



PRELIMINAY MAJOR SUBDIVISION PLAT REVIEW CHECKLIST

Name of Subdivision:

Location:

Submittal Date:

Reviewed by: 1st

2nd

3rd

Date of Review: 1st

2nd

3rd

**Habersham County
Subdivision Number:**

3rd	2nd	1st		
			1.	The tax parcel number, land district, and land lot
			2.	Zoning of the proposed subdivision
			3.	Total acreage
			4.	Total number of lots of subdivision/phase
			5.	Minimum Setbacks: Building setbacks from property lines and state waters. UDO 7.3.3
			6.	Professional Information: Name, address, telephone number, seal, and signature of the surveyor. UDO 7.3.3
			7.	Name, address, telephone number of the owner of record and the subdivider.UDO 7.3.3
			8.	Vicinity Map: location map of the property in relation to the surrounding area with regard to well-known landmarks such as arterial streets, railroads, and major water courses. UDO 7.3.3
			9.	Date of survey, north arrow, graphic scale, source of datum, date of plat drawing, and space for revisions. UDO 7.3.3
			10.	Scale: The preliminary plat shall be drawn at a scale of 100 feet or less to 1 inch. UDO 7.3.3
			11.	Exact boundary lines of the tract indicated by a heavy line giving lengths and bearings. UDO 7.3.3
			12.	Lot lines with dimensions to the 1/10 of a foot, necessary internal angles, arcs, chords, and tangents or radii of a rounded corner. UDO 7.3.3
			13.	Adjoining Property Owner Information: Show all adjoining property owners, Parcel ID number, and zoning. UDO 7.3.3
			14.	Rezoning application number and conditions: rezoning, special use, and variance application numbers and conditions of approval, if applicable. UDO 7.3.3
			15.	Topography: Show topographic contours at no less than five-foot intervals. UDO 7.3.3
			16.	Water setbacks, buffers and undisturbed areas. Setbacks, buffers and undisturbed areas from streams, rivers, and other bodies of water required by the UDO. See UDO Article 9
			17.	Geographic Information: Show all City limits, County lines, Land Lot Lines, etc. that traverse subdivision.
			18.	Abutting Streets and Easements: Show man-made features within and adjacent to the property, including street right-of-way, names of existing streets, easements, and other significant features.
			19.	Water setbacks, buffers and undisturbed areas. Setbacks, buffers and undisturbed areas from streams, rivers, and other bodies of water required by the UDO. UDO Article 9
			20.	Flood Hazard Area: A note indicating whether or not the property is located within a 100-year flood plain, as designated on Federal Emergency Management Agency Flood Insurance Rate Maps, along with the community map panel number and effective date. UDO 7.3.3
			21.	Subdivision Lot Layout: The proposed subdivision layout including lot lines and street right-of-way lines with proposed street names and front building setback line. UDO 7.3.3

			22.	Blocks and Lots: block length, block width, lot depth, building site, double frontage lots, flag lots. UDO 7.4
			23.	Water and sewage disposal: A statement as to the source of the domestic water supply and provisions for sanitary sewer. For those properties not served by a public sewage system, location and results of soil tests as required and approved by the Habersham County Environmental Health Department. UDO 7.3.3
			24.	Stormwater Management: Approximate location of proposed stormwater detention facilities. Compliance with stormwater management requirements of the UDO will be required for the issuance of a land disturbance permit. UDO 7.3.3
			25.	Public Land Reservations: In addition to streets, the preliminary plat shall indicate land to be dedicated for public use or common areas. UDO 7.3.3
			26.	Traffic Study: A traffic impact study is required with the creation of any new road or street. UDO 7.3.4
			Cluster Subdivision Only - In addition to the information above, the following is required of subdivisions utilizing the Cluster Subdivision option.	
			1.	Housing Density Determination: Yield Plan must be submitted showing the number of lots in a conventional subdivision meeting minimum lot requirements for the particular zoning district.
			2.	Site Analysis Map: Ensure important features of the site have been identified prior to site design. UDO 7.8.3 A
			3.	Open Space must adhere to UDO 7.8.4
			4.	Open Space Management Plan UDO 7.8.5
			5.	Open Space Permanent Protection: the open space must have a legal instrument for permanent protection. UDO 7.8.6

NOTE: Items marked with red "X" must be corrected before permit completion.

ADDITIONAL COMMENTS:

Name of Development:

Location:

Reviewed by: 1st

2nd

3rd

Date of Review: 1st

2nd

3rd

Habersham County

Project Number: