

Athens-Clarke County  
Planning and Zoning  
Preliminary Plat Review Checklist



Preliminary Plat Submittals	OK	Absent
*For developments of five lots or more and/or subdivisions involving public street construction a preliminary plat approval is mandatory prior to application for a site review approval and final plat approval. (9-26-2-A)		
1) A topographic map prepared by a registered land surveyor at a contour interval as specified by the Soil Erosion and Sediment Control Ordinance and in accordance with State law.		
2) The approximate locations of the existing buildings to be retained, the proposed and existing property lines and easements on the site, and existing buildings, structures, and all buildings within one hundred sixty (160) feet of the site boundaries.		
3) The locations of all proposed thoroughfares, walkways, and parking facilities.		
4) Public uses, including schools, parks, playgrounds, open spaces and trails.		
5) Existing and proposed public and private utilities, stormwater and stormwater management facilities.		
6) General areas of cuts and fill.		
7) The location of natural features such as ponds, wetlands, forested areas, and isolated preservable trees of greater than 18" DBH.		
8) All Environmental Areas defined in Chapter 8-6, Protected Environmental Areas, and buildable areas as defined in Chapter 9-2.		
9) Building envelopes that show the area and maximum height of improvements.		
10) If the project is to be built in phases, the areas contained in each phase, indicate the different phases on a map.		
11) Indicate each lot size (acreage).		
12) Seal of professional preparing plat (civil engineer, landscape architect or surveyor).		
13) A written statement which will contain an explanation of: <ul style="list-style-type: none"> <li>• The present ownership of all the land included within the development.</li> <li>• Written statement detailing the maintenance program for common open areas, buildings, private thoroughfares, private septic systems, stormwater facilities, and utility easements.</li> <li>• The proposed time schedule and a phasing plan of the development.</li> <li>• The findings of the applicant showing that the development meets the criteria set forth in this Ordinance.</li> </ul>		
14) Tax parcel identification number of relevant properties.		
15) Zoning classification of subject property.		
16) Tree canopy conservation areas in accordance with section 8-7-15.		

<sup>1</sup>The above is not an all-inclusive list; all applicable zoning codes, general regulations, lighting standards, site design standards and parking standards can be found in Athens-Clarke County's Code of Ordinances.