contours in dashed line at one-foot intervals and based on mean sea level datum
			Proposed building lines
			Proposed crosswalks
			Location of proposed monuments
<i>Other information:</i>			
			Title, scale, north arrow, and date
			Size of the tract being subdivided
			Key map showing location of the proposed subdivision in the city
			Statement which shall describe the method by which storm sewers, sanitary sewers, and water facilities will be provided
			Percolation test results: If septic tanks or individual waste disposal systems are to be used in a subdivision, then percolation tests shall be made in accordance with the county health department requirements and the results of such tests, together with a contour map showing the site of each test hole, shall accompany the preliminary map
			Grading and drainage plans
			When the preliminary plan includes only a part of the tract, the proposed street plan for all of tract shall be submitted
			All exhibits accompanying the preliminary plan shall be prepared and sealed by a registered civil engineer
<i>Fee for review of preliminary plat:</i>			
			Non-refundable filing fee, payable to City of Bloomingdale

III. Final Plat Checklist

Before a plat of a subdivision is recorded, an original and four prints of a final plat showing the final design of the subdivision shall be submitted to the planning commission for review. Following review by the planning commission, the final plat shall be forwarded to mayor and council for approval. The final plat shall contain the following information:

Yes	No	NA	
			Original and four prints of final plat
			Primary control points to which all dimensions, angles, bearings, and similar data on the plat shall be referred
			Tract boundary lines
			Right-of-way lines of streets
			Easements and other rights-of-way
			Property lines of all lots
			Name and right-of-way width of each street or other rights-of-way
			Location, dimensions, and purpose of any easement
			Number to identify each lot or site
			Purpose for which sites, other than residential lots, are dedicated or reserved
			Minimum building setback line on all lots and other sites
			Location and identification of monuments
			Names of record owners of adjoining land
			Reference to recorded subdivision plats of adjoining platted land by record name
			Certificate that all survey work was performed by a registered civil engineer or registered surveyor
			Statement by owner dedicating streets, rights-of-way, easements, and any sites for public use. Such dedications must be formally accepted by the mayor and council of the city before such dedications shall be binding on the city
			Title, scale, north arrow, and date
			Key map showing the location of the subdivision in the city
			Limits of the 100-year flood plain, where appropriate
			Certification from county health department for lots served not to be served by either public sewers or public water, or both, certifying health department approval of the water supply system and/or waste disposal system to be used as well as approval of lot sizes and lot widths
			Certificate from engineer certifying that the subdivider has complied with the requirements of the ordinance and the required bond, escrow account or certified check has been posted.
<i>Fee for review of final plat:</i>			
			Non-refundable filing fee, payable to City of Bloomington

Disclosure of Campaign Contributions:

The Conflict of Interest in Zoning Actions Act (O.C.G.A. Chapter 67A) requires that an applicant for a zoning action must disclose campaign contributions in the amounts of \$250 or more that have been made to local government officials who will consider the application. A local government official includes the Mayor and members of City Council and the Planning Commission. Agents, including attorneys, who may represent the applicant, must also disclose such campaign contributions. If this Act is applicable, it shall be the duty of the applicant to file a disclosure report with the City of Bloomingdale Clerk of Council showing the following:

- 1) The name and official position of the local government official to whom the campaign contribution was made; and

- 2) The dollar amount and description of each campaign contribution made by the applicant to the local government official during the two years immediately preceding the filing of the application for zoning action and the date of each such contribution.

This disclosure shall be filed within ten (10) days after the application for action is first filed.

V. Signature

Approval of an application for rezoning or variance by the City of Bloomingdale does not constitute a waiver from any applicable local, state or federal regulations.

I hereby certify that the above stated facts are true to the best of my knowledge and belief and that I am the owner or authorized agent for the owner of the subject property.

Sworn to and subscribed before me on this _____ day of _____.

Owner's signature,
or Authorized Agent's signature

Notary Public

Printed Name

City of Bloomingdale

AUTHORIZATION OF PROPERTY OWNER

Application for Rezoning, Conditional Use, Variance, Site Plans & Subdivision Submittals

I swear that I am the owner of the property which is the subject matter of the attached application, as shown in the records of Chatham County, Georgia.

I authorize the person named below to act as applicant in the pursuit of a variance, conditional use, rezoning of property or a site plan submittal.

Name of applicant: _____

Address: _____

City & State: _____ Zip _____

Telephone number: _____

Signature of owner

Personally appeared before me _____

Who swears that the information contained in this authorization is true and correct to the best of his/ her knowledge and belief.

Notary Public

Date

