



CITY OF  
**FORESTPARK**  
*- city for every season*

# CITY OF FOREST PARK

Planning & Community Development Department  
785 Forest Parkway  
Forest Park, Georgia 30297  
(404) 366-4720

## PLANNING COMMISSION STAFF REPORT

Hearing Date: December 19, 2024

**Date:** December 2, 2024

**Case #:** TA-2024-10 Plat Procedures and Data Amendment

**Prepared By:** Nicole C.E. Dozier, Planning & Community Development Director

**Staff Recommendation:** Approval

### APPLICANT

**Name:** City Staff

**Site Address:** City-Wide

**City/State:** Forest Park, GA

**Request:** Staff requests approval of the updated plat procedures.

### BACKGROUND

The plat procedures have not been updated since 1959. For purposes of clarity and transparency the plat procedures must be updated to reflect the current review and approval process.

- **ARTICLE B. - PROCEDURE**
- **Sec. 8-7-11. - Pre-application review.**
- (a) Prior to the preparation of the subdivision plat, the subdivider shall prepare sketch plans and general subdivision proposals as outlined in article C, [section 8-7-21](#). He or his agent shall then confer informally with the city manager (or an appropriate city official designated by the city manager) Planning & Community Development Department regarding the suitability of the plans. This step does not require formal application or filing of the plat but does require notice being given, together with require a copy of the proposed sketch plan, to the assistant city clerk at least 10 days

~~before the date of the meeting at which the proposals are reviewed.~~ To be provided to [Planning & Community Development for review.](#)

(b) The purpose of this review is to acquaint the subdivider with plans and policies that might be significant to his proposed development.

(c) Upon receiving favorable consideration, the subdivider may then proceed to prepare the preliminary plat for submission to the planning commission.

(Code 1959, § 17-3)

- **Sec. 8-7-12. - Conditional approval of preliminary plat.**

(a) On reaching conclusions as described in [section 8-7-11](#) regarding his general program and objectives, the subdivider shall cause to be prepared a preliminary plat, together with other supplementary material as deemed necessary by the planning commission and specified in article C, [section 8-7-22](#).

(b) ~~Eight (8) copies~~ One (1) electronic copy of the preliminary plat and supplementary material specified, together with ~~two (2) copies of a~~ the written application for conditional approval of the preliminary plan must be submitted to the Planning & Community Development Department (~~forms obtained from the city clerk~~) shall be filed with the city clerk at least 15 ~~30~~ days prior to the meeting of the planning commission at which it is to be considered. ~~The city clerk shall be responsible for their proper distribution and the collection of a filing fee as specified in article G of these regulations.~~

(c) No preliminary plat shall be acted upon by the planning commission without holding a hearing thereon. The secretary of the planning commission shall notify the subdivider, by registered or certified mail, of the time and place of the hearing at least five (5) days prior to such hearing date.

(d) Within ~~30~~ 45 days after the submission of an application for preliminary plat approval, the planning commission shall:

(1) issue a certificate of preliminary plat approval;

(2) issue a certificate of preliminary plat approval subject to any necessary modifications the nature of which shall be indicated on the preliminary plat or attached to it in writing; or

(3) disapprove the preliminary plat, in which case the planning commission shall so notify the subdivider in writing, stating the reasons therefor.

(e) The action of the planning commission shall be noted on ~~three (3) copies of the~~ preliminary plat, referenced and attached to any conditions determined. One (1) copy shall be retained by the planning commission ~~and two (2) copies returned to the city clerk, who will keep one (1) for the mayor and council~~ the city and return the other to the subdivider. Conditional approval of a preliminary plat shall not constitute approval of the final plat.

(f) Short-cut method. The preceding provisions of this section may be waived and a short-cut procedure initiated in the case of a subdivision of five (5) lots or less, and the subdivider may submit an application for final plat approval, without submitting a preliminary plat, provided:

(1) Each lot in the proposed subdivision abuts an existing public street;

(2) The proposed subdivision will not effect any major alterations of utility installations, or other existing or proposed public facilities; and

(3) The application for final plat approval meets all the applicable procedural, design and other requirements of these regulations.

(4) A subdivider intending to use this short-cut method shall first consult with the ~~city manager or his agent~~, Planning & Community Development Department supplying sufficient information to assure that the specified ~~conditions~~ requirements will be met.

(i) Single lot splits may be approved administratively by the Director in accordance with (f)

**(Code 1959, § 17-4)**

• **Sec. 8-7-13. - Approval of final plat.**

(a) The final plat to be prepared as specified in [section 8-7-23](#) shall conform substantially to the preliminary plat as approved, and if desired by the subdivider, it may constitute only that portion of the approved preliminary plat which he proposes to record and develop at the time, provided, however, that such portion conforms to all requirements of these regulations.

(b) All performance bonds must be accepted by the appropriate regulating departments and all filing fees according to the schedule in article G shall be paid prior to approval of final plat by the planning commission.

(c) The final plat, and other supplementary material required for approval, shall be submitted to the ~~city clerk at least seven (7)~~ Planning & Community Development Department at least thirty (30) days prior to the meeting of the planning commission

at which it is to be considered. It shall also be required that the above material be submitted to the planning commission within six (6) months after approval of the preliminary plat; otherwise such approval shall become null and void unless an extension of time is applied for and granted by the planning commission.

(d) Within ~~ten (10)~~ days after the submission of the final plat and supplementary material required for approval, the planning commission shall express its final action.

(e) After final action by the planning commission, the final plat and other supplementary material will be transmitted by the secretary of the planning commission to the mayor and council for their final action.

(f) ~~Twelve (12) copies of~~ The final plat shall be ~~procured by the building inspector~~ submitted to the Planning & Community Development Department for distribution to the various departments concerned, including one (1) copy for the ~~mayor and council~~ and ~~one (1) copy for the planning commission.~~ city.

(g) The applicant shall have the final plat recorded in the office of the Clerk of the Superior Court of Clayton County and shall deliver a copy of said recorded final plat to ~~the building inspector.~~ The Planning & Community Development Department

(h) The final plat (original tracing) may be obtained from the Planning & Community Development department upon approval.

**(Code 1959, § 17-5)**

- **ARTICLE C. - PLATS AND DATA**
- **Sec. 8-7-21. - Pre-application plats and data.**

The following shall be provided at the time of preliminary review:

(1)A *Sketch plan* () shall show the proposed layout of streets, lots, and other features in relation to existing conditions. The sketch plan may be a freehand sketch made directly on a print of the topographic survey, if available. The sketch plan shall include the existing topographic data stated in [section 8-7-22](#) or such of these data as is necessary for consideration of the proposed sketch plan.

(2)*General subdivision information* ) shall describe the existing conditions of the site and the proposed development as necessary to supplement the sketch plan. This information may include data on existing covenants, land characteristics, and available community facilities and utilities; and information describing the subdivision proposal such as number of residential lots, typical lot width and depth, price range, minimum

floor area in structures, business areas, playgrounds, park areas and other public areas, proposed protective covenants and proposed utilities and street improvements.

(Code 1959, § 17-6)

- **Sec. 8-7-22. - Preliminary plats and data for conditional approval.**

The following shall be provided at the time of the application:

(1) *Preliminary plat One (1) electronic copy of the site plan* that shall be at a scale of not less than one hundred (100) feet to one (1) inch. It shall show all existing conditions required below and shall show all existing conditions and all proposals, including the following:

- a. Proposed name of subdivision.
- b. Name and address of owner of record.
- c. Name, address and telephone number of subdivider.
- d. Date of survey, date of plat drawing, north point and graphic scale.
- e. Location (land district and land lot), and acreage.
- f. Number of residential lots and ~~typical~~ lot sizes.
- g. A sketched vicinity map indicating streets and highways, land lot lines, railroads and other significant features, within one (1) mile of the proposed subdivision, drawn at a scale sufficient to show the information required.
- h. Exact boundary lines of the trace, giving lengths, bearings and present zoning.
- i. Phase(s) or development timelines -,
- j. Contour lines based on sea level datum and drawn at intervals not greater than ten (10) feet. The source of the topographic contours shown shall be specified.
- k. Natural features within the proposed subdivision, including drainage channels, bodies of water and other significant features. On all watercourses the direction of flow shall be indicated.
- l. Cultural features within the proposed subdivision, including street names, rights-of-way and pavement widths; easements; bridges; culverts; utility lines and structures; buildings; city and county lines; land lot lines; and such other information as the subdivider may desire.

m. Proposed subdivision layout, including: Street names, central angles of street intersections, approximate street grades, street surface widths; lot lines with dimensions, lot number, block letters; building setback lines with dimensions; sites to be reserved, developed or dedicated for public uses or for nonpublic uses exclusive of single-family dwellings.

n. Location and results of percolation tests for any lots which will not be served by a public sewage system, as required by the county health department.

o. Location and size of all proposed drainage structures, including catch basins, curbs, gutters, grates and headwalls.

p. Location of all proposed sanitary and storm sewer lines or improvements and any easements required with sufficient dimensions to location same on the ground.

q. Location and description of all proposed monuments and pins.

(2) *Street profiles.* , Three (3) line profiles of proposed streets shall be required. These profiles shall show centerline elevations and elevation along right-of-way lines on either side of the street, exposed rock, street layout, width, curvature and drainage improvements.

(3) Draft of protective covenants (one (1) electronic copy) whereby the subdivider proposes to regulate land use in the subdivision and otherwise protect the proposed development.

(Code 1959, § 17-7; Ord. No. 96-005, 3-18-96)

- **Sec. 8-7-23. - Plats and data for final approval.**

The following shall be provided at the time of the application:

(1) Final plat to scale of the final plat shall be one hundred (100) feet to one (1) inch.

(2) The final plat shall conform substantially to the preliminary plat; it may, however, represent only that portion of the approved preliminary plat which the subdivider proposes to develop and record at any one time, provided that such portion conforms to the requirements of these regulations.

(3) The final plat shall be labeled "Final Plat" and contain the following information:

a. Name of subdivision.

b. Graphic scale, north arrow with reference of bearings to magnetic, true or grid north, and date of survey.

- c. Location of tract (land lot and land district) and acreage.
- d. All dimensions accurate to the nearest one-tenth ( 1/10 ) of a foot and all angles accurate to the nearest minute.
- e. Sufficient data to determine readily and reproduce on the ground the location, bearing, and length of every street line, lot line, boundary line, and building line whether curved or straight. This shall include but not be limited to the radius, length of arc, internal angles and tangent distance for the center line of curved streets.
- f. Exact locations, right-of-way widths, and names of all streets and alleys within and immediately adjoining the plat along with street center lines.
- g. Street intersection angles and street pavement widths.
- h. Building setback lines with dimensions.
- i. Blocks lettered alphabetically with lots and sites numbered in numerical order.
- j. Location, dimensions and purpose of: easements, public service utility rights-of-way lines; areas (other than streets) to be reserved, donated, or dedicated to public use; and sites to be used for other than single-family residences.
- k. Location and size of all drainage structures, including catch basins, curbs, gutters, grates and headwalls.
- l. Location, material and description of all monuments and pins, including street markers.
- m. Certification that the applicant is the landowner and dedicates streets, rights-of-way and any sites for public use.
- n. Certification by the appropriate authorities for roads, water, sewers, and health that the subdivider has complied with one of the following alternatives:
  - 1. all improvements have been installed in accordance with their requirements;
  - 2. a performance bond has been posted in sufficient amount to assure completion of all required improvements; or
  - 3. other guarantees of satisfactory completion of required improvements have been accepted with their conditions specified in the certification.
- o. Space for the approval of the planning commission.

p. Space for the acceptance of the mayor and council.

q. Protective covenants, if any, shall be shown on the plat.

r. Other data may be required by the Forest Park Planning Commission in the enforcement of these regulations. This data may include final engineering design reports on proposed improvements, or other certificates, affidavits, endorsements, or dedications necessary to support the intent of these regulations.

#### SAMPLE CERTIFICATIONS

##### ENGINEER'S OR SURVEYOR'S ACKNOWLEDGMENT:

It is hereby certified that this plat is true and correct and was prepared from an actual survey of the property made under my supervision on the ground.

By: \_\_\_\_\_  
\_\_\_\_\_

Registered C.E. No. \_\_\_\_\_

Registered Ga. Land Surveyor No. \_\_\_\_\_

##### OWNER'S ACKNOWLEDGMENT:

STATE OF GEORGIA  
CLAYTON COUNTY  
CITY OF FOREST PARK

The owner of the land shown on this plat and whose name is subscribed hereto, and in person or through a duly authorized agent acknowledges that this plat was made from an actual survey and dedicates to the use of the public forever all streets, alleys, parks, watercourses, drains, easements and public places thereon shown for the purposes and considerations therein expressed.

Owner \_\_\_\_\_

##### APPROVAL OF THE PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT

This plat has been submitted to and considered by the Forest Park Planning & Community Development (PCD) Department and is approved by the PCD Department.

Date this \_\_\_\_\_ day of \_\_\_\_\_.

\* This is only for single lot splits



APPROVAL OF THE FOREST PARK PLANNING COMMISSION

This plat has been submitted to and considered by the Forest Park Planning Commission and is approved by such Commission subject to the approval of the city council.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 19 \_\_\_\_.

THE FOREST PARK PLANNING COMMISSION

By \_\_\_\_\_, Chairman

By \_\_\_\_\_, Secretary

APPROVAL OF THE CITY COUNCIL OF FOREST PARK, GA.

This plat having been approved by the Planning Commission and subsequent thereto submitted to and considered by the City Council of the City of Forest Park, Georgia, the same is hereby approved subject to the protective covenants shown thereon. By approving this plat the city does not accept for maintenance any street until same has been constructed in accordance with existing rules, regulations and specifications and a warranty deed delivered and accepted by the city nor does the city accept for maintenance purposes any drainage easement not within the right-of-way of a street deeded to the city.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 19 \_\_\_\_.

By \_\_\_\_\_, City Manager

(Code 1959, § 17-8)





