



PLANNING & ZONING DIVISION
1117 WEST AVENUE, CONYERS, GA 30012
(770) 278-7100
MINOR PLAT APPLICATION PROCESS

A Minor Plat is required if:

- You wish to divide your property into 2 to 4 lots (five or more requires Subdivision Plat process)
- You wish to combine two or more lots into one lot.
- You change a lot line in any way, adding or reducing the size, or changing the shape of a lot.
- Your plat was recorded with the Clerk of Superior Court without the approvals required by the Rockdale County Development Regulations and this department.
- Your lot in its current configuration is not shown on the maps provided by the Tax Assessor of Rockdale County.

Procedure for Applying for a Minor Plat:

- Retain a Surveyor registered in the State of Georgia. The attached checklist will indicate to the surveyor what needs to be drawn on the plat.
- Submit for review to the Department of Planning and Development a digital copy (PDF) of the plat. A fee of \$250.00 is required at the time of submittal. Check or Credit Card required.
- Within fourteen (14) business days, comments will be returned to you with any errors or needed corrections.
- Have the surveyor make all corrections and resubmit. Staff have five (5) days to re-review. Once corrections have been approved, obtain all the signatures needed – owner's and surveyor's. See the attached signature blocks to be placed on the plat.
- Once the signatures are obtained, submit three hard copies for the Director and Planning Commission Chairman to sign.
- After the Director and Planning Commission Chairman sign, take the plat to the Clerk of Superior Court for recording. The office is located at **922 Court Street, Conyers, GA 30012.**
- Once recorded, send a digital copy (PDF) of the recorded plat to the Department of Planning and Development at planningandzoning@rockdalecountyga.gov.
- Addresses and Building Permits will not be issued until Planning and Development has received the recorded copy.

If you have any questions, please call 770-278-7100 or email planningandzoning@rockdalecountyga.gov.



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MINOR PLAT CHECKLIST

Plat Title: _____

File No: _____

✓	
☐	Application
☐	Review Fee: \$250 (4 lots or less)
☐	Intent of plat
☐	Total number of lots
☐	Lot sizes in square feet (for lots > 5 acres, sizes may be shown in acres)
☐	Conformance to Georgia Code O.C.G.A 15-6-67.
☐	North arrow and graphic scale
☐	Vicinity map with existing streets and street names, showing project location
☐	Sheet size 17" x 22"
☐	Scale: 1" = 100' (Unless otherwise approved by Planning Director)
☐	Direction and distance from boundary to point(s) of reference (County monument required for 3 or more lots)
☐	Show existing structures onsite and within 50' of boundary offsite
☐	100 year flood plain shown and reference F.I.R.M. panel number and date
☐	Public or private water system (statement on plans in general notes)
☐	Show fire hydrants
☐	A statement of whether there are covenants and where the covenants are recorded. (Deed book and page #)
☐	Owner's Certification
☐	Dedication Certification
☐	Planning Commission Certificate of Approval. (Final Plat signature block for plats that have never had a plat book or page. Revised Final Plat signature block for plats that have an original plat book and page).
☐	Building setbacks (front, side, rear) shown graphically or in general notes
☐	Current zoning including zoning boundary lines (if more than one zoning classification, zoning conditions and case #, if any. (See WP zoning notes below))
☐	Tax Parcel # of all parcels involved. (Tax Map Page + Section + Parcel #) (Example: 046-01-004B)
☐	Adjoining Property Owners (Names, Addresses, Zoning).
☐	Original signature of engineer or surveyor across seal (different color of ink)
☐	Site Evaluation fee payable to Rockdale County Environmental Health Department for Septic Tank lots.
	Revised Plats:
☐	Revise original recorded plat or prepare a new plat showing only the portions being changed.
☐	Using dashed lines, show the original (old) property lines.
☐	Note road frontage and acreage remaining in parent tract.
☐	Revision box explaining revision and date.
☐	Subdivision name, date, book and page number of the original recording shall be noted.



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Minor Plat Application
(For combinations and divisions of land into four lots or less)

FEE: \$250

Submittal Date:

Property Information:

Address of Project:	
Tax Parcel ID #:	Total Acreage:
# Lots Proposed:	

Property Owner Information:

Name of Property Owner:		
Mailing Address:		
City:	State:	Zip:
Phone:	Email:	

Developer/Agent Information:

Name of Company:		
Contact:		
Address:		
City:	State:	Zip:
Phone:	Email:	

Land Combination/Division Intent:

Intent of Plat:

Signature of Applicant:

Printed name of Applicant:



FOR PROPERTY ZONED WATERSHED PROTECTION

WP Zoning ** NOTE ON PLAT: All site development shall adhere to Rockdale County's "Watershed Protection Zoning District" ordinance section 206-1 (i).

RESERVOIR BUFFER ONLY ** NOTE ON PLAT: The land area extending outward for a distance of 150 feet from the normal pool elevation (735 feet mean seal level) of Randy Poynter Lake is zoned WP subzone W-RB and is subject to County regulations prohibiting land-disturbance and other activities. Said land area also is subject to undisturbed water protection conservation and flood easement in favor of Rockdale County, Georgia, recorded at Deed Book _____, Page _____. Additional Rockdale County and state restrictions also apply.



THIS CERTIFICATE MUST BE ON ALL PLATS

“It is hereby certified that this plat is true and accurate and was prepared from an actual survey of the property by me or under my supervision; that all monuments shown hereon actually exist or are marked as ‘future’ and their location, size type and material are correctly shown, and that all engineering requirements of Title 3 of the Rockdale County Unified Development Ordinance have been fully complied with”.

Registered Georgia Civil

Engineer No. _____

By: _____

OR

Registered Georgia Land

Surveyor No. _____



THIS CERTIFICATE MUST BE ON ALL PLATS

Owner's Certification: State of Georgia: County of Rockdale: The owner of the land shown on this plat and whose name is subscribed hereto, in person or through a duly authorized agent, certifies that all state, city and county taxes or other assessments now due on this land have been paid.

Agent: _____

Print name: _____

Date: _____

Owner: _____

Print name: _____

Date: _____



**THIS CERTIFICATE MUST BE ON ALL PLATS DEDICATING
LAND OR IMPROVEMENTS TO
ROCKDALE COUNTY**

“Dedication Certification: State of Georgia:
County of Rockdale: It is hereby certified that
the lands and improvements shown on this plat
and designated as being dedicated to public use
are hereby dedicated to Rockdale County,
Georgia, for public use”.

Owner: _____

Print name: _____

Date: _____



THIS CERTIFICATE OF APPROVAL MUST BE ON ALL REVISED PLATS

"This revised plat has been submitted to and considered by the Rockdale County Planning Commission and is hereby approved subject to any protective covenants shown hereon.

Dated this _____ day of _____, 20_____

Rockdale County Planning Commission

By
Chairperson_____

Director, P & D _____ "