

PRELIMINARY SUBDIVISION PLAT PROCESSING REQUIREMENTS

The preliminary plat shall be approved by the Roswell Planning Commission, however, if a variance is requested to the land subdivision ordinance and/or standard construction specifications, the preliminary plat shall also be approved by the Mayor and City Council (see attached calendar).

Plats submitted without ***ALL*** of the material and information on this and the attached pages, by the appropriate deadlines, cannot be processed.

Complete submittal by the deadline assures adequate time for the Zoning Office to distribute the plats to the necessary departments for review and comment before distribution to the Planning Commission for review prior to their meeting.

1. 15 copies of the preliminary plat and the appropriate filing fee (\$50.00 plus \$2.00 per lot) shall be submitted to the Roswell Planning and Zoning Office 25 days prior to the Planning Commission meeting in which the applicant desires the plat to be heard.
2. Plat specifications on attached list.
3. Traffic Impact Study (if required).

NOTE: PLEASE SUBMIT COPIES FOLDED, RATHER THAN ROLLED.

PRELIMINARY SUBDIVISION PLAT SPECIFICATIONS

(All information shall be shown on Plat)

- _____ 1. Name and address of owner of record and of subdivider.
- _____ 2. Proposed name of subdivision and its acreage.
- _____ 3. Current zoning classification and conditions (when applicable).
- _____ 4. North arrow, graphic scale and date.
- _____ 5. Vicinity map showing location of subdivision.
- _____ 6. Exact boundary lines of the tract by bearings and distances.
- _____ 7. Names of owners of record of adjoining land.
- _____ 8. Existing streets, utilities and easements on, adjacent to, and across from tract.
- _____ 9. Other physical features such as streams, lakes, swampy areas, flood plains, wetlands and existing structures.
- _____ 10. Proposed layout including streets, alleys, street names, lot lines with approximate dimensions, easements, land to be reserved or dedicated for public uses, and any land to be used for purposes other than single family dwellings.
- _____ 11. Proposed street pavement and right-of-way width, cul-de-sac pavement and right-of-way radius, intersection pavement and right-of-way radius, all centerline curve data and tangent data shall be provided.
- _____ 12. Clearly identify existing and proposed right-of-way and existing and proposed roadway conditions along the entire roadway frontage.
- _____ 13. Interior and exterior sidewalks (Interior 5'; check with Engineering Division for exterior sidewalk width) shall be labeled.
- _____ 14. Block numbers and lot numbers.

- _____ 15. Provisions for water supply, sewage disposal and storm drainage.
- _____ 16. Minimum lot size, minimum building front, side and rear yard setbacks and minimum lot width at building line noted.
- _____ 17. Natural features within the proposed subdivision, including drainage channels, bodies of water, wetlands, wooded areas and other significant features. On all water courses leaving the tract, the direction of flow shall be indicated, and for all water courses entering the tract the direction and acreage of the drainage area above the point of entry shall be noted. Flood plains, wetlands, and dam failure flood zones shall be outlined.
- _____ 18. Identify tree save areas and all specimen trees. Indicate which, if any, specimen trees are proposed to be removed.
- _____ 19. Location and results of percolation tests for lots which will not be served by a public or community sanitary sewage system, as required by the health department.
- _____ 20. The plat shall be clearly and legibly drawn at a scale not smaller than 100 feet to one inch.
- _____ 21. The plat shall show ground elevations at five (5) feet contour intervals based on sea level datum (or a datum plan approved by the City Engineer) and a tie to one or more bench marks approved by the City Engineer.
- _____ 22. Sight distance calculations must be shown. (See the Engineering Division for methodology).
- _____ 23. Tie four corners of the survey to two GPS points approved by the City Engineer.
- _____ 24. The following drainage note:

DRAINAGE (continued)

The owner of record, on behalf of himself/herself/itself and all successors in interest, specifically releases the City of Roswell from any and all liability and responsibility for flooding or erosion from storm drains or from flooding from high water of natural creeks, rivers or drainage features. Drainage easements are hereby established for the sole Preliminary Subdivision Plat Specifications purpose of providing for the emergency protection of the free flow of surface or storm waters along all watercourses as established by any final plat. The City of Roswell may conduct emergency maintenance operations within these easements, where emergency conditions exist. Emergency maintenance shall include the removal of trees and other debris, excavation, filling, and the like, necessary to remedy a condition, which in the judgement of the City of Roswell is potentially injurious to health, life, public property, public roads, or utility systems. Such emergency maintenance, conducted for the common good, shall not be construed as constituting a continuing maintenance obligation on the part of the City of Roswell. The City reserves the right to seek reimbursement for expenses from the owner(s) of the property(ies) of the land that generated the conditions requiring the emergency service.

_____ 25. Other required notes as necessary.

STREET NAME REGULATIONS

The following conventions will be followed when naming a street within the City of Roswell.

- a. Street names shall consist of a root name and a suffix designation (such as "Street, Avenue, Road, Circle, Way, etc.). Root names shall consist of no more than 13 characters including spaces and hyphens.
- b. Directional prefixes (i.e., North, South, East, West) and the prefixes "old" or "new", shall not be used.
- c. A proposed street that is obviously in alignment with another already existing and named street shall bear the name of such existing street, unless this requirement is waived by the Fire, Police and Public Works Department.
- d. Except within the same development, no proposed street name shall duplicate (be spelled the same or be phonetically the same) an existing street name within the City of Roswell, in the postal zone, or in the unincorporated areas in proximity to Roswell regardless of the use of such suffix designations as "Street", "Avenue", or however otherwise designated. In the same subdivision, a root name shall not occur more than twice.
- e. City streets shall not bear the name or names of living individuals.
- f. Proposed names for private streets shall follow the same conventions as for public streets.
- g. All street root names and suffix designations are subject to the Planning and Zoning Department. Obscene or otherwise unacceptable language, abbreviations, contractions or initials shall not be used. Names must respect the dignity of all races, religions and national origins and comply with any pertinent civil laws.
- h. Letters not occurring in the English alphabet, and numerals, shall not be used.
- i. Continuous roadways shall not be subdivided into segments with different names.