



Planning & Development Services
One Griffin Center | 100 S. Hill Street-P.O. Box T | Griffin, GA 30224
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LOT DIVISION / SUBDIVISION / PLAT APPROVAL

Date: _____

Type of Review: _____ **Lot Division** _____ **Subdivision** _____ **Plat Approval**

Project Name/ Description: _____

Address: _____

Tax Parcel Number: _____ Zoning: _____ Parcel(s) Size: _____

Applicant's Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone Number: _____ Email: _____

Please review and initial beside text that your submission complies with each:

- ___ 'Owner's Authorization Form' if applicant is not the owner.
- ___ Letter of Ownership or executed deed with this request.
- ___ Illustrate all dimensions, including setbacks and/or boundary lines, for each parcel division.
- ___ Plat is drawn accurately to scale.
- ___ Five (5) copies of the plat submitted with surveyor's original seal, signature, firm name and address.
- ___ Plat should be 18 x 24 or 24" x 36" and uniform in size.
- ___ Parcel divisions meet the requirements of the zoning district.

The following notes are required on each plat drawing or map and check for accuracy:

- ___ Owner's name and address,
- ___ Zoning District, Land Lot, District, and Tax Parcel Number
- ___ Surrounding property owners, zoning districts and tax parcel numbers identified.
- ___ Proposed easement, if applicable.
- ___ Map scale, North arrow (true, magnetic or grid) and Date
- ___ All existing structures represented
- ___ Right of Way for any roadways
- ___ This property **is/ is not** part of a subdivision
- ___ This property **is/ is not** in a wetland.
- ___ This property **is/ is not** in a flood plain.
- ___ This property **is/ is not** in a watershed area.
- ___ This property **does/ does not** have any bodies of water on the property.

Signature of Applicant

Printed Name

