



HABERSHAM COUNTY

Planning Department

451 Roper Drive, Unit E, Clarkesville, GA 30523

706-754-1740 Fax: 706-754-1761

www.co.habersham.ga.us

MEMORANDUM:

TO: Developers, Engineers, Builders, etc.

FROM: Jason Streetman, Planning Director

DATE: July 26, 2006

RE: Final Plat Submittal process

Dear Sir or Madam:

All requirements as to how to design your final subdivision plans to County specifications are located within the Habersham County Comprehensive Land Development Resolution and the Habersham County Subdivision Regulations. Copies are available for purchase at the Planning Department or you can download them via the Internet by logging onto:

<http://www.co.habersham.ga.us/habco/general/planning/regulations/>

Effective July 26, 2006, new changes were imposed in the way final subdivision plans are processed. This means that an application for final plat approval shall **NOT** be placed on the Planning Commission agenda until all required information/documentation is received in this office and all required testing/inspections have been completed.

The planning department has provided a brief check sheet of major items and information that must be provided on your final plan(s). This check sheet is **NOT** exhaustive but does cover major requirements that both staff and the Planning Commission will be looking for. For your convenience, the check sheet follows and accompanies this memo.

Upon initial submittal, please provide a minimum of three (3) copies of your final plans along with a 24 hour contact name and number to the planning department for our review. The planning staff shall have five (5) business days to review and return your final plans with any "red line" comments indicating required changes/modifications that need to be made. Once the review is complete, a member of the planning staff will call the 24 hour contact to either provide confirmation of planning commission date if final plans are complete or to arrange pick up of your plans with noted required corrections.

If corrections are required, there is no time limit for you to re-submit your final plan(s) with the corrected changes. Please note that planning staff shall have five (5) additional business days to re-review your plans for each re-submittal if issues are still outstanding. The planning staff is available to meet and answer general questions regarding your project; however our focus is limited to reviewing your plans for completeness and



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ultimately the responsibility of a complete and accurate application falls unto the applicant/developer. If a meeting with staff is desired, an appointment shall be required to ensure more timely attention to your plans.

Appropriate contact personnel include:

Mrs. Tammy Carter- Planner

Mr. Steve Patton-Development Review/Inspector

Mr. Wendell Sullens- Development Review/Inspector

Mr. Jason Streetman-Planning Director

As stated above, once a fully reviewed final plat is found to be complete by the planning staff, your application will be placed on the next available planning commission agenda per that meeting date deadline. The burden shall be on the applicant/developer to ensure that correct final plan(s) are submitted within the appropriate deadline to ensure your desired meeting date.

Furthermore, the decision to place final plan(s) on the Planning Commission agenda falls under the complete authority of the Habersham County Planning Director and/or designated planning staff.

Please do not hesitate to contact this office if you have any questions.



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SUBDIVISION FINAL PLAT APPLICATION

PLEASE BE ADVISED THIS FORM IS PUBLIC INFORMATION

NAME OF SUBDIVISION _____

PRELIMINARY SUBDIVISION PLAT APPROVAL DATE: _____

DATE SUBMITTED _____

PROPERTY OWNER _____

ADDRESS _____

TELEPHONE # _____

ALTERNATE TELEPHONE # _____

FAX# _____ E-MAIL _____

DEVELOPER/ENGINEER _____

ADDRESS _____

TELEPHONE # _____

ALTERNATE TELEPHONE # _____

FAX# _____ E-MAIL _____

SURVEYOR _____

ADDRESS _____

TELEPHONE # _____

ALTERNATE TELEPHONE # _____

FAX# _____ E-MAIL _____

THREE (3) COPIES OF PLAT SUBMITTED Yes _____ No _____

SCALE OF PLAT _____

TOPOGRAPHIC MAP INCLUDED: Yes _____ No _____

LOCATION OF SUBDIVISION _____



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List of the names of streets, courts,
or boulevards showed on the plat.

1. _____

2. _____

3. _____

4. _____

5. _____

TOTAL LENGTH OF PAVED ROAD / ROADS _____

PERSON AUTHORIZED TO SPEAK

ON BEHALF OF OWNER _____

(IS A LETTER OF AUTHORIZATION, SIGNED BY THE

PROPERTY OWNER, INCLUDED WITH THE APPLICATION? YES ___ NO ___

LOCATION OF SUBDIVISION (TAX MAP; TAX PARCEL)

PARCEL SIZE _____

NUMBER OF LOTS _____

ARE LOTS NUMBERED ON PLAT? Yes _____ No _____

IS SIZE OF EACH LOT CLEARLY SHOWN IN ACRES? Yes _____ No _____

CURRENT LAND USE CLASSIFICATION OF SUBJECT PROPERTY

YES ___ NO ___

ADJACENT PROPERTY OWNERS CLEARLY IDENTIFIED AND CURRENT LAND USE
CLASSIFICATION OF ADJACENT PROPERTY CLEARLY SHOWN. YES ___ NO ___

ALL REQUIRED SETBACKS CLEARLY MARKED AND IDENTIFIED? YES ___ NO ___



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PROOF OF OWNERSHIP YES ___ NO ___

COPY OF RECEIPT REFLECTING TAXES PAID TO DATE: YES ___ NO ___

EXISTING USE _____

PROPOSED USE _____

INFRASTRUCTURE INFORMATION:

SOURCE OF WATER FOR SUBDIVISION: _____

Are waterlines in place? Yes _____ No _____

SEWER OR SEPTIC? _____

For sewer: Are main sewer lines installed? Yes _____ No _____

Has a compaction test been done? Yes _____ No _____

Is a copy of the results included with this application? Yes _____ No _____

Has a pressure test, witnessed by a Habersham County Development Inspector, been done? Yes _____
No _____

Have lines been TVed? Yes _____ No _____ N/A _____

Has TV tape been included with this application? Yes _____ No _____

For septic: Are Environmental Health Notes included on the Final Plat? Yes _____ No _____

If utilities are not located in the back 5' of right of way, a 12' utility easement is required. If the 12' utility easement is required, is it clearly marked on the plat? Yes _____ No _____

Are drainage easements clearly shown? Yes _____ No _____

Plat Reflects percentage of slope of each lot: Yes _____ No _____

Flood study? Yes _____ No _____ N/A _____

Is any subjected property within a designated flood plain area? Yes _____ No _____

If yes, include the FEMA Panel number: _____

If applicable, does plat reflect area of each individual lot that is above a designated fold plain?

Yes _____ No _____

If a retention pond is required, has an "as built drawing" been provided? Yes _____ No _____

Is clean out point clearly indicated on outlet structure? Yes _____ No _____

If a dam breach study was required, are the results clearly indicated on the plat? Yes _____ No _____

On State Routes, has DOT information been submitted and all required DOT permits included in application?

Yes _____ No _____



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Final Road Plans May Require Review/Approval from the County Engineer:

Approved _____ Denied-Corrections _____

Curb and gutter? Yes _____ No _____ N/A _____

Sub-Grade compaction test completion date: _____

GAB compaction test completion date: _____

Paving of Roads completed? Yes _____ No _____ Date Inspected _____

Shoulders Completed? Yes _____ No _____ Date Inspected _____

Permanent grassing? Yes _____ No _____

Storm Drain Outlet Protection? Yes _____ No _____

Property Pins? Yes _____ No _____

All Road Signage installed? Yes _____ No _____

Have maintenance covenants been recorded at County Clerk Office and included on the Final Plat? (Terms are stated in Article VIII, Section 811.5; Habersham County Subdivision Regulations)

Yes _____ No _____

Are the Road Warning and the Grant of Right Of Way, as required by Article VIII, Section 811.6, Habersham County Subdivision Regulations, included on the Final Plat? Yes _____ No _____

ALL COVENANTS MUST BE RECORDED AT THE CLERK OF COURT BY THE DEVELOPER/AGENT BEFORE THE FINAL PLAT SHALL BE APPROVED. THE BOOK & PAGE NUMBER OF RECORD MUST BE ON THE FINAL PLAT BEFORE THE FINAL PLAT SHALL BE APPROVED.

FINAL PLATS WILL BE RECORDED AT THE CLERK OF COURT BY THE PLANNING DEPT. UPON RECEIVING FINAL PLAT APPROVAL.



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PROPERTY OWNER'S CERTIFICATION

I hereby certify that I am the owner of the property described in the attached legal description, that all information contained in this application is true and correct to the best of my knowledge, and that the applicant and/or agent listed below is authorized to act as the applicant and/or agent in the pursuit of the proposed application of this property. I further certify that, within the past five years, the applicant has not made any campaign contributions or made gifts of \$250 or more to members of the Governing Body or Planning Commission who will consider this application, Or that if such contributions or gifts have been made, the amount and recipient of such contributions or gifts will be disclosed within then (10) days after this application is first filed, as required by Chapter 67A of Title 36 of the Official code of Georgia Annotated.

Signature of Property Owner/Agent

Date of Signature

:

FOR ADMINISTRATIVE USE ONLY

Application Number Assigned: Preliminary _____ Final _____

Amount of Application Fee: _____

Date Application Fee Paid: _____

Receipt Number: _____

Date of Planning Commission Hearing: _____

Date of Board of Commissioners Hearing: _____

Date Legal Ad to Newspaper: _____

Date Legal Ad to Run: _____

Date Sign Posted on Property: _____



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FOR STAFF USE:

HABERSHAM COUNTY PLANNING DEPARTMENT STAFF RECOMMENDATION

_____ Approve as Submitted

Tentative Planning Commission Meeting Date: _____

_____ Denial / Need more information

STAFF NOTES:



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**CAMPAIGN CONTRIBUTION DISCLOSURE FORM
REQUIRED FOR ALL APPLICATIONS REGARDING THE COMPREHENSIVE LAND DEVELOPMENT
RESOLUTION AND/OR THE SUBDIVISION REGULATIONS**

Applicant, Property Owner, or person representing property owner

DISCLOSURE OF CAMPAIGN CONTRIBUTIONS:

When any application is made for a Public Hearing with regards to the Comprehensive Land Development Resolution and/or Subdivision Regulations, within two (2) years immediately preceding the filing of the applicant's application for public hearing, campaign contributions aggregating \$250.00 or more to a local government official who will consider the application, it shall be the duty of the applicant to file a disclosure report with the governing body of the respective local government showing:

- (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 (2) years immediately preceding the filing of the application for public hearing and the date of each contribution; and
- (3). The disclosure shall be marked by the applicant, property owner, or person representing the property owner and shall be filed within ten (10) days after the application for Public Hearing is first filed with the Planning Staff. If the disclosure is not provided to the Planning Staff within said 10 days, the application shall be removed from the scheduled agenda.

I hereby certify that I have read the above and that: (please \checkmark)

I have _____ I have not _____

Within the two (2) years immediately preceding this date, made any contribution(s) aggregating \$250.00 or more to any local government official involved in the review or consideration of this application.

If you have made such contributions, you must provide the data required below within 10 days of filing this application.

Name of Official(s)	Office	Amount/Date of Contribution

Applicant's Name	Applicant's Signature	Date



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Application for Redistricting, Conditional Use:	\$100.00
Application for Alteration or Extension of Conditional Redistricting:	\$100.00
Application for Variance Appeal:	\$200.00
Application for Site Plan Approval:	\$ 25.00 PLUS \$ 5.00 per lot
Preliminary Subdivision Plat:	\$ 25.00 PLUS \$ 2.00 per lot
Final Subdivision Plat	\$ 25.00 PLUS \$10.00 per lot
Copy of Official Land Use Intensity District Map:	\$ 5.00 per sheet
Copy of Soil Erosion & Sediment Control Ordinance:	\$ 5.00
Copy of Habersham County Maps:	\$10.00
*Copy of Comprehensive Land Development Resolution:	\$15.00
*Copy of Subdivision Regulations:	\$12.00

*The Comprehensive Land Development Resolution and the Subdivision Regulations are also available on-line by going to the County website.



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 SUBDIVISION APPLICATIONS
 AND SUBDIVISION VARIANCE
 SCHEDULE 2005 & 2006

DEADLINE FOR ENVIRONMENTAL HEALTH	DEADLINE FOR APPLICATION SUBMITTAL	PUBLIC HEARING PLANNING COMMISSION	PUBLIC HEARING BOARD OF COMMISSIONERS
July 11, 2005	August 9, 2005		
August 15, 2005	September 13, 2005	October 3, 2005	
August 29, 2005	September 12, 2005	October 11, 2005	November 7, 2005
September 26, 2005	October 10, 2005	November 8, 2005	December 5, 2005
October 31, 2005	November 14, 2005	December 13, 2005	January 2, 2006 **
November 28, 2005	December 12, 2005	January 10, 2006	February 6, 2006
January 2, 2006	January 16, 2006	February 14, 2006	March 6, 2006
January 30, 2006	February 13, 2006	March 14, 2006	April 3, 2006
February 27, 2006	March 13, 2006	April 11, 2006	May 1, 2006
March 27, 2006	April 10, 2006	May 9, 2006	June 5, 2006
May 1, 2006	May 15, 2006	June 13, 2006	July 3, 2006
May 29, 2006	June 12, 2006	July 11, 2006	August 7, 2006
June 26, 2006	July 10, 2006	August 8, 2006	September 4, 2006
July 31, 2006	August 14, 2006	September 12, 2006	October 2, 2006
August 28, 2006	September 11, 2006	October 10, 2006	November 6, 2006
October 2, 2006	October 16, 2006	November 14, 2006	December 4, 2006
October 30, 2006	November 13, 2006	December 12, 2006	-----

** DATES ARE SUBJECT TO CHANGE DUE TO THE HOLIDAYS