

# SUBDIVISION DEVELOPMENT

1. ***Pre-Application Review*** – The developer should meet informally with Community Development staff for advice and assistance. Sketches and drawings showing the existing conditions and the proposed layout may be submitted to determine where the plans do not comply with the Perry Land Development Ordinance (PLDO). There is no charge for the pre-application review.
2. ***Preliminary Plat*** – Required if the proposed subdivision is six (6) or more lots or a new street is involved.

## Preliminary Plat Process

1. Submit three (3) copies of the preliminary plat to the Community Development Department with a letter requesting review and approval of the plat.
2. The Department will review the plat for conformance with the PLDO and present the findings to the Planning Commission.
3. Once the Commission has approved the preliminary plat the developer can install the physical improvements (streets, curbs, gutters, etc.) or post a performance bond guaranteeing completion of improvements. Before construction of improvements can begin a Land Disturbance Permit and construction plans for the improvements are required.

## Review Fees

Initial submission \$70.00 lot; minimum \$2,300 plat review

Third and each subsequent review – actual consultant cost plus five percent (5%)

3. ***Plans*** – Submit seven (7) copies of the Soil & Erosion Control Plan, Stormwater Management Plan, Public Improvements Construction Plan, and Tree Conservation Plan. The Community Development Department will review these plans for compliance with local and state regulations. These plans are normally submitted with the Preliminary Plat, including three (3) copies of a hydrology study.
4. ***Land Disturbance Permit*** – Required of any land disturbing activity greater than one (1) acre.

## Land Disturbance Permit Process

1. The permit application must be submitted to the Community Development Department along with the Erosion Control and Sedimentation Plan.
2. The Plan is sent to the Ocmulgee River Soil and Water Conservation District for review.
3. Once approved, a permit is issued and land-disturbing activity may commence.
4. The Land Disturbance Permit fee is \$40.00 per acre for the city and \$40.00 per acre for the state.

Erosion and Sedimentation Control Plan, Stormwater Management Plan and Improvements Construction Plan must be approved prior to issuance of a Land Disturbance Permit.

4. ***Install Public Improvements*** – After gaining preliminary plat approval, the subdivider may begin installation of the required improvements (roads, utilities, curbs and gutters, etc.). In lieu of the completion of all improvements, the subdivider may post a performance bond equal to the estimated cost of construction. During construction, the Community Development staff will make field inspections to insure that the improvements meet the City specifications. Once the improvements are completed and approved, the subdivider shall be notified in writing.
5. ***As-Built Plans*** – The subdivider will provide the City of Perry two (2) sets of “As-Built” plans based upon actual work constructed. Record drawings will show references for valve and manhole locations, distances between manholes and utility service locations.
6. ***Final Plat*** – Submitted to the Commission after installation of the physical development of the subdivision or the posting of the bond.

Final Plat Process

1. The subdivider shall submit a letter requesting review and approval of the final plat to the Commission.
2. Four (4) certified copies of the final plat must be submitted with the letter.
3. The Zoning Enforcement Officer will check the final plat for conformance with the approved preliminary plat and report findings to the Commission.

Final Plat Approval Fee

\$30.00/subdivision  
(plus recording cost if required)

7. ***Maintenance Agreement*** – The subdivider is required to sign a maintenance agreement with the Perry City Council. A maintenance bond or funds held in escrow, both equal to ten percent (10%) the cost of construction, is required. The subdivider is responsible for all required maintenance of the improvements until official acceptance by the Council.
8. ***Official Acceptance*** – The Council will officially accept the completed work on the construction and installation of required public improvements one (1) year from the date of the written acceptance as described in 4 above. After acceptance, the maintenance agreement will expire and all maintenance funds will be returned to the subdivider, minus any maintenance costs.

# REQUIRED PLANS

***Tree Conservation Plan*** – A plan depicting the required trees for the project property. Twenty (20) units of trees per acre are required of all projects greater than one and one-tenth (1 1/10) acres. One unit does not necessarily equal one tree. For example, a new tree with 2 ½” caliper size only has a .5 unit value. If existing trees are to be counted toward the requirements a tree inventory and survey must be performed showing the protected trees.

***Erosion and Sedimentation Control Plan*** – This plan shows all devices and techniques to be used to control soil erosion. It must be submitted and approved prior to issuance of a Land Disturbance Permit.

***Stormwater Management Plan*** – This plan shows all elements associated with stormwater. A Hydrology Study by a licensed engineer is required as part of the Stormwater Management Plan for commercial projects.

***Improvements Construction Plan*** – This plan depicts the proposed construction and profile of all streets, sanitary sewers, storm sewers, sidewalks, and other required public improvements. The plan must be prepared from an actual engineering survey, originating at the existing street, sewer, sidewalk and other required public improvements, prepared on standard plan and profile sheets showing cross-sections. The plan must be signed and sealed by a registered professional engineer.

***“As-Built” Plans*** – This plan shows the actual construction of all public improvements. Record drawings will show references for valve and manhole locations, distances between manholes and utility service locations.

**Contact Information:**

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