



OCCONEE COUNTY PLANNING DEPARTMENT

ADMINISTRATIVE SUBDIVISION/RECOMBINATION CHECKLIST

PLAT REQUIREMENTS

- ▶ TITLE OF PLAT - "ADMINISTRATIVE SUBDIVISION PLAT" OR "ADMINISTRATIVE RECOMBINATION PLAT", AS APPLICABLE
- ▶ PLAT SIZE - NO LARGER THAN 17" X 22" (NOTE: LEAVE ENOUGH ROOM FOR STAMPS)
- ▶ # OF COPIES - MINIMUM OF 5
- ▶ PLAT SCALE - USUALLY 1"=100' (SHOW GRAPHIC SCALE ON PLAT)
- ▶ SHOW NORTH ARROW & DATE OF DRAWING
- ▶ INDICATE EXACT BOUNDARY LINES OF THE TRACT(S) WITH BEARINGS AND DISTANCES
- ▶ SHOW TOTAL NUMBER OF LOTS & ACREAGE FOR EACH
- ▶ SHOW NAME OF OWNER OF THE SUBJECT PROPERTY AND ALL ADJOINING PROPERTIES
- ▶ SHOW THE ZONING CLASSIFICATION OF THE SUBJECT AND ADJOINING PROPERTIES
- ▶ SHOW 100 YEAR FLOOD PLAIN LOCATIONS, OR STATE THAT NONE EXISTS
- ▶ SHOW ALL REQUIRED/EXISTING PRIVATE ACCESS EASEMENTS OR DRIVEWAYS
- ▶ SHOW COUNTY ROAD RIGHT-OF-WAY LOCATION(S) LABELED WITH THE STREET NAME, INCLUDE PAVEMENT AND R-O-W WIDTH

FEES: \$35 PER LOT NOTE: NO FEE FOR RECOMBINATIONS

TYPES OF ADMINISTRATIVE SUBDIVISION/RECOMBINATION PLATS:

▶ TRACT(S) CREATED ARE GREATER THAN 3 ACRES IN SIZE

▶ PLACE THE FOLLOWING STAMPS ON THE PLAT:

SUBDIVISIONS:

- ▷ #2 - MUST BE SIGNED BY OWNER
- ▷ #5 - MUST BE SIGNED BY THE SURVEYOR
- ▷ #14 OR 15 - PLACE THE APPLICABLE FLOOD PLAIN STAMP ON THE PLAT & SIGN BY THE SURVEYOR
- ▷ PLANNING STAFF ADDS AT APPROVAL: #9, #10, #13, & AUTHORIZATION FOR RECORDING

RECOMBINATIONS:

- ▷ #2 - MUST BE SIGNED BY OWNER
- ▷ #5 - MUST BE SIGNED BY THE SURVEYOR
- ▷ #14 OR 15 - PLACE THE APPLICABLE FLOOD PLAIN STAMP ON THE PLAT & SIGN BY THE SURVEYOR
- ▷ PLANNING STAFF ADDS AT APPROVAL: #9, #11, #13, & AUTHORIZATION FOR RECORDING

▶ TRACT(S) CREATED ARE LESS THAN 3 ACRES IN SIZE

▶ PLACE THE FOLLOWING STAMPS ON THE PLAT:

SUBDIVISIONS:

- ▷ #1 - MUST BE SIGNED/APPROVED BY THE HEALTH DEPARTMENT
- ▷ #2 - MUST BE SIGNED BY OWNER
- ▷ #5 - MUST BE SIGNED BY THE SURVEYOR
- ▷ #14 OR 15 - PLACE THE APPLICABLE FLOOD PLAIN STAMP ON THE PLAT & SIGN BY THE SURVEYOR
- ▷ PLANNING STAFF ADDS AT APPROVAL: #9, #10, & AUTHORIZATION FOR RECORDING

RECOMBINATIONS:

- ▷ #1 - MUST BE SIGNED/APPROVED BY THE HEALTH DEPARTMENT
- ▷ #2 - MUST BE SIGNED BY OWNER
- ▷ #5 - MUST BE SIGNED BY THE SURVEYOR
- ▷ #14 OR 15 - PLACE THE APPLICABLE FLOOD PLAIN STAMP ON THE PLAT & SIGN BY THE SURVEYOR
- ▷ PLANNING STAFF ADDS AT APPROVAL: #9, #11, & AUTHORIZATION FOR RECORDING

REQUIRED PLAT STAMPS

Stamp #1
<p>Health Department Certification</p> <p>The lots shown have been reviewed by the Oconee County Health Department and are approved for subdivision development as noted. Each lot must be reviewed and approved for on-site sewage management system prior to the issuance of a construction permit.</p> <p>Dated this _____ Day of _____ 20____</p> <p>By _____</p> <p>Title _____</p>

Stamp #2
<p>The owner of the land shown on this plat and whose name is subscribed hereto, in person or through a duly authorized agent, certifies this plat was made from an actual survey, that all state and county taxes or other assessments now due on this land have been paid.</p> <p>_____</p> <p>Owner or Agent</p> <p>_____</p> <p>Date</p>

Stamp #5
<p>It is hereby certified that this plat is true and correct and was prepared from an actual survey of the property by me or under my supervision; that all monuments shown hereon actually exist or are marked as "future", and their location, size, type, and materials are correctly shown; and that all engineering requirements of the Unified Development Code of Oconee County, Georgia have been fully complied with.</p> <p>_____</p> <p>Registered Georgia Land Surveyor</p> <p>_____</p> <p>Number</p> <p>_____</p> <p>Registered P.E. Number</p>

Stamp #9
<p>Exempt under the provisions of Section 1215.b of the Unified Development Code of Oconee County, Georgia.</p> <p>Date: _____</p>

Stamp #10
<p>Subdivided under the provisions of Unified Development Code Section 503.01.b. May not be resubdivided without prior written approval of the Development Review Committee.</p>

Stamp #11
<p>THIS PLAT SERVES TO RECOMBINE PORTIONS OF EXISTING TAX PARCELS AND DOES NOT CREATE A NEW LOT OR TAX PARCEL.</p>

Stamp #13
<p>NO SOIL SCIENTIST REPORT, PERK TEST OR OTHER INVESTIGATIONS HAVE BEEN CONDUCTED TO DETERMINE SUITABILITY OF THE LOTS, TRACTS, OR PARCELS CREATED BY RECORDING OF THIS PLAT FOR EITHER ON-SITE WATER SUPPLY (WELL) NOR FOR ON-SITE SEWAGE MANAGEMENT SYSTEM (SEPTIC). THE OWNER, PURCHASER, LENDER, HEIRS, ASSIGNS OR OTHER PARTIES TAKING TITLE TO OR OTHERWISE PROCURING AN INTEREST IN SAID PROPERTY ARE RESPONSIBLE FOR OBTAINING SUCH INFORMATION AT THEIR EXPENSE PRIOR TO ENTERING INTO ANY CONTRACTS OR OTHERWISE OBTAINING ANY VESTED INTEREST IN THE SUBJECT PROPERTY.</p>

Stamp #14
<p>At least 3 acres of each lot created as a result of this plat is above the 100 Year Flood Plain as shown on Flood Insurance Rate Map # _____.</p> <p>_____</p> <p>Registered Georgia Land Surveyor</p> <p>_____</p> <p>Number</p>

Stamp #15
<p>This property does not lie within a 100 Year Flood Plain according to Flood Insurance Rate Map # _____.</p> <p>_____</p> <p>Registered Georgia Land Surveyor</p> <p>_____</p> <p>Number</p>