

**CITY OF MONROE MINOR SUBDIVISION PLAT REVIEW
AND NEW PLAT OR RE-PLAT REVIEW**

Date Received: _____ Phone Number: _____

Name of Property Owner on Plat: _____

Previous Property Owner: _____

Existing Acreage: _____ Map/Parcel Number: _____

\$25.00 Final Plat Fee Paid: _____ Owes: _____

NO FINAL PLAT FEE REQUIRED, REASON NUMBER: _____

1. Selling/Swapping with adjacent property owner(s)
2. Same acreage/road frontage previously recorded in the Clerk's Office; different name is okay
3. Refinancing home

The plat shall be drawn at a scale not smaller than one hundred (100) feet to one inch.
Sheet size shall be no larger than 15x17 inches (border to border)

THE FOLLOWING ITEMS MUST BE ON THE PLAT:

Name and address of owner

North point

Graphic scale

Date

Exact boundary lines of the tract of bearings and distances

Names of owners of record for adjoining land

Zoning districts of parcel and adjoining land

City of Monroe map and parcel number and address

Minimum building front yard setback lines

Statement of floodplain status

FEMA map number and date of panel

Statement of Historic District status

Certificate of Approval for recording:

“I hereby certify that the subdivision plat shown herein has been found to comply with the Zoning Ordinance and Development Regulations of the City of Monroe, Georgia, and that it is hereby approved for recording in the office of the Clerk of the Superior Court of Walton County, Georgia.”

Chairman of City of Monroe Planning Commission

Date

If any of the above facts are omitted or misrepresented on the plat, the Code Office may return the plat.