

City of Moultrie  
Moultrie-Colquitt County Planning Commission  
Request for Plat Approval Guidelines

1. Reference the City of Moultrie Subdivision Regulations for specific requirements concerning preliminary or final plats. Maps or plats to be filed and recorded in the office of the clerk of the superior court shall be prepared in accordance with the Georgia Plat Act, O.C.G.A. §15-6-67.
2. Application must be filed by 10:00 a.m. on the second Friday of the month immediately preceding the next scheduled Moultrie-Colquitt County Planning Commission Meeting.
3. Preliminary plats shall be reviewed by the City of Moultrie Plan Review Group before initiating the Plat Approval application process.
4. If such proposed subdivision includes or abuts on any part of the state highway system or where the proposed subdivision requires access to the state highway system, *please allow 30 days* for the State of Georgia Department of Transportation to recommend approval or recommend rejection of the proposed subdivision.
5. Submit plat in digital format and paper copies on standard white 20 lb paper with black ink, no larger than 11" x 17".

**Boundary Line Adjustment**

A boundary survey and plat of the entire lots involved in the boundary line adjustment shall be required to be approved by the Plan Review Group and recorded. Such plat showing said boundary line adjustment shall be titled with the same name as that of the original subdivision and shall include thereon that the replat is for the purpose of adjusting the lot lines between specific lots.

**Lot Combintion**

A boundary survey and plat depicting all lots involved in the lot combination shall be required to be approved by the Plan Review Group and recorded as a final plat. Such combination plat shall be titled with the same name as that of the original subdivision, if applicable, and shall indicate thereon that the replat is for the purpose of removing the lot lines between specific lots.

***Incomplete applications will not be accepted.***

**Subdivision Land Fees:**

Boundary Line Adjustments	\$250.00
Lot Combination	\$250.00
Minor Subdivision	\$250.00
Minor Subdivision - Preliminary Plat	\$250.00
Major Subdivision - Preliminary Plat	\$700 + \$10 per lot
Major Subdivision - Final Plat	\$5 per lot
Re-submittals: Plat/Construction Plan, each Submittal	\$100.00
Land Disturbance Fee	\$40 per acre

**City of Moultrie**  
**Moultrie-Colquitt County Planning Commission**  
**Request for Plat Approval**

**PLEASE PRINT APPLICATION**

**DATE:** \_\_\_\_\_

**Proposed Subdivision Name:** \_\_\_\_\_

**ADDRESS OF PROPERTY:** \_\_\_\_\_

Land Lot Number: \_\_\_\_\_ of the 8<sup>th</sup> Land District of Colquitt County, Georgia.

Current Zoning of Property: \_\_\_\_\_

_____	_____	_____	_____
Minor	Lot Combination	Boundary Line Adjustment	
_____	_____	_____	_____
Major	Preliminary Plat	Commercial	Conservation
_____	_____	_____	_____
	Final Plat	Residential	

Date of Minor Subdivision Approval: \_\_\_\_\_

Date of Plan Review Group Approval: \_\_\_\_\_

City Council Meeting (preliminary plat) Date: \_\_\_\_\_

Moultrie-Colquitt County Planning Commission Meeting (preliminary plat) Date: \_\_\_\_\_

Date of Preliminary Plat Approval (for Final Plats only): \_\_\_\_\_

**Required Paperwork:**

\_\_\_\_\_ Fill out Request for Plat Approval (Planning and Community Development Department;  
Municipal Annex—200 1<sup>st</sup> Street NE)

\_\_\_\_\_ Required Fees, made payable to: City of Moultrie

\_\_\_\_\_ Warranty Deed (filed and recorded at courthouse) with legal description granting title to current owner

\_\_\_\_\_ Legal Description of Property

\_\_\_\_\_ Outline of all private covenants or deed restrictions, if any, pertaining to land within subdivision

\_\_\_\_\_ Submit plat in digital format and printed copies of the plat: no larger than 11" x 17

\*\*\*Additional requirements for Final Plats\*\*\*

\_\_\_\_\_ List of deviations, if any, from approved preliminary plat

\_\_\_\_\_ Certified copy of all private covenants or deed restrictions, if any, pertaining to land within subdivision

For additional information, contact the Planning and Community Development Department at 229-668-7223.

**APPLICANT/OWNER:**

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

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

Telephone (W): \_\_\_\_\_ Telephone (H): \_\_\_\_\_

In the last year have you contributed more than \$250.00 to the campaign of an elected official? \_\_\_\_\_. *If yes, attach a disclosure report with the City of Moultrie. The name and official position of the local government official to whom the campaign contribution was made; and the dollar amount and description of each campaign contribution made by the applicant to the local government official during the two years immediately preceding the filing of the application for the rezoning action and the date of each such contribution.*

**REPRESENTED BY:** (if applicable)

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

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

Telephone (W): \_\_\_\_\_ Telephone (H): \_\_\_\_\_

In the last year have you contributed more than \$250.00 to the campaign of an elected official? \_\_\_\_\_. *If yes, attach a disclosure report with the City of Moultrie.*

1. This property is located on the \_\_\_\_\_ side of \_\_\_\_\_ and lies  
*North/South/East/ West Street Name*  
between \_\_\_\_\_ and \_\_\_\_\_.  
*Street Name Street Name*

2. Total acreage in proposed development: \_\_\_\_\_

3. Total number of lots in proposed development: \_\_\_\_\_

In order that the general health, safety, and welfare of the citizens of the City of Moultrie may be preserved and substantial justice maintained, I (we) the undersigned respectfully request the aforementioned plat approval in connection with the property herein described. I (we) hereby certify that I am the owner, or legal agent of the owner, in fee simple of the above-described property.

\_\_\_\_\_  
Owner/Authorized Agent

\_\_\_\_\_  
Witness

**FOR OFFICE USE ONLY:** Staff will provide the following information:

4. Is the property in a Historic District? \_\_\_\_\_

5. Is the property in a Flood Zone? \_\_\_\_\_

**6. ADJACENT PROPERTY ZONING CLASSIFICATION AND CURRENT USE:**

Property to the NORTH: Zoning Classification: \_\_\_\_\_  
Current Use: Residential Commercial Industrial Vacant

Property to the SOUTH: Zoning Classification: \_\_\_\_\_  
Current Use: Residential Commercial Industrial Vacant

Property to the EAST: Zoning Classification: \_\_\_\_\_  
Current Use: Residential Commercial Industrial Vacant

Property to the WEST: Zoning Classification: \_\_\_\_\_  
Current Use: Residential Commercial Industrial Vacant

**7. BUFFER REQUIREMENTS (If Needed)**

A landscape buffer/open space along and between the adjacent properties will be provided as follows:

NORTH \_\_\_\_\_

SOUTH \_\_\_\_\_

EAST \_\_\_\_\_

WEST \_\_\_\_\_

8. Are there any Code Violations on file on this property with the City? \_\_\_\_\_

If yes, please explain \_\_\_\_\_

\_\_\_\_\_