

Exemption Plat (EP)



Purpose: To combine, subdivide, or have a boundary line revision of a lot or parcel where dedication of additional public infrastructure is not required.

Fee: \$25

Schedule of Events:

- Applicant shall submit 4 copies (not mylar) of plat for review to Planning & Zoning to be reviewed by various Departments.
- Planning & Zoning Dept. will notify contact person to pickup any changes and comments made.
- Planning & Zoning Dept. will notify contact person that the plat has been signed and can be picked up for recording.
- Applicant must submit a digital copy to the GIS Dept. (DWG, DGN, or DXF formats) on disc or via email (preferred).
- Contact person will return one recorded mylar copy and 15 paper copies to Planning & Zoning Dept. for distribution.

Checklist of submittal items:

- ___ Note indicating purpose of plat. Also, include the existing address(es) with tax identification number(s) and the proposed address(es). For address information, contact the GIS Department.
- ___ Title (include graphic scale, north arrow, land lot and district numbers)
- ___ Boundary information for the proposed parcel(s) (boundary description, right-of-way dimensions, lot dimensions, location and description of easements, building setback lines)
- ___ Floodplain (location and elevations on each affected lot with reference to latest FEMA information, benchmark location and elevation tied to an acceptable control point)
- ___ Street names
- ___ Property owner(s), telephone number(s) and zoning designation(s) of subject properties
- ___ Location of existing structures. Buildings to be removed must be demolished prior to approval of the exemption plat.
- ___ Block and lot numbers (if applicable)
- ___ Adjoining property owners and/or subdivision names with zoning designation(s)
- ___ Signature endorsements
 - a. "It is hereby certified that this plat is true and correct prepared from an actual survey of the property made under my supervision on the ground."
"Registered land surveyor"
"Surveyor Number"

b. “The undersigned, as Public Works Director of the City of Marietta, Georgia, hereby approves this exemption plat for the recording of same in the Office of the Clerk of the Superior Court of Cobb County.”

“Public Works Director”

“City of Marietta”

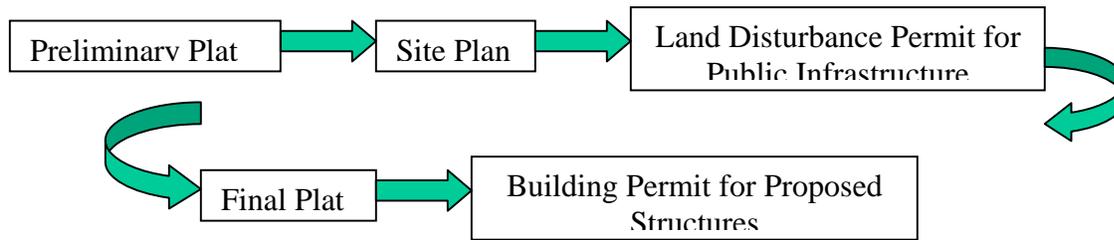
c. “The undersigned, as Planning and Zoning Director of the City of Marietta, Georgia, hereby approves this exemption plat for the recording of the same in the office of the Clerk of the Superior Court of Cobb County.”

“Date”

“Planning and Zoning Director”

“City of Marietta, Georgia”

Platting Procedures



Preliminary Plat (PP)

Purpose: Expression of conditional approval for the layout and infrastructure improvements of a new development. It is also to serve as a guide to the preparation of a Final Plat.

Fee: \$25

Schedule of Events:

- Submit 5 paper copies (no mylar) to the Planning & Zoning Department for review and comment
- Have developer make any changes and provide you with 15 copies (no mylar).
- Planning and Zoning shall submit the proposed plat with staff comments to the Mayor and Council who shall have ten (10) days in which to review and approve such plat. No comments from Mayor and Council within period will be deemed as approval. Signature blocks must be on Plat.
- Once PP is approved, land disturbance permit (to put in public infrastructure) can be obtained from Public Works Dept.

Checklist of submittal items:

- ___ Name, address & phone number of developer
- ___ Name, address & phone number on engineer/surveyor for project
- ___ Zoning district
- ___ Boundary lines, bearings, and distances
- ___ Easement location, width, purpose, and controlling entity
- ___ Streets on and adjacent to the tract
- ___ Utilities on and adjacent to the tract
- ___ Ground elevation on the tract
- ___ Setbacks (front, rear, minor side, major side)
- ___ Landscape plan
- ___ Sites reserved or dedicated for parks, playgrounds, or other public uses
- ___ Sites utilized for nonpublic uses exclusive of single-family dwellings
- ___ Title, graphic scale (not less than 1:100), north arrow, and date
- ___ Subsurface conditions on tract
- ___ Watercourses, marshes, rock and outcroppings
- ___ Proposed public improvements on or near the tract
- ___ Vicinity Map
- ___ Title and Certificate
- ___ Signature Endorsements

- a. “It is hereby certified that this plat is true and correct prepared from an actual survey of the property made under my supervision on the ground.”
“Registered land surveyor”
“Surveyor Number”
- b. “The undersigned, as Director of the Public Works Department for the City of Marietta, Georgia, hereby certifies that this preliminary plat has been reviewed and approved per section 728.04 of the City of Marietta Zoning Ordinance.”
“Date”
“Public Works Director”
“City of Marietta”
- c. “The undersigned, as Director of the Department of Planning and Zoning for the City of Marietta, Georgia, hereby certifies that this preliminary plat has been reviewed and approved per section 728.04 of the City of Marietta Zoning Ordinance.”
“Date”
“Planning and Zoning Director”
“City of Marietta, Georgia”

Final Plat (FP)

Purpose: To complete document for recording with the Cobb County Superior Court in accordance with City standards.

Fee: \$25

Schedule of Events:

- Submit four (4) paper copies (not mylar) to Planning & Zoning Dept. for review by staff. After review, comments will be returned to contact person to make any necessary revisions.
- The GIS Department will begin working on addresses upon receipt of their paper copy. In most cases, addresses will be completed within two working days.
- After plat has been revised, submit 1 original (mylar), fifteen (15) paper copies and a digital copy to Planning & Zoning Dept. A digital copy must be submitted in DWG or DXF format on a 3.5” floppy disk or via e-mail to City Manager (preferred).
- After the revised plat has been reviewed by staff and approved, the 10-day review period for Mayor and Council will begin.
- If the water and sewer system is Marietta Water, 3 sets of as-built drawings need to be submitted to Planning & Zoning Dept. for approval by Marietta Water to determine if final plat can be approved.
- A maintenance bond equal to ten percent (10%) of the cost of the storm drainage system, the curb and gutter, and all base asphalt for dedicated streets and alleys should be submitted to Public Works Dept. This should be accompanied by a cost estimate from the contractor who installed these improvements.
- A performance bond equal to one hundred percent (100%) of the cost of the topcoat of asphalt for all dedicated streets and alleys should be submitted to Public Works Dept. This should be accompanied by a quote from the contractor who will install the topcoat of asphalt.
- If the water and sewer system is Cobb County Water & Sewer, the approval signature from Cobb County Water & Sewer must be included on the plat before the end of the 10 day waiting period.

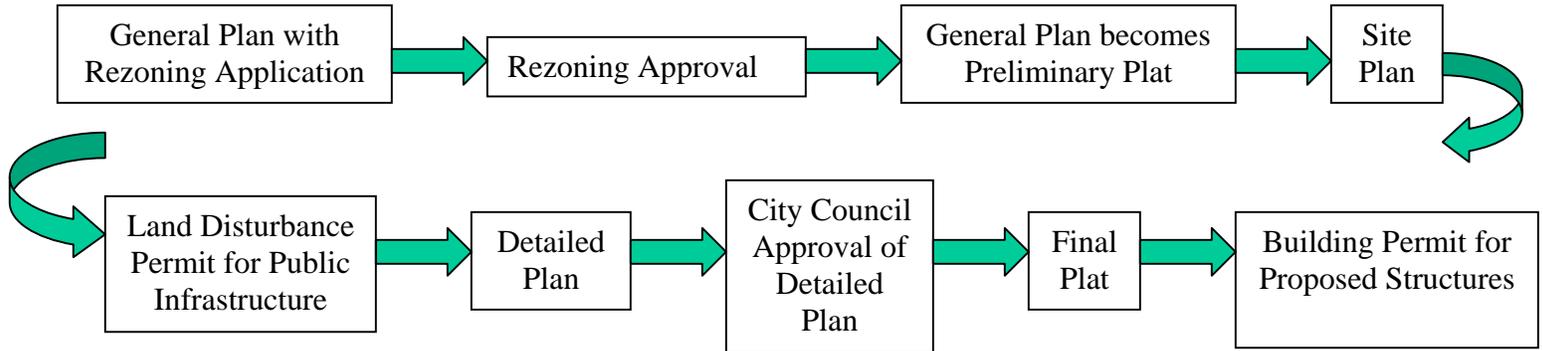
- After the plat has been signed by the Mayor, the Director of Planning & Zoning and the Director of Public Works, the Planning & Zoning will notify the designated contact person that the plat is ready to be picked up and recorded.
- After the plat has been recorded, submit one (1) original mylar (or sepia) copy and fifteen (15) paper copies of the recorded plat to Patsy Bryan.

Checklist of submittal items:

___ Signature Endorsements

- a. “It is hereby certified that this plat is true and correct prepared from an actual survey of the property made under my supervision on the ground”
“Registered Land Surveyor”
“Surveyor Number”
- b. “The owner of the land shown on this plat and whose name is subscribed hereto and who in person or through duly authorized agent acknowledges that this plat was made from an actual survey and dedicates the use to the public forever of all the alleys, streets, and other public places thereon shown for the purpose and consideration therein.”
“Name of Owner”
- c. “This plat has been approved by the Mayor and Council of Marietta, Georgia. Furthermore the Mayor and Council accepts all dedicated right-of-way, public street, public places and public utility easements for maintenance.”
“Date”
“Mayor”
- d. “The undersigned, as Public Works Director of the City of Marietta, Georgia, hereby approves this plat for the recording of same in the Office of the Clerk of the Superior Court of Cobb County.”
“Date”
“Public Works Director”
“City of Marietta”
- e. “The undersigned, as Planning and Zoning Director of the City of Marietta, Georgia, hereby approves this Plat for the recording of same in the Office of the Clerk of the Superior Court of Cobb County.”
“Date”
“Planning and Zoning Director”
“City of Marietta, Georgia”

Planned Development Process



General Plan (GP)

Purpose: For rezoning and preliminary plat approval of planned development (i.e.: MXD, PRD, etc.)

Fee for Rezoning: \$500 (General Plan must be submitted with rezoning)

Schedule of Events:

- If rezoning is approved, the GP becomes the PP.
- Construction plans come through Public Works Dept.
- Planning & Zoning signs off on construction plans
- Detailed Plan must be submitted for review and approval by City Council
- Building Permit may be issued

Checklist of submittal items:

- ___ Twenty (20) copies of plan
- ___ Statement of intent and purpose
- ___ Tract boundaries
- ___ Location of existing and proposed public right-of-way, easements and water/drainage courses
- ___ Location of existing buildings and structures to be retained or removed
- ___ Location of proposed building
- ___ Minimum standards for lot development including setbacks, distances between buildings and house sizes
- ___ Architectural, façade and material information
- ___ Dwelling unit density to be applied within the tract
- ___ Maximum floor area designated for each use
- ___ Percentage of tract designated for open space, recreation area and impervious surfaces
- ___ Tree Protection plan
- ___ All other required information required for zoning

Detailed Plan (DP)

Purpose: To allow for the approval of subdivision improvements and subsequent revised plan layout.

Fee: \$25

Schedule of Events:

- 25 copies of DP submitted to the Planning & Zoning Dept. for City Council
- DP must be submitted 4 weeks prior to City Council meeting in order to be reviewed by P&Z and Judicial Legislative Committee
- P&Z cannot recommend that DP be approved by City Council until all infrastructure is in place
- A FP must be submitted after the DP

Checklist of submittal items:

- ___ Boundaries and total area of the tract of land, as approved in the GP
- ___ Zoning and dwelling unit density information
- ___ Total disturbed area and undisturbed area
- ___ Min. standards for lot development, including building setbacks, min. floor area, min. lot area, amount and location of open space and recreation areas
- ___ Location of public rights-of-way, easements, buffer areas and water courses
- ___ Location and types of existing and proposed buildings and structures
- ___ Architectural, façade or material requirements, including elevations
- ___ Any stipulations attached to the property at the time of zoning must be included upon the plat or with the plat submittal
- ___ Detailed landscaping plan that includes the following information:
 - a) The name of the project
 - b) The name of the owner and/or developer, including 24 hour contact
 - c) The location of proposed building(s) and corresponding dimensions
 - d) Spatial limits of land disturbance, clearing, grading and trenching
 - e) All required undisturbed buffers, landscape strips and parking islands
 - f) The location of all specimen trees or stands of specimen trees with an indication whether they are to be retained or removed; accurate locations are requested when the preservation of a specimen tree is questionable, or when a site design alteration is feasible
 - g) The location of all hardwood and softwood trees with a DBH > 3" – to be counted toward meeting density requirements
 - h) Areas of tree protection and revegetation and tree density calculations
 - i) The specific name and location of all materials to be planted or maintained on the site
 - j) Procedures and schedules for the implementation, installation and maintenance of tree protection measures including, but not limited to, detail drawings of protective tree fencing (both active and passive) including signage and erosion control measures
 - k) Planting and staking specifications