



**APPLICATION INTAKE**

**In Person:** 8:00 am – 4:30 pm

**By Email:** [planningandzoning@roswellgov.com](mailto:planningandzoning@roswellgov.com)

**PLAT APPLICATION**

<b>Application Number:</b>			
<p><b>Before submitting a plat application, you must contact Planning and Zoning to determine if a pre-application meeting is required.</b></p> <p>To request a meeting email <a href="mailto:planningandzoning@roswellgov.com">planningandzoning@roswellgov.com</a> or call 770-817-6720</p>			
Type of Request: <input type="checkbox"/> Combination <input type="checkbox"/> Division <input type="checkbox"/> Preliminary <input type="checkbox"/> Final <input type="checkbox"/> Revision			
Zoning:	Acreage:	# of Lots Exiting:	/Proposed:
<b>PROJECT DESCRIPTION</b>			
Name of Project:		PIN:	
Project Address:			
Land Lot:	District:	Section:	
<b>CONTACTS</b>			
<b>Applicant/Owner</b>	Name/Company Name:		
	Address:		
	City:	State:	Zip:
	Email:	Phone:	
<b>Representative</b>	Name/Company Name:		
	Address:		
	City:	State:	Zip:
	Email:	Phone:	
<i>I hereby certify that all information provided herein is true and correct.</i>			
Applicant Signature: Property Owner or Owner’s Representative			Date:



**Getting Your Plat Approved**

**Please read Sections 11.2 and 13.5 of the *Roswell Unified Development Code*. This section covers the requirements and process for Plat submittal and approval.**

**DIVISION PLAT**

The subdivision will result in the creation of no more than 3 lots and does not require the extension of public utilities, dedication of public right-of-way, or public streets.

**PRELIMINARY PLAT**

Staff will review the **Preliminary Plat** application for completeness and compliance with the *Unified Development Code*. Upon staff approval, the request will then be scheduled for presentation at a Planning Commission meeting where you will have an opportunity to answer questions regarding the plat for the Commissioners. At the conclusion of the meeting, the Preliminary Plat may be “Approved” as Submitted, “Approved with Conditions”, or “Denied”.

- **Traffic Impact Study may be required.**

**FINAL PLAT**

The **Final Plat** is the instrument by which the City accepts public right-of-way, infrastructure and utility easements. The Final Plat application is submitted subsequent to land disturbance and infrastructure installation. Upon staff approval, the request will then be scheduled for presentation at a Mayor and Council Meeting for consideration. Once a Final Plat is approved by Mayor and Council and recorded, building permits may be issued.

**REQUIRED ITEMS TO BE SUBMITTED WITH THE PLAT APPLICATION**

<b>The following shall be submitted with the application form:</b>	<b>Division/Combination</b>	<b>Preliminary</b>	<b>Final</b>
Completed application form and pay applicable fees	X	X	X
One (1) digital copy of map set and other documentation.	X	X	X
Homeowner Association documents required by the UDC section 11.2			X
Stormwater Management System As-Built Report, plans & Hydrology Report, as applicable			X
Completed and recorded Stormwater Management Facilities and Practices Covenant Form			X
Signed Indemnity Agreement Form			X
Maintenance and/or Performance Bonds, as applicable			X
Landscape Performance Bond and/or Landscape Maintenance Bond, as applicable			X
Letter from applicable power company indicating all fees for service and points and light poles have been paid.			X
Provide justification for removal of specimen trees in accordance with UDC 12.1.3, letter B, #1.	X	X	



<b>PLAT APPLICATION CHECKLIST</b>			
	<b>Division/Combination</b>	<b>Preliminary</b>	<b>Final</b>
Name and address of owner(s) of record	X	X	X
Name and address of subdivider, if not owner of record	X	X	X
Proposed name of subdivision		X	X
North arrow, scale	X	X	X
Statement indicating the reference of bearings (magnetic true north grid north)		X	X
Date of the drawing of the plat and revision date if applicable	X	X	X
Vicinity map showing location of the subdivision	X	X	X
Acreage and square footage contained within each lot.	X	X	X
A heavy outline boundary of the tract shall be provided.	X	X	X
For lot lines, provide all distance to the nearest tenth of a foot and all angles to the nearest minute.	x	x	x
All angles shall be indicated to the nearest minute, and the error of closure shall be stated, and shall not exceed one in five thousand (1/5000)	X	X	X
Current zoning classification, minimum lot size; minimum primary street, side and rear setbacks; minimum lot width; and conditions	X	X	X
Location, dimension and purposes of existing and proposed easements and areas to be reserved for public use			X
Clearly identify existing and proposed right-of-way, existing and proposed roadway conditions along the entire roadway frontage, and the centerline of the pavement labelled.		X	X
Label proposed street pavement and right-of-way width, cul-de-sac pavement and right-of-way radius, intersection pavement and right-of-way radius, all centerline curve data and tangent data.	X	X	X
Street names.		X	X
Identify accurate location, material and description of monuments and markers found or placed	X	X	X
Identify tree save areas and all Specimen Trees. Indicate which, if any, Specimen Trees are proposed to be removed		X	
Indicate provisions for water supply, sewage disposal and storm drainage	X	X	X
Show and label natural features within the proposed subdivision including drainage channels, streams, bodies of water, wooded areas and other significant features. Flood plains and dam failure flood zones shall be outlined and labeled.	X	X	X
Provide stormwater table indicating the existing or proposed impervious area square footage for each lot, as applicable			X
Tie four corners of the survey to two (2) Fulton County GPS coordinates			X
Include the following notes on the plat:			



**PLAT APPLICATION CHECKLIST**

	<b>Division/Combination</b>	<b>Preliminary</b>	<b>Final</b>
<p>Include the following Drainage Notes releasing the City of Roswell from any and all liability:</p> <p><b>DRAINAGE:</b> The owner of record, on behalf of himself/herself/itself and all successors in interest, specifically release the City of Roswell from any and all liability and responsibility for flooding or erosion from storm drains or from flooding from high water of natural creeks, rivers or drainage features. Drainage easements are hereby established for the sole purpose of providing for the emergency protection of the free flow of surface or storm waters along all watercourses as established by a final plat. The City of Roswell may conduct emergency maintenance operations within this easement, where emergency conditions exist. Emergency maintenance shall include the removal of trees and other debris, excavation, filling and the like, necessary to remedy a condition, which in the judgment of the City of Roswell is potentially injurious to health, life, public property, public roads or utility systems. Such emergency maintenance, conducted for the common good, shall not be construed as constituting a continuing maintenance obligation on the part of the City of Roswell. The City reserves the right to seek reimbursement for expenses from the owner(s) of the property(ies) of the land that generated the conditions requiring the emergency service.</p>		<b>X</b>	<b>X</b>
<p><b>FLOOD HAZARD NOTE:</b>            Portions of this property lie within a 100 year flood hazard zone as defined by the F.E.M.A. Flood Insurance Rate Map of the City of Roswell, Georgia, Community Panel Number _____, dated _____.            OR            This property does not lie within a 100 year flood hazard zone as defined by the F.E.M.A. Flood Insurance Rate Map of the City of Roswell, Georgia, Community Panel Number _____, dated _____.</p>	<b>X</b>	<b>X</b>	<b>X</b>
<p><b>NOTE:</b> Disturbance of the 100 year flood plain is prohibited.</p>	<b>X</b>	<b>X</b>	<b>X</b>
<p><b>STATEMENT OF OWNER:</b> The undersigned is the owner of record of the property, and the entire parcel is contained within the subject plat.</p> <p>_____ Date _____</p> <p>Owner</p> <p>This statement must be notarized.</p>	<b>X</b>		



**PLAT APPLICATION CHECKLIST**

	<b>Division/Combination</b>	<b>Preliminary</b>	<b>Final</b>
<p>CERTIFICATE OF OWNER: The owner of the land shown on this plat and whose name is subscribed thereto, 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, parks, drains, easements and public grounds thereon shown, which comprise a total of _____ acres, for the purposes therein expressed.</p> <p>_____</p> <p>Owner _____ Date _____</p>		<b>X</b>	
<p>CERTIFICATE OF SURVEYOR/ENGINEER: It is hereby certified that this plat is true and correct and was prepared from an actual survey of the property made by me or under my supervision; that all monuments show hereon actually exist or are marked as Future, and their locations, size, type and material are correctly shown; and that all engineering requirements of the City of Roswell and all requirements of the Unified Development Code of the City of Roswell, Georgia have been fully complied with.</p> <p>By: _____</p> <p>Registered Civil Engineer No. _____</p> <p>Address: _____</p> <p>Phone #: _____</p> <p>By: _____</p> <p>Registered Georgia Land Surveyor No. _____</p> <p>Address: _____</p> <p>Phone #: _____</p>	<b>X</b>	<b>X</b>	<b>X</b>
<p>Certification note by the Fulton County Dept. of Health and Wellness</p>	<b>X</b>	<b>X</b>	<b>X</b>
<p>Provide note on plat:</p> <p>Proof of City of Roswell or Fulton County approval for water connection, sewer connection or septic system shall be provided prior to issuance of a Building Permit</p>	<b>X</b>	<b>X</b>	<b>X</b>
<p>Minor (Division/Combination) Plat signature block. Signature will be completed upon approval.</p> <p>CITY OF ROSWELL, GA CERTIFICATE OF ZONING DIRECTOR</p> <p>_____</p> <p>Zoning Director _____ Date _____</p> <p>Pursuant to section 11.2 of the Unified Development Code, this plat has been approved for recording by the Zoning Director of the City of Roswell in accordance with existing rules and regulations.</p>	<b>X</b>		



PLAT APPLICATION CHECKLIST			
	Division/Combination	Preliminary	Final
Final Plat signature block. Signatures will be completed upon approval.  CITY OF ROSWELL, GA CERTIFICATE OF FINAL APPROVAL  _____ Mayor                                  Date  _____ Engineering Director                  Date		X	X (signatures will be completed upon approval)

### REGULATIONS FOR NAMING STREETS

The following conventions will be followed when naming streets within the City of Roswell:

1. Street names shall consist of a root name and a suffix designation such as "Street", "Avenue", "Road", "Circle", "Way" and so on. Root names shall consist of no more than 13 characters, including spaces and hyphens.
2. Directional prefixes, i.e. North, South, East, and West, and the prefixes "Old" or "New" shall not be used.
3. A proposed street that is obviously in alignment with another already existing and named street shall bear the name of such existing street, unless this requirement is waived.



4. Except within the same development, no proposed street name shall duplicate (be spelled the same or be phonetically the same) as an existing street name within the City of Roswell, in the postal zone, or in the unincorporated areas in proximity to Roswell, regardless of the use of such suffix designations as “Street”, “Avenue”, or however otherwise designated. In the same subdivision, a root name shall not occur more than twice.
5. City streets shall not bear the name or names of living individuals.
6. Proposed names for private streets shall follow the same conventions as for public streets.
7. Obscene or otherwise unacceptable language, abbreviations, contractions or initials shall not be used. Names must respect the dignity of all races, religious and national origins, and comply with any pertinent civil laws.
8. Letters not occurring in the English alphabet and numerals shall not be used.
9. Continuous roadways shall not be subdivided into segments with different names.
10. All street root names and suffix designations are subject to the approval of the following City Departments: Community Development, Fire, Police/ 911 Center, Transportation and Environmental/ Public Works. Staff will solicit comments from these departments.

#### FULTON COUNTY INFORMATION

- ❖ **Fulton County Department of Public Works**  
11575 Maxwell Road, 2<sup>nd</sup> Floor  
Alpharetta, Georgia 3009
- ❖ **Fulton County Board of Health Environmental Health Division**  
3155 Royal Drive, Suite 150  
Alpharetta, GA 30022



**\*\*ALL APPLICATIONS MUST BE REVIEWED AND APPROVED BY ALL CITY DEPARTMENTS BEFORE BEING ADVERTISED AND PLACED ON AN AGENDA \*\***

- Planning Commission meetings take place on the 3<sup>rd</sup> Tuesday of each month at 7:00 PM in Roswell City Hall Council Chambers- 38 Hill Street Roswell, GA 30075
- Mayor and City Council meetings take place on the 2<sup>nd</sup> and 4<sup>th</sup> Monday of each month at 7:00 PM in Roswell City Hall Council Chambers- 38 Hill Street Roswell, GA 30075

### 2024 Planning Commission Meetings

Tuesday, January 16, 2024
Tuesday, February 20, 2024
Tuesday, March 19, 2024
Tuesday, April 16, 2024
Tuesday, May 21, 2024
Tuesday, June 18, 2024
Tuesday, July 16, 2024
Tuesday, August 20, 2024
Tuesday, September 17, 2024
Thursday, October 17, 2023 <b>**Moved due to Mayor &amp; City Council meeting**</b>
Tuesday, November 19, 2024
<b>No December 2024 Meeting</b>

### 2024 Mayor and City Council Meetings

Monday, January 8, 2024
Monday, February 12, 2024
Monday, March 11, 2024
Monday, April 8, 2024
Monday, May 13, 2024
Monday, June 10, 2024
Monday, July 8, 2024
Monday, August 12, 2024
Monday, September 9, 2024
Tuesday, October 15, 2024
Tuesday, November 12, 2024 <b>**Moved due to Veteran's Day**</b>
Monday, December 9, 2024