BUILDING GREATNESS DAILY
RIVERDALE Georgia

Office Use Only

Date Received: _____

Date Completed: _____

SUBDIVISION REVIEW APPLICATION

APPLICANT INFORMATION

Applicant Name			
Mailing Address			
Suite/Unit/Apt	City	State	Zip Code
Tel #	Fax	E-mail	
Property Owner (Use back if multiple names)			
Mailing Address			
Suite/Unit/Apt	City	State	Zip Code
Tel #	Fax	E-mail	

PARCEL INFORMATION

Project Name	Address of Project		
Map # N	Block #	Parcel #	Land Lot
District/Section	Size of Property (Square Feet or Acres)		
Present Zoning Classification	Proposed Zoning Classification		
Present Land Use	Proposed Land Use	Land Use Map	
Alternate Contact			

AUTHORIZATION BY PROPERTY OWNER

Authorization By Property Owner

I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of law and ordinances governing this type of work will be complied with whether specified herein or not. The granting of this permit does not presume to give authority to violate or cancel the provisions of any other state or local laws regulating and advertising signs, construction or the performance of construction.

X _____ X _____ _____
Applicant Print Name Applicant Signature Date

X _____ X _____ _____
Owner Print Name Owner Signature Date

(FOR OFFICIAL USE ONLY)

Date of Pre-Application Conference: _____
Received By: _____
Date of Filing: _____
Filing Fee Received: _____
Date of Notice to Publication: _____
Community Development Recommendation: _____
Planning Commission Recommendation: _____
_____
_____
_____
_____

REQUIRED ITEMS FOR SUBMITTAL

Required Items for Submittal

Directions: Please attach all of the following items to the completed application:

An application for Subdivision Plat Review is submitted to the City of Riverdale Planning, Zoning and Economic Development Department for consideration by the Planning Commission.

The City of Riverdale Subdivision Plat Review submittal requirements are provided in detail in Appendix B Article IV Section 4.1 of the City of Riverdale Municipal Code entitled Subdivisions.

Filing requirements include:

- Evidence of title either by an abstract of title certified to date, or a policy of title insurance.
- Eight (8) copies of the preliminary plat or site plan of the proposed development. The application must be submitted a minimum of thirty (30) days prior to the regular Planning Commission meeting, which is considered the date of filing.

Preliminary Plat/Site Condominium Requirements

Identification and Description:

- Proposed name of development.
- Location by Section, Town and Range, or by other legal description.
- Names and addresses of the proprietor, owner proprietor, planner, designer, engineer, or surveyor who designed the
- subdivision layout. The proprietor shall also indicate his interest in the land.
- Scale of Plat or site plan, 1 inch = 100 feet as minimum acceptable scale.
- Date.
- Northpoint.

Existing Conditions:

- An overall area map at a scale not less than 1 inch = 2,000 feet.
- Boundary lines of proposed subdivision.
- Property lines of adjacent tracts of land.
- Location, widths, and names of existing streets, private streets and public easements.
- Location of existing sewers, water mains, storm drains and other underground facilities.
- Topography drawn as contours with an interval of not greater than two (2) feet.
- The School Board or School Board Superintendent of the School District having jurisdiction in the area concerned
- shall be informed and made aware of the proposed preliminary plat by the applicant.

Proposed Conditions. The preliminary plat or condominium site plan shall include:

- Layout of streets, street names and right-of-way widths.
- Layout, numbers and dimensions of lots, including setback lines.
- Indication of parcels of land for dedication for public use.
- Ownership of "excepted" parcels.
- Sanitary sewer system.
- Water supply system and Hydrology Study.
- Storm Drainage system and Drainage Calculations.
- Phasing plan.

Review Fee Schedule:

Plat Review – Preliminary	$750.00 minimum
Plat Review – Re submittal Preliminary	$750.00 minimum
Final Plat – Site Inspection	$750.00 minimum
Final Plat – Site ReInspection	$750.00 minimum
Final Plat – Final Review	$750.00 minimum
Final Plat – Re-submittal – Final Review	$750.00 minimum

DISCLOSURE STATEMENT

Disclosure Statement

ZONING DISCLOSURE LAW COMPLIANCE (RE: Title 36, Chapter 85, Official Code of Georgia Annotated)

SECTION A: ZONING DISCLOSURE LAW REQUIREMENTS

1. Effective July 1, 1986, any member of the Riverdale City Council or Planning Commission, including their spouse, mother, father, brother, sister, son or daughter must disclose, in writing, any property interest or financial interest in any business which has a property interest in any real property subject of a Preliminary Subdivision Review application.

2. Effective July 1, 1986, any applicant for rezoning must file within ten days of submittal of the application, a disclosure report if within two years immediately preceding the application, the applicant has made campaign contributions or gifts in which the aggregate campaign contributions or aggregate value of the gifts have a value of $250.00 or more to any member of the Riverdale City Council or Zoning Board.

3. Failure to comply with the Disclosure Requirements is considered a misdemeanor.

SECTION B: DISCLOSURE STATEMENTS

1. Does any member of the Riverdale City Council or Planning Commission, including their spouse, mother, father, brother, sister, son or daughter have a property or financial interest in the property subject of the accompanying Preliminary Subdivision Review application (RE: Section A.1. above)? Yes or No

2. If the answer to Section B (a) above is yes, then states the name of said persons and have said persons sign in the space below stating their relationship to the applicant. _____

3. Based upon the statement in Section A.2. above in Title 36, Chapter 85, and OCGA does the applicant meet the requirements for filing a Disclosure Report?
a. Yes _____ or No_____

(b) If a Disclosure Report is required, please provide the following information in the Disclosure Report for each campaign contribution and/or gift made.

The name of the official to whom the campaign contribution or gift was made. _____

(2) The dollar amount and date of each contribution _____ _____
Dollar Amount Date

(3)Enumeration and description of each gift having an aggregate value of $250.00 or more _____
Attach and sign additional sheets for the Disclosure Report as necessary.

X_____ _____
Owners Signature Date

_____ _____
Notary Public Date

APPLICANT DISCLAIMER

Applicant Disclaimer

I_____ have read the information contained in this application package and fully understand the Preliminary Subdivision Review request process. No member of the Planning, Zoning and Economic Development Department Staff has guaranteed a result of my request as determined by the Planning Commission and the Mayor and Council. Of my own free will I submit this application and understand that approval of my request is not guaranteed or absolute.

Furthermore, I understand that the fee paid with this application is non-refundable.

X _____ _____
Applicant Signature Date

_____ _____
Notary Public Date (Affix Raised Seal Above)