



APPLICATION FOR SUBDIVISION APPROVAL

Property Owner's Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Surveyor: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Subdivision Name: \_\_\_\_\_

(Minor Subdivisions dividing former lots should be named accordingly)

Section # \_\_\_\_\_ Land District \_\_\_\_\_ Land Lot(s) \_\_\_\_\_ Zoning \_\_\_\_\_

Incremental area being developed first: \_\_\_\_\_

Lots to be considered for approval (List by numbered sequences): \_\_\_\_\_

Total number of acres in this development: \_\_\_\_\_ Zoning: \_\_\_\_\_

Desired Action (Please check one):

- Minor Subdivision Approval
Major Preliminary Approval - the streets will be: Public Streets Private Streets
Major Final Approval
Concept Plan
Phased Development

Type of Development:

- Residential Business Condominium Multi-Family
Industrial Shopping Mobile Home Park

Type of Development:

- Sanitary sewer available: Yes No
Existing sewer capacity sufficient: Yes No Uncertain
Development to be: With curb and gutter Without curb and gutter
Energy source: City Other:

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**VERIFICATION OF OWNERSHIP**

**Name of all owners:** \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip Code: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Email: \_\_\_\_\_

Property Location (give description if no address): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I am the owner of the property listed above, which is the subject matter of the attached application, as shown in the records of the City of Albany, or Dougherty County.

\_\_\_\_\_  
Owner Signature (all owners must sign)

\_\_\_\_\_  
Owner Signature (all owners must sign)

Personally appeared before me \_\_\_\_\_, who has stated that the information on this form is true and correct.

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
Date

**In my absence, I authorize the person named below to act as the applicant in the pursuit of action for the attached application.**

**Name:** \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip Code: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Email: \_\_\_\_\_

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## SUBDIVISION CHECKLIST

Property/Property: _____	Case #: _____	Reviewed By: _____	Date: _____	
DESCRIPTION	MINOR FINAL	MAJOR PRELIMINARY	FINAL	GENERAL DEV. PLAN
Name, signature, address, & phone number of owner/applicant				
Name, signature, license number, seal, address, & phone number of engineer/land surveyor, landscape architect	land surveyor only		land surveyor only	
Certification of the accuracy of the survey and plat by the engineer/land surveyor, landscape architect		n/a		n/a
Title denoting type of application, land lot and land district, county/city block and lot, street location				
A locator map showing location of tract with reference to surrounding properties, streets, city/county boundaries, etc.				
North arrow and graphic scale				
Signature blocks for approval by appropriate authority		n/a		n/a
Certification that the applicant is the owner of the property to be subdivided or his/her agent & signature by owner on final plat		n/a		
Location & description of monumentation		n/a		n/a
Plats as required on a standardized sheet of 17" x 22" (or 11" x 17" at a scale of 1" = 200 or longer)		n/a		n/a
Acreage of tract to the nearest tenth of an acre				
Date of original and all revisions				
Location and dimensions of any existing or proposed streets				
Delineate lot lines and area in square feet or acreage of all lots & other tracts that result from subdivision				
Minimum building setback lines & zoning				n/a
Any existing or proposed easement or land reserved for or dedicated to public use, and the purpose of such areas				
Phases of development	n/a			
All water courses, flood plains, wetlands, or other visible or known environmentally sensitive areas on site				
Existing right-of-ways and/or easements on the tract or that affect the tract				
Existing or proposed contours based on city/county datum (Only where required by City Engineering or County Public Works). Contours may be required to extend beyond subject property unless otherwise approved			n/a	
Existing system of drainage of subject site and of any larger tract or basin which it is a part	n/a		n/a	
Drainage Area Map as required by the engineer		n/a		
Drainage calculations as required by the engineer			n/a	
Evidence of Health Department approval of soil survey or percolation tests if applicable			n/a	
Names of adjoining subdivisions and/or property owners including reference to the plats or deeds of such properties by recorded name, date recorded, file and cabinet number or deed reference				
Proposed utility infrastructure plans, including sanitary sewer, water, storm water management, telephone, electric and cable TV	n/a		n/a	
Soil Erosion and Sediment Control Plan – For one or more acre sites	n/a		n/a	n/a
Proposed street names	n/a			
Lighting plan and details	n/a		n/a	
Vehicular and pedestrian circulation	n/a	n/a	n/a	
Evidence of approval (letter) of as-built construction plans by the City Engineer or Director of Public Works, or the posting of an approved performance guarantee	n/a	n/a		
Quit claim deed to all public improvements and easements for all new easements shown on plat		n/a		n/a

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**D. Historic Preservation Commission**

COA Rehabilitation	\$50
COA New Construction	\$100
COA Demolition/Relocation	\$250

**E. Other Fees**

Administrative Review	\$50
Floodplain Special Use: Residential/Commercial	\$100/\$400
Zoning Certification	\$50

**F. Documents**

Zoning Ordinance	\$30
Street Index	\$20
Historic Ordinance	\$10
Comprehensive Plan	\$110
Sign Ordinance	\$5
Floodplain Ordinance	\$5
Soil Erosion & Sedimentation Control Ordinance	\$5
Tree Ordinance	\$5
A disk copy of a document	\$20

*First 2 sheets of documents copied is \$3.00. Additional sheets are 25¢ each.*

**G. Maps**

City/County small map	(Blue/black line copy)	\$15
City/County medium map	(Blue/black line copy)	\$15
City/County large map		\$25
Election District Map		
Board of Education		\$10
City/County		\$10
General Assembly		\$10
Precinct		\$10
Aerial Map		\$10
Computer copy of map		\$20
Complete set of Zoning Maps		\$250

*Maps created from the plotter cost \$20 per hour for labor and \$10 for each additional print.*

**Application Withdrawal**

A reimbursement of \$250 will be provided upon receipt of a Written Notice of Withdraw before the Planning Commission Meeting Date. There will be no reimbursement if a withdrawal notice is received after the Planning Commission Meeting Date. Applicants desiring to refile must follow the guidelines outlined in Title III Article 4 Section 4.04 (F) Withdrawal of an Application for Map Amendment or Other Zoning Decision.



## FEE SCHEDULE

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### A. Zoning

AG (Agricultural District)	\$400
R-E (Estate District)	\$400
R-1 (Single-Family Residential District)	\$400
R-2 (Single-Family Residential District)	\$400
R-G (Single-Family Residential District in the County only)	\$400
R-MHS (Mobile Home Single-Family District)	\$400
R-3 (Single-Family & Two-Family Residential District)	\$500+\$50/acre
R-MHP (Mobile Home Park District)	\$500+\$50/acre
C-R (Community Residential Multiple-Dwelling District)	\$500+\$50/acre
C-1 (Neighborhood Mixed-Use Business District)	\$600+\$60/acre
C-2 (General Mixed-Use Business District)	\$600+\$60/acre
C-3 (Commercial District)	\$600+\$60/acre
C-5 (Office-Institutional-Residential District)	\$600+\$60/acre
C-6 (Transitional Business District)	\$600+\$60/acre
C-7 (Mixed-Use Planned-Development District)	\$600+\$60/acre
C-8 (Commercial Recreation District)	\$600+\$60/acre
M-1 (Restricted Industrial District)	\$600+\$60/acre
M-2 (Heavy Industrial District)	\$600+\$60/acre
Special Approval	\$400+\$40/acre

***All properties will be rounded to the nearest full acre.***

***There is a \$3,500 cap on zoning/special approvals.***

Site Plan Review	\$400+\$40/acre
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### B. Subdivisions

1 to 2 lots	\$300
3 lots or more	\$300 for first 2 lots + \$30 per each additional lot

***The subdivision application fees are for the subdividing, combining, and recombining of lots.***

### C. Variances

Residential	\$100
Commercial	\$400
Floodplain: Residential/Commercial	\$100/\$400

***The fee is double after the fact.***