


ALL APPLICABLE ITEMS ARE DUE AT THE TIME OF SUBMISSION

ITEM#	REQUIRED ITEM	NUMBER OF COPIES	CHECK 
1.	Permit Application	1 original	<input type="checkbox"/>
2.	Preliminary Plat Checklist	1 original	<input type="checkbox"/>
3.	Review Fees	\$350 Review Fee + \$5 per Lot (residential) or \$5 per Disturbed Acre (commercial)	<input type="checkbox"/>
4.	Sign Fee	\$98 per Public Notification Sign (1 per frontage required)	<input type="checkbox"/>
5.	Preliminary Plat	3 copies, 24" x 36" maximum sheet size	<input type="checkbox"/>

Preliminary Plat should include the following information:

- Provide the name of the preliminary plat in the title block. Use a unique name that may pertain to the owners. Do not give preliminary plat the name of a street or road as this does not distinguish it from other preliminary plats along the same road.
- Provide the date the preliminary plat was drawn in the title block, including the date of each revision.
- Provide the location of the tract of land in the title block (Land District and Land Lot).
- Provide both the stated and graphic scale.
- Provide the north arrow indicating the orientation of the plat.
- Provide in the notes the total number of lots and acreage of the tract of land being subdivided.
- Provide in the notes the zoning of the property and density calculations.
- Provide the location of any streams, rivers, or lakes on the property or within 200' offsite and delineate Milton stream buffers and state buffers where applicable. Delineate any floodplain or wetland areas that exist on site.
- Provide a Tree Canopy Plan per Sec. 60-28 of the Tree Canopy Conservation Ordinance. The ordinance can be found on the City Website under Forms & Permits, Tree Removal. <https://www.cityofmiltonga.us/forms-permits/tree-removal/>
- Provide a 40' primary rural viewshed setback from proposed right of way where no disturbance shall be allowed. Provide a 20' secondary rural viewshed setback from the primary rural viewshed setback for buildings, accessory structures, and swimming pools. Requirement shall only apply to subdivisions with more than three lots located in AG-1, R-1, R-2, R-2A, and CUP zoning districts.
- Provide the proposed lot layout with boundary lines indicated by a heavy line with distances and bearings.
- Provide front, rear, and side setback lines with labels/dimensions.
- Provide the location of required zoning buffers and landscape strips where applicable.

- Provide the proposed street layout, including street and right-of way widths, radii for roads on a curve, and cul-de-sac radii. Indicate whether road is paved or unpaved and if it is a public or private.
- Provide the proposed parking lot layout, including required parking space calculations.
- Provide the proposed location for a dumpster pad and mail kiosk where applicable.
- Provide location and type of proposed Stormwater Management Facilities (detention ponds including locations for water quality and quantity)
- Provide preliminary Hydro Report that delineates drainages basins and includes sizes of basins and the amount of impervious surface proposed for each basin.
- Provide the location of any proposed pedestrian connections including sidewalks, crosswalks, and trails.
- Provide the location and type of proposed open space, civic space, and amenities.
- Provide the location of any proposed inter-parcel access and future connections.