



OCONEE COUNTY PLANNING DEPARTMENT

Administrative Subdivision/Recombination Checklist

v 09.21.20

PLAT REQUIREMENTS

- ▶ TITLE OF PLAT - "**ADMINISTRATIVE SUBDIVISION PLAT**" OR "**ADMINISTRATIVE RECOMBINATION PLAT**", AS APPLICABLE
- ▶ PLAT SIZE - AS ALLOWED BY THE CLERK OF COURTS (NOTE: LEAVE ENOUGH ROOM FOR STAMPS)
- ▶ PLAT SCALE - SHOW GRAPHIC & WRITTEN SCALE ON PLAT
- ▶ SHOW NORTH ARROW & DATE OF DRAWING
- ▶ INCLUDE BEARINGS AND DISTANCES ON ALL LOT BOUNDARIES SHOW BUILDING SETBACK LINES AND STATE SETBACK DISTANCES IN PROJECT NOTES (REFER TO TABLE 4.1)
- ▶ SHOW TOTAL NUMBER OF LOTS & ACREAGE(S) FOR EACH
- ▶ NOTARIZED FINAL PLAT APPLICATION
- ▶ SHOW ALL EXISTING STRUCTURES ON PROPOSED TRACT(S)
- ▶ SHOW NAME OF OWNER OF THE SUBJECT PROPERTY AND ALL ADJOINING PROPERTIES
- ▶ SHOW THE ZONING CLASSIFICATION OF THE SUBJECT AND ADJOINING PROPERTIES
- ▶ SHOW AND LABEL ALL ENVIRONMENTAL AREAS (WETLANDS, 100 YEAR FLOODPLAIN, STATE WATERS, CONSERVATION CORRIDOR, AS WELL AS APPLICABLE SETBACKS, OR STATE NONE EXIST (**SEE STAMPS 14 & 15 BELOW**))
- ▶ IF CONSERVATION CORRIDOR EXISTS, APPLY A 50' WIDE UNDISTURBED BUFFER MEASURED OUTWARDLY AND HORIZONTALLY FROM THE UPPERMOST PART OF EACH STREAM BANK, AS WELL AS AN ADDITIONAL IMPERVIOUS SURFACE SETBACK EQUAL TO THE APPLICABLE MINIMUM PRINCIPAL BUILDING SETBACK REQUIRED BY THE ZONING DISTRICT (UDC SEC. 908)
- ▶ SHOW COUNTY ROAD RIGHT-OF-WAY LOCATION(S) LABELED WITH THE STREET NAME, INCLUDE PAVEMENT AND R-O-W WIDTH NOTATIONS SHOW ANY PRIVATE ACCESS EASEMENTS/ DRIVEWAYS
- ▶ ALL LOTS ACCESSED FROM A PRIVATE ACCESS DRIVE REQUIRE STAMP #6

FEES: RECOMBINATIONS: \$35

SUBDIVISIONS: \$50 PER LOT

TYPES OF ADMINISTRATIVE SUBDIVISION/RECOMBINATION PLATS:

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

- ▶ PLACE THE FOLLOWING ITEMS ON THE PLAT:

SUBDIVISIONS:

- ▷ STAMP #2 - MUST BE SIGNED BY OWNER
- ▷ STAMP #5 - MUST BE SIGNED BY THE SURVEYOR
- ▷ STAMP #14 OR 15 - PLACE THE APPLICABLE FLOOD PLAIN STAMP ON THE PLAT & SIGN BY THE SURVEYOR
- ▷ STAMP #7 & #8 - PLACE THE REQUIRED SOIL TYPE & FLOOD PLAIN STAMPS COMPLIANT WITH UDC SEC. 1215
- ▷ *PLANNING STAFF ADDS AT APPROVAL: STAMPS #9, #10, #13, AUTHORIZATION FOR RECORDING*

RECOMBINATIONS:

- ▷ STAMP #2 - MUST BE SIGNED BY OWNER
- ▷ STAMP #5 - MUST BE SIGNED BY THE SURVEYOR
- ▷ STAMP #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 ITEMS ON THE PLAT:

SUBDIVISIONS:

- ▷ STAMP #1 - MUST BE SIGNED/APPROVED BY THE HEALTH DEPARTMENT
- ▷ STAMP #2 - MUST BE SIGNED BY OWNER
- ▷ STAMP #5 - MUST BE SIGNED BY THE SURVEYOR
- ▷ STAMP #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:

- ▷ STAMP #1 - MUST BE SIGNED/APPROVED BY THE HEALTH DEPARTMENT
- ▷ STAMP #2 - MUST BE SIGNED BY OWNER
- ▷ STAMP #5 - MUST BE SIGNED BY THE SURVEYOR
- ▷ STAMP #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

Health Department Certification

The lots shown have been reviewed by the Oconee County Health Department as noted on each lot of the plat and plat legend. The review performed based on information submitted by other professionals and any supplementary information provided therein. Each lot must be reviewed and approved for On-Site Sewage Management System placement prior to the issuance of a construction permit.

Signed: _____

Title: _____

Date: _____

Stamp #5

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.

Registered Georgia Land Surveyor

Number

Registered P.E. Number

Stamp #9 STAFF APPROVAL REQUIRED

Exempt under the provisions of Section 1215.b of the Unified Development Code of Oconee County, Georgia.

Stamp #10 STAFF APPROVAL REQUIRED

Subdivided under the provisions of the Unified Development Code Section 503.01.b and may not be re-subdivided under the provisions of Sec.503.01.b. Any further subdivision of a lot or tract created by recording of this plat must be accomplished following the procedures for a major subdivision in the Procedures and Permits Article of the Unified Development Code.

Stamp #14

The minimum lot area required for the applicable zoning district is outside of the 100 year floodplain as specified in Section 404.02.

Flood Insurance Rate Map #

Registered Georgia Land Surveyor

Number

OR

Stamp #2

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.

Owner or Agent

Date

Stamp #6

Each lot, the access to which is dependent upon the private access drive shown on this plat, shall be responsible for maintenance of said access drive under the provisions of Section 1012.07.d of the Unified Development Code of Oconee County, Georgia

Stamp #11 STAFF APPROVAL REQUIRED

THIS PLAT SERVES TO RECOMBINE PORTIONS OF EXISTING TAX PARCELS AND DOES NOT CREATE A NEW LOT OR TAX PARCEL.

Stamp #15

This property does not lie within a 100 year floodplain.

Flood Insurance Rate Map #

Registered Georgia Land Surveyor

Number

Stamp #7

Upon examination of the most recently published USDA soil survey, at least 3 acre of each lot, tract or parcel resulting from the recording of this plat will not lie within any soil type listed in UDC Section 1215.e.3.

Stamp #13 STAFF APPROVAL REQUIRED

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.

Stamp #8

At least 3 acres of each lot, tract or parcel resulting from the recording of this plat are above the 100 year flood plain as indicated on the current FEMA maps; in compliance with UDC. Section 1215.e.2.