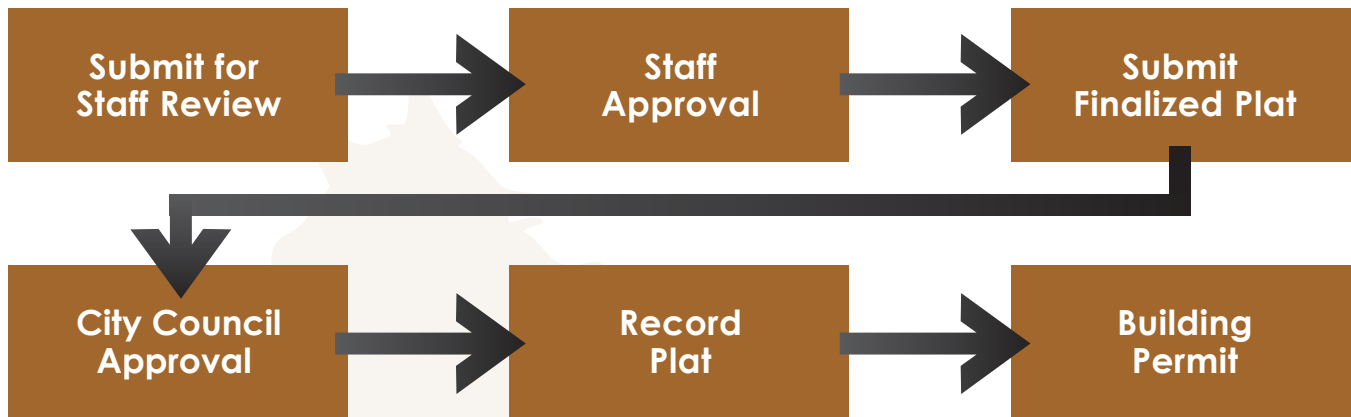


MILTON

MINOR PLAT APPROVAL PROCESS

Applicable to proposed combinations and subdivisions of land into 3 lots or less



Submit for Staff Review: staff reviews plat for completeness and compliance with city codes

- Submit Complete Application
- Submit Minor Plat Submittal Checklist
- Submit Review Fee: \$25 administrative fee + \$350 review fee + \$5 per lot
- Submit Minor Plat: plan should include checklist items
- Comments will be returned to applicant listed on application
- Applicant shall resubmit revised plat for review based on staff comments

Staff Approval: once staff deems Minor Plat complete, it is released to applicant to obtain the following signatures:

- Owner's Acknowledgement
- Surveyor's Certificate
- Fulton County Department of Health and Wellness
- Fulton County Department of Public Works

Submit Finalized Plat: once all signatures are obtained, 3 copies of the finalized plat shall be submitted to the Department of Community Development

- See Final/Minor Plat Schedule for finalized plat submittal deadlines
- Minor Plat forwarded to Director of Community Development for Minor Subdivision Plat Approval signature

City Council Approval: staff approved minor plat added to following City Council Meeting agenda

- Minor Plat will be approved by City Council as a consent agenda item

Record Plat: following City Council Approval, approved minor plat will be released to applicant to record electronically with Fulton County

- Fulton County's Recording help line is (404- 612- 5267) if you have specific questions regarding their requirements and procedures
- Email a copy of the recorded minor plat to melissa.branen@cityofmiltonga.us

Begin Building Permit Process: once minor plat is recorded, applicant must submit for Building Permit approval prior to the commencement of development activities