



Planning Department

Oconee County, Georgia

Preliminary Plat/Site Plan

Submittal Checklist

Project Name: _____

Current Zoning: _____ Tax Parcel #: _____

Development Type: _____ Acreage: _____

Design Professional: _____

Note: ◊ This checklist serves only as a guide for the requirements of preliminary plat/site plan submittals. This checklist should not be considered a design checklist.
 ◊ Please check the appropriate boxes for the material submitted. Some of these items may not apply to all submittals.
 ◊ Each reference refers to the UDC, unless otherwise indicated.

Plat & Document Review List	Regulation	Compliance
► Preparation - Georgia Licensed Design Professional (engineer, landscape architect, or surveyor)	1216.02.a	Yes <input type="checkbox"/> No <input type="checkbox"/>
► Plans - 8 Copies submitted	1216.03.a	Yes <input type="checkbox"/> No <input type="checkbox"/>
► Sheet size: ▷ Max: 24"x36" ▷ Min: 8.5"x11" ▷ Index Sheet for plans with multiple pages	1216.03.b	Yes <input type="checkbox"/> No <input type="checkbox"/>
► Reduction provided (required for plans larger than 11"x17")	1216.03.b	N/A <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/>
► Application Fee: ▷ refer to Fee Schedule	1216.03.d	Yes <input type="checkbox"/> No <input type="checkbox"/>
► Caption	1216.04.a	
► proposed subdivision/development name	1216.04.a.1	N/A <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/>
► approval of proposed subdivision/project name submitted	1003.05	N/A <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/>
► total acreage ▷ site smaller than 1 acre; total square footage provided	1216.04.a.2	Yes <input type="checkbox"/> No <input type="checkbox"/>
► property owner's name & physical address	1216.04.a.3	Yes <input type="checkbox"/> No <input type="checkbox"/>
► developer's name & physical address	1216.04.a.3	N/A <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/>
► preparer's name & physical address	1216.04.a.3	Yes <input type="checkbox"/> No <input type="checkbox"/>
► date prepared, graphic scale, & north arrow	1216.04.a.4	Yes <input type="checkbox"/> No <input type="checkbox"/>
► Overall Plan:	1216.04.b.1	Yes <input type="checkbox"/> No <input type="checkbox"/>
► current zoning of property shown	1216.04.b.1	Yes <input type="checkbox"/> No <input type="checkbox"/>
► any anticipated requests for zoning changes noted	1216.04.b.1	N/A <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/>
► Development Data:	1216.04.b.2	
► Subdivisions:	1216.04.b.2.a	
► summary of development factors:	1216.04.b.2.a	N/A <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/>
► total number of lots / units	1216.04.b.2.a	N/A <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/>
► project density	1216.04.b.2.a	N/A <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/>
► minimum unit sizes	1216.04.b.2.a	N/A <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/>
► Multi-Family & Non-Residential Projects:	1216.04.b.2.b	
► proposed use of the property stated	1216.04.b.2.b	N/A <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/>
► summary of development factors:	1216.04.b.2.b	N/A <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/>
► project density	1216.04.b.2.b	N/A <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/>
► non-residential floor area	1216.04.b.2.b	N/A <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/>
► total number of lots / units	1216.04.b.2.b	N/A <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/>
► minimum unit sizes	1216.04.b.2.b	N/A <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/>
► Acreages Indicated: ▷ parks ▷ streets ▷ other land uses	1216.04.b.3	N/A <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/>
► For Subdivisions: ▷ average lot size & minimum lot size indicated	1216.04.b.4	N/A <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/>
► Land to be dedicated for public use identified (including conditions of dedication)	1216.04.b.5	N/A <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/>
► Project Boundaries (exact lines described with bearings & distances)	1216.04.b.6	Yes <input type="checkbox"/> No <input type="checkbox"/>
► Location / Vicinity Map (showing current road system of the surrounding area)	1216.04.b.7	Yes <input type="checkbox"/> No <input type="checkbox"/>
► Adjoining Land (including those across roadways)	1216.04.b.8	
► subdivision locations	1216.04.b.8	N/A <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/>
► subdivision names	1216.04.b.8	N/A <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/>
► property locations	1216.04.b.8	Yes <input type="checkbox"/> No <input type="checkbox"/>
► property owner name(s)	1216.04.b.8	Yes <input type="checkbox"/> No <input type="checkbox"/>
► zoning classifications	1216.04.b.8	Yes <input type="checkbox"/> No <input type="checkbox"/>
► Project complies with Conditions of Approval from rezoning or other County approval applicable to the subject property	1216.04.b.9	N/A <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/>
► Natural Features Within the Property, including:	1216.04.b.10	
► drainage channels ▷ include sign easements	1216.04.b.10.a	N/A <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/>
► bodies of water	1216.04.b.10.a	N/A <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/>
► wooded areas	1216.04.b.10.a	N/A <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/>
► other significant features ▷ ex. - rock outcroppings	1216.04.b.10.a	N/A <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/>
► all watercourses leaving tract ▷ direction of flow indicated	1216.04.b.10.b	N/A <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/>
► all watercourses entering tract ▷ point of entry indicated	1216.04.b.10.b	N/A <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/>
► flood plains outlined	1216.04.b.10.b	N/A <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/>

Plat & Document Review List		Regulation	Compliance
► Topographic Map:		1216.04.c.1	
► provided at scale of 1"=100'		1216.04.c.1	Yes <input type="checkbox"/> No <input type="checkbox"/>
► contours minimum of 2 foot intervals	► accuracy of plus or minus 1/2 contour interval	1216.04.c.1	Yes <input type="checkbox"/> No <input type="checkbox"/>
► important topographic features shown:			
► major water courses	► wooded areas		
► marshes	► rock outcrops		
► jurisdictional wetlands	► 100 year flood plain		
	► any other important features	1216.04.c.1	N/A <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/>
► Phase boundaries & land reserved for future development clearly marked		1216.04.c.2	N/A <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/>
► fees reflect proposed phase(s) on drawing		1216.04.c.2	N/A <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/>
► acreage of current phase, including acreages of future / past phases		1216.04.c.2	N/A <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/>
► Entrances Sign(s):		1216.04.c.3	
► sign location(s)	► include sign easements	1216.04.c.3	N/A <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/>
► sketch with dimensions (overall height & width, sign face height, area, and width)		1216.04.c.3	N/A <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/>
► Existing or Platted R-O-Ws & Uses of the Land (showing location, width, & names)		1216.04.c.4	
► tax parcel number(s)		1216.04.c.4	Yes <input type="checkbox"/> No <input type="checkbox"/>
► streets		1216.04.c.4	Yes <input type="checkbox"/> No <input type="checkbox"/>
► easements		1216.04.c.4	N/A <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/>
► future street widening		1216.04.c.4	N/A <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/>
► existing permanent buildings		1216.04.c.4	N/A <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/>
► railroad R-O-Ws		1216.04.c.4	N/A <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/>
► utilities		1216.04.c.4	N/A <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/>
► natural watercourses		1216.04.c.4	N/A <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/>
► flood hazard areas	► source referenced in project data	1216.04.c.4	N/A <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/>
► jurisdictional wetlands		1216.04.c.4	N/A <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/>
► state waters		1216.04.c.4	N/A <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/>
► any other important features		1216.04.c.4	N/A <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/>
► Proposed Project Layout:		1216.04.c.5	
► Subdivisions:		1216.04.c.5.a	
► lot numbers		1216.04.c.5.a	N/A <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/>
► block numbers (if necessary)		1216.04.c.5.a	N/A <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/>
► preliminary lot dimensions		1216.04.c.5.a	N/A <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/>
► lot lines		1216.04.c.5.a	N/A <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/>
► street right-of-way lines		1216.04.c.5.a	N/A <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/>
► proposed street names		1216.04.c.5.a	N/A <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/>
► approval of proposed street names submitted		1003.06	N/A <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/>
► right-of-way widths	► include street pavement widths	1216.04.c.5.a	N/A <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/>
► building setback lines		1216.04.c.5.a	N/A <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/>
► lot width dimensions indicated		1216.04.c.5.a	N/A <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/>
► Multi-Family & Non-Residential Projects:		1216.04.c.5.b	
► building outlines & locations		1216.04.c.5.b	N/A <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/>
► building setback lines		1216.04.c.5.b	N/A <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/>
► outdoor storage areas		1216.04.c.5.b	N/A <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/>
► buffers		1216.04.c.5.b	N/A <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/>
► parking areas		1216.04.c.5.b	N/A <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/>
► driveways		1216.04.c.5.b	N/A <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/>
► curb cuts		1216.04.c.5.b	N/A <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/>
► designated fire lanes		1216.04.c.5.b	N/A <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/>
► lot width dimensions indicated		1216.04.c.5.b	N/A <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/>
► Statement of Provisions:		1216.04.d.1	
► source of water supply		1216.04.d.1	Yes <input type="checkbox"/> No <input type="checkbox"/>
► method of sewage disposal		1216.04.d.1	Yes <input type="checkbox"/> No <input type="checkbox"/>
► Level III Soil Test submitted (must include evidence of Health Dept. approval)		1216.04.d.1.a	N/A <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/>
► Sanitary sewer connection / capacity pre-approved by Utility & Public Works Depts.		1216.04.d.1.b	N/A <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/>
► Private sewer system pre-approved by the BOC, UD, & PWD.		1216.04.d.1.c	N/A <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/>
► Approximate location of proposed storm water detention facilities		1216.04.d.2	N/A <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/>
► Draft of Covenants		1216.04.d.3	N/A <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/>
► Street Light Application & Plans	► Refer to Section 1235.07	1216.04.d.4	N/A <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/>
► Additional information reasonably required to permit an adequate evaluation of the development		1216.04.d.5	N/A <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/>
► Designer & Owner Certifications:	► Refer to Figure 12.1	1216.05	
► Certified by Project Designer	► signed in blue ink	1216.05	Yes <input type="checkbox"/> No <input type="checkbox"/>
► Certified by Owner	► signed in blue ink	1216.05	Yes <input type="checkbox"/> No <input type="checkbox"/>
► Evidence of Project Approval:	► Refer to Figure 12.2	1216.06	
► Health Department Certification inscribed on plat			
► Signed approval from the Health Dept.	► for projects where septic tanks will be used	1216.06.a	Yes <input type="checkbox"/> No <input type="checkbox"/>
► Certificate of Preliminary Subdivision Plat/Site Plan Approval (inscribed on the plat)		1216.06.b	Yes <input type="checkbox"/> No <input type="checkbox"/>