

LEE COUNTY
MINOR SUBDIVISION
PLAT CHECKLIST

General Information

Case # _____

Name of Subdivision: _____

Location of property: _____

Land Lot: _____

Land District: _____

Owner/Agent Address: _____

Owner/Agent Telephone Number: _____

Date Application Submitted: _____

Date Plat reviewed: _____

Review Requirements

1. Subdivision Application & Fee _____
2. Plats (3 copies initially for review; 10 copies of plat after approved review
And 1 electronic copy) _____
3. 1 copy of legal description _____
4. \$8.00 Recording fee (requires separate check made payable to
Superior Court Clerk): _____
5. Scale no smaller than 1" =200' _____
6. Plat size between 11"x17" and 17"x22" _____
7. Blank Area on Plat to record stamps
Area should be 3 ¼" x 3" for Superior Court (Blank area for
Recording stamps must be on plat or it will not be recorded by
Superior court clerk) Area for Planning Department stamps should be
3.5" x 2.5". _____
8. Submit 2 copies of a proposed subdivision plat to DOT if such subdivision
Abuts on any part of a state highway or where the proposed subdivision
will require access to the state route. _____

PLAT APPROVAL REQUIREMENTS

1. Proposed Subdivision Name _____
2. Name of Owner _____
Signature: _____
Declaration of Ownership: _____
3. Adjoining Property Owner names _____
4. Adjacent Subdivision names _____
5. Vicinity map _____
Scale _____
North Arrow (on vicinity map): _____
6. All Roads and Rights-of-Way _____
Names _____
Right-of-Way width _____
7. Location and Type of All Easements _____
8. Utilities Authority Note to Read: _____

The Lee County Utilities Authority has control over the supply of potable water and receipt of sanitary sewage from all lands subdivided after July 27, 1995. Owners of these subdivided lots will be required to immediately connect to public water and sewage systems whenever either becomes accessible.
9. All Lots _____
Lot Lines _____
Lot Numbers (consecutive) _____
In phased developments must be consecutive with _____
Previous phases: _____
Lot Sizes (thousandth of an acre) _____
10. Topographic Maps (if requested): _____
11. Minimum Building Setbacks subject to Lee County zoning requirements _____
Front (all) _____
Sides and Rear (note on plat) _____

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- 12. Legend _____
 - Numerical scale _____
 - Graphic Scale _____
 - North Arrow _____
 - Date _____

13. Soils map (if requested): _____

14. Soils Note, if Soils Map is Not Requested, to Read _____

Before any building activity begins, the Lee County Health Department must approve the building site. An intensive soil survey will be required in the area of construction to make certain that soils present are suitable for individual sewage disposal system.

15. Primary control points and bench marks with necessary descriptions _____

16. Purpose for which sites, other than residential lots are dedicated _____

17. Location and description of all monuments _____

18. Certification by a land surveyor registered in the State of Georgia _____

19. One hundred (100) Year/One percent (1%) Chance Floodplain
(Note if none) _____
Specify the FIRM panel used for determination.

20. Wetlands Note to Read _____

Wetlands may be present in some of these lots. Federal law protects wetlands. Before disturbing any area designated as a wetland, contact the U.S. Army Corps of Engineers, Regulatory Branch, P.O. Box 889, Savannah, Georgia, 31402-0889.

21. Storm Drainage
Call the Lee County Planning and Development, Plans Reviewer/Field Inspector for specific requirements.