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## Preliminary Plat/ General Plan Checklist

Approval of a preliminary plat shall not constitute approval of the final plat. Rather, it shall be deemed an expression of conditional approval of the layout submitted on the preliminary plat as a guide to the preparation of the final plat, which must be submitted for approval by the Mayor and Council upon completion of all required improvements, including but not limited to, roadways, water distribution lines, sanitary sewer lines, storm drainage facilities, and other required improvements.

Applicant shall submit 4 copies of plat for review to the Planning & Zoning Department and a check in the amount of \$25 payable to City of Marietta. The plat shall include, but is not limited to, the following information:

1. \_\_\_ Name, address & phone number of owner/developer
2. \_\_\_ Name, address & phone number of engineer/surveyor
3. \_\_\_ Title, graphic scale, north arrow and date
4. \_\_\_ Vicinity map
5. \_\_\_ Names of streets on and adjacent to the tract
6. \_\_\_ Zoning district and bulk and area requirements
7. \_\_\_ Zoning stipulations and variances
8. \_\_\_ Boundary lines, bearings, and distances
9. \_\_\_ Setbacks: Front: Rear: Min Side: Maj Side:
10. \_\_\_ Verify for accuracy - Lot sizes, Lot Width, Density
11. \_\_\_ Tree protection and landscaping plan (complete)
12. \_\_\_ Sites reserved or dedicated for parks, playgrounds, or other public uses
13. \_\_\_ Sites utilized for nonpublic uses exclusive of single-family dwellings
14. \_\_\_ Certification of title showing applicant is the landowner
15. \_\_\_ 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, landscape islands in parking lots and street trees (2" diameter hardwoods for each 20 lineal feet).
  - 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 all relevant 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
16. \_\_\_\_\_ The following signature endorsements are required on the plat:

“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”

“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”

“Date”

“City of Marietta”

“The undersigned, as Planning and Zoning 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.

“Planning and Zoning Director”

“Date”

“City of Marietta, Georgia”