

# **Pembroke Planning Commission Meeting**

**April 17, 2025 at 7 p.m.**

**Workshop at 6:30 p.m.**

## **Planning & Zoning Agenda**

1. Call to Order
2. Chair Comments
3. Approval of March 20, 2024 meeting minutes

### **Public Hearings**

1. The City of Pembroke is requesting an amendment to the city's Subdivision Regulations. Those include amendments to Articles III, IV, V, VI, VII, VIII, IX, & X.

### **Action Agenda**

1. Recommendation to city council regarding a request to amend Articles III, IV, V, VI, VII, VIII, IX, & X of the city's zoning ordinance.

# **Pembroke Planning Commission**

## **Minutes**

### **March 20, 2025**

The regular meeting of the Pembroke Planning Commission was held on Thursday, March 20, 2025, at City Hall with the following members present: Chair Charlotte Bacon, commission members Anne Barton, Van Redcross, Dave Williams, and Shalah Beckworth. Also, present was Community Development Director Derek Cathcart.

**Call to Order...** Chair Bacon called the meeting to order at 7:00pm and read the information regarding public comment and meeting decorum.

**Minutes...** A motion was made by Anne Barton and seconded by Shalah Beckworth to approve the minutes of February 27, 2025; regular commission meeting as presented. The motion carried unanimously.

#### **Public Hearings**

##### **1. Applicant, Alex Long, is requesting approval of an amendment to the Warnell PUD document, and the concept plan.**

Alex Long explains that the hybrid lots are being taken from the townhome allotment. The previous townhome lot details were overlooked, the product is smaller than the approved standards permit.

Chair Bacon: Why do the townhomes need to be smaller than the approved.

AL: The product they typically provide are 20' wide townhomes.

Bacon asks about maintenance of townhome area.

AL: Master HOA with sub HOAs

Dave Williams: Will the number of townhomes increase?

AL: No, townhome number will decrease. Explains that the detached townhome name is a term used in the industry to mean similar housing types like cottage homes. Townhomes will be limited to 8 buildings.

Van Redcross: Will there be townhomes in different pods/phases?

AL: Yes

Anne Barton: What will the outside space be like?

AL: More outside space because the detached townhomes will have more yard space than the attached.

#### **Action Agenda**

**1. Recommendation to city council regarding a request to approve an amendment to the Warnell PUD document, and the concept plan.**

A motion to recommend approval to City Council was made by Van Redcross, seconded by Dave Williams. Shalah Beckworth and Anne Barton voted in favor, with Chair Bacon voting to recommend approval of the concept plan and the detached townhome amendment. Chair Bacon recommended to deny the attached townhome amendment. The motion passed at a 4-1 vote.

**Adjournment...** There being nothing further to discuss, at 7:15pm a motion to adjourn was made by Dave Williams, seconded by Van Redcross. The motion passed unanimously.

**ATTEST:**

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**Derek Cathcart**  
**Community Development Director**

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**Charlotte Bacon**  
**Planning & Zoning Commission Chair**



This report is prepared by the City of Pembroke Department of Development staff to provide information to the Pembroke Planning Commission for assistance in making an informed decision on this matter.

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**Applicant:** City of Pembroke

**Request:** Amendments to Articles III, IV, V, VI, VII, VIII, IX, X

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### **III. EXECUTIVE SUMMARY:**

The City of Pembroke is proposing amendments to the subdivision regulations. See below:

Article III.

Amendments to the definition of subdivision provide for different classifications of a subdivision, specifically differentiating between major and minor subdivisions. This creates a more streamlined process for approving minor subdivisions.

Article IV.

Article IV amendments provide a breakdown of the approval authorities and approval process for the different subdivision types. The proposed amendments streamline the approval process for minor subdivisions, and delegates review authority more appropriately. The current subdivision regulations delegate approval authority to the planning commission instead of city council, which directly conflicts with the city's zoning ordinance. The proposed amendments will require construction plans to be reviewed and approved by staff, separately from preliminary plat approval.

Other amendments include renumbering of sections, and engineering updates.

Article V.

Inclusion of an informal plan as an option before the sketch plan. This provides a cost-effective way of discussing the project before investing significant funds.

Additional plat requirements as suggested by staff and updated to meet current plan submittal standards.

Article VI.

Correcting approval authority and conflicting language.

Article VII.

Updating improvements to meet current engineering standards.

Article VIII.

Correcting approval authority.

Article IX.

Correcting approval authority and conflicting language.

Article X.

Correcting approval authority and conflicting language.

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**VII. STAFF RECOMMENDATION:**

As a result, Staff recommends **to approve** the amendments to the Subdivision Regulations.

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**VIII. PLANNING COMMISSION RECOMMENDATION:**

In accordance with Article X, Section 10-3 (a.), of the Pembroke Zoning Ordinance, the Planning Commission recommends that City Council \_\_\_\_\_ the request.

# **CITY OF PEMBROKE**

## **SUBDIVISION REGULATIONS**

**RUTHERFORD AND ASSOCIATES  
SAVANNAH, GEORGIA**

**ADOPTED BY THE PEMBROKE CITY COUNCIL  
MARCH 12, 2001**

**Revised Article III, IV, V, VI, VII, VIII, IX, X (3-20-25)**

CITY OF PEMBROKE – SUBDIVISION REGULATIONS

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**ARTICLE I. AUTHORITY AND JURISDICTION**

1.1 Authority

The Mayor and Council of the City of Pembroke, pursuant to the Authority conferred by the provisions of Article IX, Section 2, Paragraph IV and Article IX, Section 2, Paragraph II of the Constitution of Georgia of 1983, do ordain and enact into law the following Subdivision Regulations.

1.2 Jurisdiction

The regulations shall apply to all lands within the corporate boundaries, existing and future, of the City of Pembroke, Georgia.

## **ARTICLE II. PURPOSE AND SHORT TITLE**

### **2.1 Purpose**

The public health, safety, economy, good order, appearance, convenience, morals, and general welfare require the harmonious, orderly and progressive development of land within the City of Pembroke, Georgia. In furtherance of the general intent of this ordinance, the regulation of land subdivision by municipal and county governing authorities is authorized for the following purposes, among others:

- a) To encourage economically sound and stable development within the City;
- b) To assure the timely provision of required streets, utilities, and other facilities and services to new land developments;
- c) To assure the adequate provision of safe and convenient traffic access and circulation, both vehicular and pedestrian, in and through new land developments;
- d) To assure the provision of needed public open spaces and building sites in new land developments through the dedication or reservation of land for recreational, educational, and other public purposes; and
- e) To assure, in general, the wise and timely development of new areas, in harmony with the comprehensive plan of the City and the County.

### **2.2 Short Title**

This ordinance shall be known as and may be cited as the “Subdivision Regulations for the City of Pembroke, Georgia.”

### ARTICLE III. RULES AND DEFINITIONS

#### 3.1 Rules

In the construction of these Regulations, the rules and definitions contained in this section shall be observed and applied, except when the content clearly indicates otherwise:

- a) Words used in the present tense shall include the future, and the words used in the singular number shall include, the plural number, and the plural the singular.
- b) The word “shall” is mandatory and not discretionary.
- c) The word “may” is permissive.
- d) The masculine gender includes the feminine and neuter.

#### 3.2 Definitions

- 1) Accessory Building. A secondary residence, garage, or other building or structure subordinated to and not forming an integral part of the main or principal building on a lot or parcel but pertaining to the use of the main building.
- 2) Alley. A narrow thoroughfare dedicated or used for public passageway up to twenty (20) feet in width, which usually abuts the rear of the premises, or upon which service entrances or buildings abut, and is not generally used as a thoroughfare by both pedestrians and vehicles, is not used for general traffic, and is not otherwise officially designated as a street. A way which affords only a secondary means of access to abutting property.
- 3) Buildable Area. That portion of any lot which may be used or built upon in accordance with the regulations governing the given zoning district within which the particular lot is located, once the various front, side and rear yard requirements required for the district have been subtracted from the total lot area.
- 4) Building. A building is any structure having a roof entirely separated from any other structure by space or by walls, having no communicating doors or windows or any similar opening, and being erected for the purpose of providing support or shelter for persons, animals, things or property of any kind, and having a foundation to which it is anchored.
- 5) Building Line. A line delineating the minimum allowable distance between the street right-of-way and nearest extreme projection of a building (including all areas covered by any vertical projections to the ground or overhand, walls, roof or any other part of the structure).

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- 6) Building Site. The ground area of a building or buildings together with all open spaces surrounded by said building or buildings.
- 7) Building and Zoning Inspector. Any person hired by the local governing authority to inspect, determine compliance with, and render minor decisions concerning the compliance of structures and lots within a municipality, to the ordinances of that municipality.
- 8) Certified Survey. A survey, sketch, plat, map, or other exhibit is said to be certified when a written statement regarding its accuracy or conformity to specified standards is signed by the specified professional engineers, registered surveyor, architect or other legally recognized person.
- 9) Density. The number of units or buildings per acre, or the number of people per unit, building, acre or mile, the quantity of people, structures or units within a specified area.
- 10) Easement. A grant to the general public, a corporation or a certain person of a strip or a parcel of land for use for a specific purpose. No construction of any kind is permitted in or upon easements except that required in connection with the designated use.
- 11) Engineer. Any person having an acceptable degree from a recognized institution of higher learning who is capable of determining the correct manner in which to construct roads, streets, highways, water and sewage systems, drainage system, structures or other technical related areas. The person to be a municipal engineer must be recognized by the State of Georgia as one.
- 12) Flood Prone Areas. The land that is usually flooded whenever a rise in the water level of a creek, stream, river or other body of water is experienced. That land adjacent to a creek, stream, river, channel, canal or other body of water that is designated as a floodplain or flood prone area by a governmental agency.
- 13) Group Development. A development comprising two or more principal structures, whether in single, condominium or diverse ownership built on a single lot, tract or parcel of land and designed for occupancy by separate families, firms, businesses or other enterprises. Such development generally contains parcels or tracts of land in common and such land is controlled and maintained through a property owner's association or similar group.
- 14) Governing Authority. The mayor and council of The City of Pembroke.

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- 15) Lot. Parcel of land shown on a recorded plat or on the official City Zoning Maps, or any piece of land described by a legally recorded deed.
- 16) Lot Area. Shall mean the total area of the lot including easements.
- 17) Lot, Corner. Any lot situated at the junction of and abutting on two or more intersections or intercepting streets or public highways. If the angle or intersection of the direction lines of two highways is more than 135 degrees, the lot fronting on said intersection is not a corner lot.
- 18) Lot, Double Frontage. A lot having frontage and access on two or more public streets. A corner lot shall not be considered having double frontage unless it has frontage and access on three or more streets.
- 19) Lot, Interior. Any lot which is not a corner lot that has frontage only on one street other than an alley.
- 20) Lot Lines, Front. In the case of a lot abutting upon only one street, the front lot line is the line separating such lot from such street. In the case of a corner lot, that part of the lot having the narrowest frontage on any street shall be considered that front lot line. In the case of any other lot, one such line shall be elected to be the front lot line for the purpose of this Ordinance, provided it is so designated by the Building Plans which meet the approval of the Building and Zoning Inspector.
- 21) Lot Lines, Rear. The rear lot line is that boundary which is opposite and most distant from the front lot line. In the case of a lot pointed at the rear, or any odd-shaped lot, the rear lot line shall be determined by the Building and Zoning Inspector.
- 22) Lot Lines, Side. A side lot line is any lot boundary line not a front lot line or a rear lot line. A side lot line separating a lot from a street is an exterior side lot line. A side lot line separating a lot from another lot, or lots, is an interior side lot line.
- 23) Lot, Reverse Frontage. A lot having frontage on two or more public streets, the access of which is restricted to one street.
- 24) Metes and Bounds Description. A method of property description whereby properties are described by means of their direction and distances for an easily identifiable location or point.
- 25) Manufactured Home. (OCGAN8-2-131) A structure, transportable in one or more section, which, in the traveling mode, is eight body feet or more in width, 40

body feet or more in length, or , when erected on site, is 320 or more square feet, and which is built on a permanent chassis and designed to be used as a dwelling, with or without a permanent foundation when connected to the required utilities and includes the plumbing, heating, air conditioning, and electrical systems contained therein; except that such term shall include any structure which meets all the requirements of the paragraph, except the size requirements, and with respect to which the manufacturer voluntarily files a certification required by the secretary of Housing and Urban Development and complies with the standards established under the National Manufacture Housing Construction and Safety Standards Act of 1974, 42 U.S.C. Section 5401, et seq. For a mobile home to be approved for installation in Pembroke, it must be at least 1000 square feet.

- 26) Mobile Home. (OCGA 8-2-131) A structure transportable in one or more sections; which, in the traveling mode, is eight body feet or more in width, 40 body feet or more in length, or, when erected on site, is 320 or more square feet, and which is built on a permanent chassis and designed to be used as a dwelling, with or without a permanent foundation when connected to the required utilities and includes the plumbing, heating air conditioning, and electrical systems contained therein; and manufactured prior to June 15, 1976.
- 27) Planning Commission. An appointed body of people by the local governing authority whose responsibilities include the guidance of growth and developmental regulatory ordinances.
- 28) Plat. A map showing the features of a proposed subdivision (lot split, metes and bounds description). This plat would show the entire tract, and the lot which is to be subdivided, the adjacent properties and owners, roads and streets, and giving all necessary bearings and distances for the proposed “split”.
- 29) Plat, Final. The map, plan or record of a subdivision, and any accompanying materials as required by ordinance.
- 30) Plat, Preliminary. A map showing the salient features of a proposed subdivision, including topographical data, submitted to the Planning Commission for purposes of preliminary consideration.
- 31) Principal Building. The building situated or to be placed nearest the front property line and the use of which conforms to the primary use permitted by the zone classification in which it is located.
- 32) Public Use. Use of any land, water or buildings by a municipality, public body or board, commission or authority, county, state or the federal government, or any agency thereof for a public service or purpose.

- 33) Regulatory Flood. A flood which is representative of large floods known to have occurred generally in the area and reasonably characteristic of what can be expected to occur in a particular stream. The regulatory flood generally has a frequency of approximately 100 years determined from an analysis of floods on a particular stream and other streams in the same general region.
- 34) Residential. The term “residential or “residence” is applied herein to any lot, plot, tract, area or piece of land and/or building used exclusively for family dwelling purposes or intended to be used, including concomitant uses specified herein.
- 35) Right-of-Way Line. The outside boundaries of a highway right-of-way, whether such right-of-way be established by usage, dedication or by the official right-of-way.
- 36) Setback. The minimum horizontal distance between the right-of-way line, rear or side lines of the lot and the front, rear or side lines of the building. When two or more lots under one ownership are used, the exterior property line so grouped shall be used in determining offsets.
- 37) Site. An area designated as a separate and distinct parcel of land on a legally recorded subdivision plat or in a legally recorded deed.
- 38) Street. A public right-of-way affording primary access to abutting property. For the purposes of these regulations, the term shall also mean avenue, boulevard, road, land and other public ways.
- 39) Street, Arterial. Shall mean a street exceptional continuity that is intended to carry the greater portion of through traffic from one area of the city to another. All streets with this designation shall be included on the City’s thoroughfare plan.
- 40) Street, Collector. Shall mean those streets which are neither local streets nor arterial streets. Their location and design are such that they are: of exceptional continuity; serve as routes passing through residential areas; serve as means of moving traffic from local streets and feeding it into arterial streets.
- 41) Street, Cul-de-sac. Shall mean a short local street having but one end open for vehicular traffic, the opposite end being terminated with a permanent turn-around.
- 42) Street, Dead End. Shall mean a street not intersecting with other streets at both ends, and distinguished from a cul-de-sac by not being terminated by a vehicular turn-around.



- 43) Street, Local. Shall mean streets which provide only access to adjacent properties and by nature of their layout do not serve vehicles passing through the area with neither origin nor destination within the area.
- 44) Street, Marginal Access. Shall mean a minor service street which parallels and is immediately adjacent to an arterial street (frontage road).
- 45) Street, Width. Shall mean the shortest distance between the lines delineating the right-of-way of a street.
- 46) Surveyor. A person who determines or delineates the form, extent, position, distance or shape of a tract of land by taking linear and angular measurements, and by applying the principles of geometry and trigonometry.
- 47) Structure. Anything constructed or erected, the use of which requires rigid location on the ground or attachment to something having a permanent location on the ground – provided, however, that utility poles, fences and walls (other than building walls) shall not be considered to be structures.
- 48) Subdivider. An individual, firm, association, syndicate, partnership, corporation, trust, or any other legal entity (or agent thereof) that undertakes any activities covered by this ordinance. The word "subdivider" is intended to include the terms "developer" and "builder" even though the persons involved in successive stages of a project may vary.
- 49) Subdivision. The division of a single lot, tract or parcel of land into two (2) or more lots, tracts, parcels or other divisions of land for the purpose of sale or development.

**SUBDIVISION, EXEMPT:** An administrative subdivision process that addresses subdivisions that do not involve a new street, or change in existing streets or the extension of water, sewer or gas lines. The following are included within this definition:

- a. The combination or recombination of portions of previously platted lots, where the total number of lots is not increased and the resultant lots are equal to the then current standards of the city.
- b. Lot line adjustments,
- c. The division of a single lot into two (2) conforming lots; and
- d. The division of land into parcels of five (5) acres or more.

**SUBDIVISION, MAJOR:** All divisions of a tract or parcel of land not considered exempt or minor subdivisions, including:

- a. The division of land into six (6) or more lots, building sites, or other divisions for any purpose, whether immediate or future, of sale, legacy or building development;
- b. Any division of land involving a new street, or change in existing streets; or division of land involving the extension of water or sewer, including resubdivision and, where appropriate to the context, relates to the process of subdividing or to the land or area subdivided.

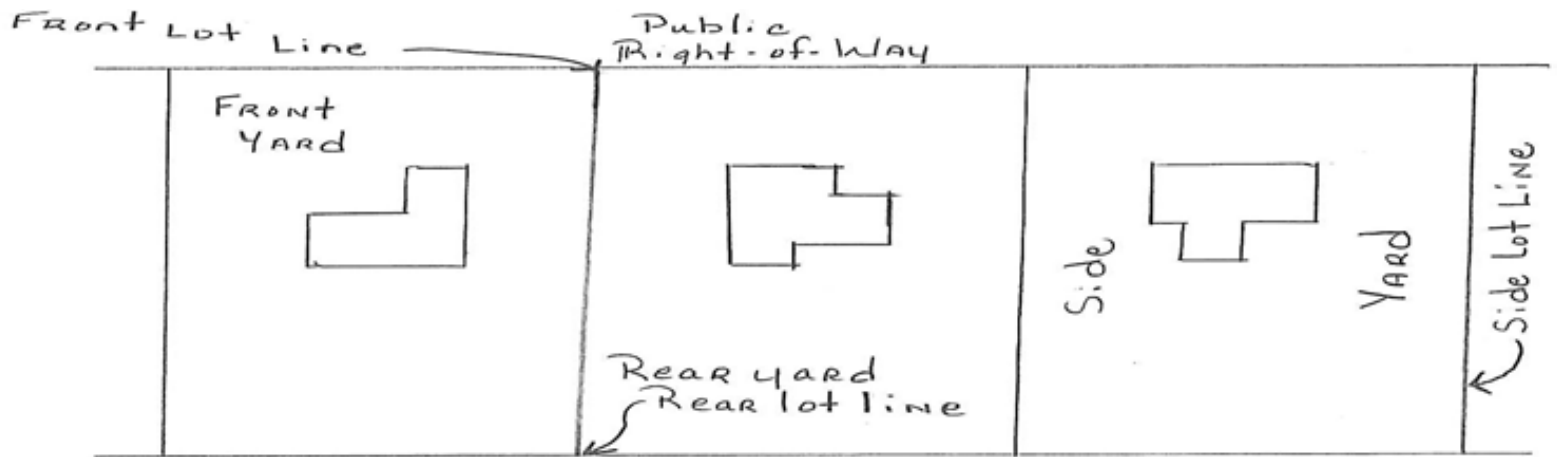
**SUBDIVISION, MINOR:** The division of a tract or parcel of land into five (5) lots or less, building sites, or other division for any purpose, whether immediate or future, of sale, legacy or building development, and where appropriate to the context relates to the process of subdividing or to the land or area subdivided and that does not involve a new street; a change of an existing street; or the extension of water or sewer.

**SUBDIVISION, PRE-EXISTING:** a subdivision which had previously received final plat approval from the city or a subdivision which had received final plat approval from another government entity, annexed into the city after the adoption of this article.

- 50) Tree Survey. A tree survey shall include two components: (a) A land survey, completed by a registered land surveyor, as part of a site plans application. (b) A site plan on which all trees intended to be preserved to meet the density requirements of this ordinance shall be identified by species and size by a licensed forester, landscape architect or certified arborist. All drawings shall be stamped and sealed. (Amended 8-11-14)
- 51) Use. The purpose for which land or a building is arranged, designed or intended or for which either land or a building is or may be occupied or maintained.
- 52) Waterfront. Any site shall be considered as waterfront property provided any or all of its lot lines abut on or are contiguous to any body of water including, creek, canal, river or any other body of water natural or artificial, including marshland not including a swimming pool whether said lot line is front, rear or side.
- 53) Yard. An open space on the same lot with a building; said space lies between the building and nearest lot or street line.
- 54) Yard, Front. That area of open space to the front of the platted lot, the area immediately adjacent to the street side of the lot. If streets bound on two sides of the lot, the narrower portion fronting on street shall be declared the front, see lot lines, front.

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- 55) Yard, Rear. That area of open space that is opposite the area delineated as the front. That area of greatest distance from the street. See lot lines, rear.
- 56) Yard, Side. That area of open space that is immediately adjacent to the side lot lines. See lot lines, side.
- 57) Zoning Ordinance. An officially adopted ordinance that regulates the manner, type, size, and use to which a piece of property may be put.



## ARTICLE IV. PROCEDURE FOR PLAT APPROVAL

### 4.1 Subdivision Types & Approval Authorities

4.1.1 Exempt Subdivisions. The following types of subdivisions are exempt from the planning commission or city council review process outlined in this article. Exempt subdivisions are those that meet any one (1) of the following conditions and street access and public water and sewer are already available:

- a) The combination or recombination of portions of previously platted lots, where the total number of lots is not increased and the resultant lots are equal to the then current standards of the city.
- b) Lot line adjustments.

4.1.2 Minor Subdivisions. Minor subdivisions are land developments that consist of subdividing a parcel of land into five (5) lots or less, provided:

- a) All resulting lots must meet the minimum lot area, width and frontage requirement of the applicable zoning district on a public or private street;
- b) The subdivision only involves the platting where street access and public water and sewer are already available
- c) The subdivision complies with all requirements of these regulations.

4.1.3. Major Subdivisions. Major subdivisions are land developments that consist of one (1) or more of the following:

- a) Subdividing a parcel of land into six (6) lots or more,
- b) Subdivisions of land that involve the platting, construction or opening of new streets, improvements to existing streets, or the extension of utility lines, or
- c) Subdivisions that do not meet the criteria for exempt or minor subdivision review.

4.1.3 Authorities. Subdivision review and approval authorities are outlined in table 4-1

Table 4-1. Authority Matrix					
Subdivision Type	Planning & Zoning Dept	Engineer	Fire Department	Planning Commission	City Council
Exempt	Approve	Review			
Minor Subdivision Informal Plan	Approve	Review	Review		
Minor Subdivision Final Plat	Approve	Review	Review		

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Major Subdivision Informal Plan	Approve	Review	Review		
Major Sketch Plan	Review	Review	Review	Review	Approve
Major Subdivision Preliminary Plat	Review/Approve <sup>1</sup>	Review	Review	Review <sup>1</sup>	Approve <sup>1</sup>
Major Subdivision Construction Plans	Review	Review/Approval	Review		
Major Subdivision Surety	Review	Review			Approve
Major Subdivision Final Plat	Approve	Review			Approve

<sup>1</sup> Preliminary Plats not part of a previously approved Major Sketch Plan shall be reviewed by the planning commission and approved by city council. Preliminary Plats that are part of a previously approved Major Sketch Plan shall be reviewed by staff and approved by the planning director.

## 4.2 Exempt Subdivisions

4.2.1. Approval Process. Exempt subdivisions shall be reviewed and approved by the planning and zoning director; provided, at his/her sole discretion, the application may be submitted to the planning commission for comment and/or a decision.

4.2.2. Informal Plan. Prior to filing an application for an exempt subdivision approval, the subdivider is urged, but not required, to consult informally with the planning and zoning director regarding the proposed subdivision.

- a) At a meeting, the subdivider or their representative may present the plan for the new subdivision, seek the advice and assistance of the planning and zoning director and become familiar with the regulations governing the subdivision of land.
- b) Informal plan submittal requirements and contents are included in Article V.
- c) No fee shall be charged for the pre-application review and no formal application shall be required.

4.2.3. Final Plat. Final plat submittal requirements, contents and certificates are specified in Article V.

#### 4.3 Minor Subdivisions

4.3.1. Approval Process. The procedure for review and approval of minor subdivision plats shall consist of the following steps:

- a) Optional pre-application review of an informal plan.
- b) Staff review and approval of application.

#### 4.3.2. Informal Plans.

- a) Prior to filing an application for minor subdivision approval, the subdivider is urged, but not required, to consult informally with the planning and zoning director regarding the proposed subdivision.
- b) At a meeting, the subdivider or their representative may present the plan for the new subdivision, seek the advice and assistance of the planning and zoning director and become familiar with the regulations governing the subdivision of land.
- c) Informal plan submittal requirements and contents are included in Article V.
- d) No fee shall be charged for the pre-application review and no formal application shall be required.

4.3.3. Final Plat. The planning and zoning director shall review the plat and the findings in accordance with the following:

- a. Requirements. Final plat submittal requirements and contents are included in Article V.
- b. Submittal. The subdivider shall submit two (2) copies, plus an electronic version, of a survey (i.e., plat) of the proposed minor subdivision prepared by a registered land surveyor or civil engineer to the planning and zoning director.
- c. Review for Conformance. The planning and zoning director shall review the plat for conformance to the rules and regulations of this article and all applicable provisions of this ordinance. Comments from other city departments will be requested, as applicable. A staff report containing the findings shall be prepared and provided to the subdivider.
- d. Planning and Zoning Director Review.
  - i. The planning and zoning director shall review plats using the standards set forth in this Section 4.5.
  - ii. Notation of action shall be made on all copies of the plat, including a statement of the reasons for disapproval, if the plat is disapproved.
  - iii. When the final plat has been approved, the planning and zoning director shall present the final plat to the Clerk of the Superior Court of Bryan County, Georgia, to be recorded. The planning and zoning director shall provide the subdivider with the subdivision map book number and page number in which the subdivision has been recorded by the clerk of the superior court. The cost of such recording shall be paid by the subdivider and shall be deposited with the city prior to such recording.

iv.

#### 4.4 Major Subdivisions

##### 4.4.1. Approval Process.

- a. The procedure for review and approval of major subdivision plats shall consist of the following steps:
  - i. Optional pre-application review.
  - ii. Review and approval of sketch plan.
  - iii. Review and approval of preliminary plat.
  - iv. Construction or review of surety.
  - v. Inspection and approval of site improvements and review and approval of maintenance guarantee; or
  - vi. Review and approval of a surety.
  - vii. Review and approval of final plat.
- b. Approval of the preliminary plat, site development plan and construction plans shall be completed prior to making any street improvements or installing utilities. Lots within the proposed subdivision shall not be sold, nor any building permits issued, until final plat approval has been received and the subdivision has been duly recorded.

##### 4.4.2 Pre-Application Review.

- a. Prior to filing an application for sketch plan or preliminary plat approval, the subdivider is urged, but not required, to consult informally with the planning and zoning director regarding the proposed subdivision.
- b. Informal plans shall be submitted in complete form and shall include the required information and contents outlined in Article V.
- c. No fee shall be charged for the pre-application review and no formal application shall be required.

##### 4.4.3. Sketch Plans.

- a. Applicability. A sketch plan submittal shall be required for any development over 100 acres, 300 or more lots/units, or anticipated to be platted in five (5) or more phases, including sub-phases. A sketch plan shall be optional for any other proposed subdivision not meeting the above criteria.
- b. Application. Following the pre-application review of a proposed subdivision, as set out in Section 4.4.2, the subdivider shall prepare a sketch plan for submission. The subdivider shall submit to the planning director, the following:

- i. An application for subdivision review requesting review and approval of a sketch plan and giving the name and address of a person to whom the notice of the meeting of the planning commission shall be sent.
  - ii. The sketch plan and other required documents, as specified in Article V shall be provided in the amount and form as determined by the planning director, which at a minimum shall include an electronic submittal package.
  - iii. A sketch plan filing fee, as set forth in the schedule of fees and charges.
  - iv. A traffic impact analysis, shall be required based upon the overall proposed development, based upon such factors as number of lots proposed, anticipated trip generation of the development, connectivity or lack thereof with adjacent properties, proximity of proposed street intersection to existing intersections, sight distances, and other similar factors.
  - v. Development of Regional Impact. If the development meets or exceeds any of the thresholds, a DRI study must be submitted to the planning and zoning director before any action can be taken by the city.
- c. Planning Commission Action.
- i. Review for conformance. The planning and zoning director shall review the sketch plan for conformance to the rules and regulations of this article and all applicable provisions of this ordinance. Comments from other city departments will be requested, as applicable. A staff report containing the findings and recommendations shall be forwarded to the planning commission.
  - ii. Review and recommendation. The planning commission shall review the sketch plan against the criteria set forth in Section 4.5 and the planning and zoning director's findings and recommendations.
  - iii. The planning commission shall recommend approval or disapproval of the sketch plan, including a statement of the reasons for disapproval if applicable. Notice of the action taken and the planning commission's recommendation shall be provided to the subdivider.
  - iv. The written recommendation of the planning commission shall be transmitted to the city council.
- d. City Council Action. At a regularly scheduled meeting, the city council shall review the sketch plan against the criteria set forth in Section 4.5, the planning and zoning director's report and recommendations and the planning commission's recommendation. Upon consideration of all of the relevant information, the city council shall either approve, deny or table the sketch plan.
- e. The applicant or authorized representative shall be present at all meetings at which the request is to be considered. If the applicant or authorized representative is not present, the matter may be tabled.

#### 4.4.4. Preliminary Plats.



- a. Application. Following the approval of a sketch plan, as set out in Section 4.4.3, the subdivider shall prepare a preliminary plat for submission to the planning commission. The subdivider shall submit to the planning and zoning director, the following:
  - i. An application for subdivision review requesting review and approval of a preliminary plat and giving the name and address of a person to whom the notice of the hearing by the planning commission of the preliminary plat shall be sent.
  - ii. The preliminary plat and other documents, as specified in Article V, shall be provided in the amount and form as determined by the planning director, which at a minimum shall include an electronic submittal package.
  - iii. A preliminary plat filing fee, as set forth in the schedule of fees and charges.
  - iv. A traffic impact analysis may be required by the planning and zoning director or the planning commission, in accordance with the provisions of the city's engineering design standards, based on such factors as number of lots proposed, anticipated trip generation of the development, connectivity or lack thereof with adjacent properties, proximity of proposed street intersections to existing intersections, sight distances and other similar factors. Where a sketch plan has been approved, a new traffic impact analysis shall not be required but the analysis utilized for the sketch plan may be required to be updated to take into consideration changing conditions of the subdivision and external development.
  - v. Development of Regional Impact Thresholds (DRI) Study. If the development meets or exceeds any of the thresholds, a DRI study must be submitted to the planning and zoning director before any actions can be taken by the city if no DRI was previously submitted as part of another approval related to the subdivision.
- b. Planning Commission Action.
  - i. Review for conformance. The planning and zoning director shall review the preliminary plat for conformance to the rules and regulations of this article and all applicable provisions of this ordinance. Comments from other city departments will be requested, as applicable. A staff report containing the findings and recommendations shall be forwarded to the planning commission.
  - ii. Review and recommendation. The planning commission shall review the preliminary plat against the criteria set forth in 4.5 and the planning and zoning director's findings and recommendations.
  - iii. The planning commission shall recommend approval or disapproval of the preliminary plat, including a statement of the reasons for disapproval if applicable. Notice of the action taken and the planning commission's recommendation shall be provided to the subdivider.

- iv. The written recommendation of the planning commission shall be transmitted to the city council.
- c. City Council Action. At a regularly scheduled meeting, the city council shall review the preliminary plat against the criteria set forth in Section 4.5, the planning and zoning director's report and recommendations and the planning commission's recommendation. Upon consideration of all of the relevant information, the city council shall either approve, deny or table the preliminary plat.
- d. The applicant or authorized representative shall be present at all meetings at which the request is to be considered. If the applicant or authorized representative is not present, the matter may be tabled.

4.4.5. Effective Period of Approval. An approval of a sketch plan does not constitute approval of a preliminary plat; and an approval of a preliminary plat does not constitute approval of a final plat. It indicates only approval of the layout as a guide to the preparation of the final plat. The approval of a sketch plan shall expire and be null and void after a period of one (1) year unless substantial progress has occurred or is on-going related to the subdivision, including but not limited to, review of preliminary plats, review of civil plans, construction of civil plans, or other similar situations, unless an extension of time is approved by the planning director. A sketch plan may receive one (1) extension of not more than 12 months, but shall expire at the end of two (2) years from the time of approval, no matter the circumstances. The approval of a preliminary plat shall expire and be null and void after a period of three (3) years unless the final plat is submitted for a phase, or an extension of time is approved by the planning and zoning director. Two (2) extension of not more than 12 months may be approved for a preliminary plat, based upon a finding that unusual and unforeseen circumstances such as severe weather or natural disaster have prevented the completion of the required improvements.

#### 4.4.6. Construction Plans.

- a. Plan Requirements. The subdivider shall furnish the planning and zoning director with detailed drawings depicting all necessary infrastructure improvements, with cross sections of each as provided in Article VI. All infrastructure improvements must be designed and constructed in accordance with the city's engineering and stormwater standards, as applicable. Construction plans shall be prepared by a registered civil engineer.
- b. Review Process.
  - i. Administrative review. Construction plans shall be submitted to the planning and zoning director, in the amount and form as determined by the planning director, which at a minimum shall include an electronic submittal package, who shall review them for conformance to city requirements and coordinate with the city engineer and other applicable entities regarding standards for utilities, streets, stormwater management, soil erosion control and other applicable regulations. Comments shall be provided, in writing, to the applicant.

- ii. Revisions. To the extent revisions are required, the applicant shall furnish revised sets of construction plans and written responses that address all comments to the planning and zoning director.

4.4.7. Final Plat.

- a. A final plat application shall not be submitted until one of the following has been completed:
  - i. Completion of all infrastructure and site improvements. All infrastructure and site development is complete and has been inspected and certified as compliant by the city and a maintenance bond has been provided on a form for that purpose; or,
  - ii. Delayed completion of infrastructure and site improvements. In lieu of the completion of any required improvement, the developer shall make an application to the city requesting that the council accept either a check or cash deposit in compliance with Section 6.3 to secure the developer's obligations under this article. Such performance surety must be accepted by the city council prior to approval of a final plat.
- b. Final Plat Application. The subdivider shall submit two (2) copies, plus an electronic version, of a survey (i.e., plat) of the proposed major subdivision prepared by a registered land surveyor or civil engineer to the planning and zoning director.
  - i. The subdivider shall submit to the city an application for final plat approval within three (3) years of receiving approval of a preliminary plat by the city council.
  - ii. An application for final plat approval shall include the name and address of the person to whom notice of the planning commission hearing on the final plat shall be sent.
  - iii. The final plat shall be prepared by a registered surveyor and meet the requirements provided in Articles V & VI.
- c. Review. The planning and zoning director, and city engineer shall be responsible for review of the final plat. The City Council shall be responsible for approval of the final plat after reviewing recommendations from the planning and zoning director. Review shall be based on conformance of the final plat with the approved preliminary plat and the approved construction plans.
- d. Approval. When the final plat has been approved, the planning and zoning director shall present the final plat to the Clerk of the Superior Court of Bryan County, Georgia, to be recorded. The planning and zoning director shall provide the subdivider with the subdivision map book number and page number in which the subdivision has been recorded by the clerk of the superior court. The cost of such recording shall be paid by the subdivider and shall be deposited with the city prior to such recording.

4.4.8. Modification of Requirements. The requirements of this article may only be modified in the case of developments approved as a planned unit development, mixed use development or other authorized process, such as a variance. No other modification shall be authorized. All applications for modification shall be considered by both the planning commission and the city council under the criteria set forth at Section 4.5 of this article.

#### 4.5 Subdivision Review Criteria

a) The planning commission and city council shall consider the following criteria in their respective reviews of plats, as required under this article:

1. Does the proposed subdivision meet all requirements of this and any other applicable ordinances?
2. Does the proposed subdivision meet all of the requirements of state and federal law?
3. Will the proposed subdivision be consistent with the comprehensive plan of the city?
4. Will the proposed subdivision interfere with or obstruct the flow of traffic, or create any traffic or safety hazards upon the street system of the city?
5. Will the proposed subdivision restrict or otherwise interfere with any future street or thoroughfare plan?
6. Is the proposed subdivision laid out and designed in such a way so as to minimize its inhabitant's exposure to arterial and collector streets and other major thoroughfares?
7. Is the proposed subdivision designed and laid out so as to accommodate fire and other emergency vehicles?
8. Will the proposed subdivision have any adverse impact on the local school system or any other public services provided by other government entities?
9. Will the proposed subdivision harmonize with neighboring properties?
10. Will the proposed subdivision or any logical extension thereof have any adverse environmental impact?

b) Additional mitigation requirements. The planning commission may suggest and the council may require such additional restrictions and standards (i.e., buffer strips, screening, etc.):

1. To meet the intent and purpose of the zoning and subdivision requirements;
2. To protect the health, safety and general welfare;
3. To protect the value and use of property in the general neighborhood; and

#### 4.6 Federal Housing Administration Approval

In the event the subdivider plans to secure approval of his subdivision design by the Federal Housing Administration, it is suggested that such approval be secured after submission to and approval of a Preliminary Plat by the approving authority.

**4.7** Approval of Subdivision in Flood Prone Area

No portion of a subdivision shall be approved which is subject to inundation by a flood of one hundred (100) years frequency or less, which fails to conform to the following restrictions.

**4.7.1** Standards for Flood Prone Area Uses. All subdivisions must be designed to minimize flood damage; all public utilities and facilities, such as sewer, gas, electrical and water systems shall be located, elevated and constructed to minimize or eliminate flood damage; adequate drainage must be provided to reduce exposure to flood hazards; water supply systems and/or sanitary sewage systems must be designed to minimize or eliminate infiltration of flood waters into the systems and discharges from the systems into the flood water; on site waste disposal system must be located so as to avoid impairment of them or contamination from them during flooding. **The engineers of the City shall review the plans and documents submitted by the applicant's engineer to FEMA** for any proposed fill in a floodway.

**4.7.2** The additional standards shall also apply to flood prone areas:

**4.7.2.1** Fill

- 1) Any fill proposed to be deposited in the floodway must be shown to have some beneficial purpose and the amount thereof not greater than is necessary to achieve that purpose, as demonstrated by a plan submitted by the owner showing the uses to which the filled land will be put and the final dimensions of the proposed fill other materials.
- 2) Such fill or other materials shall be protected against erosion **using best management practices designed by a registered engineer.**
- 3) No fill is allowed in marshlands.
- 4) No fill is allowed in wetlands without an approved permit from the U.S. Army Corps of Engineers.

**4.7.2.2** Structures (temporary or permanent).

- 1) All structures shall be designed consistent with all federal flood insurance standards.
- 2) Structures shall have a low flood damage potential.

- 3) The structure or structures, if permitted, shall be constructed and placed on the building site so as to offer the minimum obstruction to the flow of floodwaters. Whenever possible, structures shall be constructed parallel to the direction of flood flow; and
- 4) Structures shall be firmly anchored to prevent flotation which may result in damage to other structures, restriction of bridge openings and other narrow sections of the stream or river; and
- 5) Service facilities such as electrical and heating equipment shall be constructed at or above the regulatory flood protection elevation for the particular area, or the equipment should be flood proofed.

**4.7.2.3** Storage of Material and Equipment.

- 1) The storage or processing of materials that are in time of flooding buoyant, flammable, explosive or could be injurious to human, animal or plant life is prohibited.
- 2) Storage of other material or equipment may be allowed if not subject to major damage by floods or firmly anchored to prevent flotation or readily removable from the area within the time available after flood warning.

## ARTICLE V. PLAT REQUIREMENTS

### 5.1 Informal Plan

5.1.1. An informal plan, as permitted in Article IV for exempt, minor and major subdivisions, shall contain the following information:

- 1) The name and address of the owner of record of all tracts and of the subdivider, if different;
- 2) Total acreage in the tract to be divided;
- 3) Tentative street and lot arrangement;
- 4) Approximate rights-of-way, easements, and lot lines;
- 5) Average lot areas and approximate number of lots;
- 6) Existing and proposed uses of land throughout the subdivision;
- 7) General location of significant natural features, such as trees, wetlands and drainage ways;
- 8) Zoning classification; and
- 9) A vicinity map showing the relationship between the proposed subdivision and surrounding area at a scale of at least one inch equals 1,000 feet, including the land use and zoning of the area within a radius of 300 feet of the subdivision.

### 5.2 Sketch Plan

A checklist for all plat requirements is included in the Appendices.

5.2.1. Scale. The Sketch Plan shall be drawn at a scale of not less than one hundred (100) feet to one (1) inch.

5.2.2. Vicinity Map. The Sketch Plan shall include a Vicinity Map at a scale of one (1) inch equals one (1) mile or greater detail showing the relationship of the proposed subdivision to surrounding development.

5.2.3. Other Requirements. The Sketch Plan shall show:

- 1) Proposed name of subdivision, if applicable.
- 2) Name, address and telephone number of petitioner and architect, surveyor, engineer or designer.
- 3) All names and addresses of all property owners of the site.
- 4) All names and addresses, as listed by the County Assessor, of all owners of the land adjacent to the site.
- 5) North indicator.
- 6) Date of preparation.
- 7) Total acreage in the tract to be subdivided.

- 8) Existing and proposed uses of land throughout the subdivision
- 9) Existing streets, utilities and easements on and adjacent to the tract.
- 10) Phase boundary lines for each proposed phase along with a table detailing the amount of parcels per phase, acreage per phase, types of lots, and proposed uses.
- 11) Proposed layout, including streets and alleys, lot lines with approximate dimensions, and easements.
- 12) Block numbers and lots numbers.
- 13) A statement of provisions for water supply, wastewater and stormwater drainage.
- 14) Tracts proposed for community open space, recreational opportunities, or other common areas.
- 15) The location and data of each percolation test, soil boring and if septic tanks are proposed, type and any well that may be on the land.
- 16) The location of any low areas or possible wetlands.
- 17) Anticipated water use and impact on water system capacity.
- 18) Anticipated sewage flow and impact on wastewater treatment capacity.
- 19) Sheet size shall be eleven by seventeen (11 x 17) inches. If the complete plat cannot be shown on one (1) sheet of this size, it may be shown on more than one sheet with an index map on a separate sheet of the same size.

**5.2.4.** Subdivision of Part of Property. The subdivider may, and is encouraged to, submit a Sketch Plan of this entire tract even though his present plans call for the actual development of only a part of the property.

**5.3** Requirements for Preliminary Plat Submittal

The Preliminary Plat shall be drawn to a scale of not less than one (1) inch equals one hundred (100) feet and meet the minimum standards of design set forth in these regulations and shall include the following information:

**5.3.1** General Requirements.

- 1) Full name of subdivision, if applicable.
- 2) Name, address and telephone number of petitioner and architect, surveyor, engineer and designer.
- 3) All names and addresses of all property owners of the site.
- 4) All names and addresses of all deed record owners of the land adjacent to the site.



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- 5) Graphic scale, north point and date. The north point shall be identified as magnetic, true or grid north.
- 6) Vicinity map at a scale of (1) inch equals one (1) mile or greater detail showing the relationship of the subdivision to the surrounding area.
- 7) Acreage to be subdivided.
- 8) A written legal description (metes and bounds with all bearings and distances) of the acreage to be subdivided.
- 9) Proper identification of the boundaries of the tract to be subdivided with all bearings and distances indicated. The boundary survey shall be to such a degree of accuracy that the error of closure is not greater than 1:7500.

### **5.3.2** Show Existing Conditions

- 1) Topography by contours at vertical intervals of five (5) feet or less or if the property does not have a five-foot change in elevation, a certificate from an authorized engineer shall be required stating that the drainage from the property is adequate and will not adversely affect adjacent property owners.
- 2) Zoning district classification (if applicable) of land to be subdivided and adjoining land.
- 3) In case of resubdivision, a copy of the existing plat with proposed resubdivisions super-imposed thereon.
- 4) Location of natural features such as streams, lakes, wetlands, swamps and land subject to flood based on a hundred-year (100) flood frequency on the property to be subdivided.
- 5) Location of existing adjoining property lines and existing buildings on the property to be subdivided.
- 6) Location and right-of-way of streets, roads, railroads and utility lines either on or adjacent to the property to be subdivided. Specify whether utility lines are in easements or right-of-way and show location of poles and towers.
- 7) Size and location of existing sewers, water mains, drains, culverts or other underground facilities within the street or within the right-of-way of streets or roads adjoining the tract. Grades and invert elevations of sewers shall be shown.

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- 8) The acreage of each drainage basin affected by the proposed subdivision. Please indicate the receiving stream for each drainage basin.
- 9) All elevations shall refer to Mean Sea Level Datum (if available) where public water and/or public sewers are to be installed.
- 10) Location of city limits lines and county lines, if applicable.

**5.3.3** Proposed Improvements.

- 1) Layout of streets, roads, alleys, public crosswalks, with widths, road names or designations.
- 2) Such street cross section and centerline profiles as may be required by the city engineer.
- 3) Detailed layout of all lots, including building setback lines; scaled dimensions on lots; lot and block numbers, utility easements with width and use.
- 4) Designation of all land (if any) to be reserved or dedicated for public use.
- 5) Designation of proposed use of all lots to be used for other than single-family residential (if any).
- 6) Proposed major contour changes in areas where substantial cut and/or fill is to be done. If wetlands are proposed to be filled, a copy of the approved U.S. Army Corps of Engineers permit(s) must be attached. An application for a wetlands fill permit is not acceptable. The approved permit is required. Any proposed impacts to wetlands must comply with the City's wetland protection ordinance. Chapter 18, Article II, Section 18-22.
- 7) A timing schedule indicating the anticipated starting and completion dates of the development sequence and the time of exposure of each area prior to the completion of effective erosion and sediment control measures.
- 8) Total number of lots, total acreage, total length of new street.
- 9) Anticipated number of students and impact on school system enrollment and facility capacity.
- 10) Anticipated water use and impact on water system capacity.
- 11) Anticipated sewage flow and impact on wastewater treatment capacity.

**5.4** Final Plat

Same as the Preliminary Plat with all changes authorized and recorded in the field. This plat should reflect the “As-Built” conditions, easements and lot corner monuments as set in the field. The final plat will bear all certifications and signatures as required, including the signatures of Mayor and City Clerk.

**5.4.1** Plat Requirements: Plat shall conform to the amended Code Section 15-6-67 of the Official Code of Georgia (a/k/a “The Georgia Plat Act”), relating to recordation of maps and plats and specifications relating hereto.

In addition, the following information shall be shown:

- 1) Vicinity map showing location of project.
- 2) Name of owner of record.
- 3) Name of subdivision, if applicable.
- 4) Date.
- 5) North arrow; indication grid, magnetic, true north, etc.
- 6) Graphic scale.
- 7) Name, signature, registration number and seal of registered surveyor and date of preparation.
- 8) Name of county and General Militia District in which subdivision or Lot is located.
- 9) Scale to meet requirements of The Georgia Plat Act.
- 10) Sufficient data to determine readily and reproduce accurately on the ground the location, bearing and length of every road and alley line, lot line, easement, boundary line and building line whether curved or straight. This shall include the radius, point of tangency and other data for curved property lines and curved roads, to an appropriate accuracy and in conformance with good surveying practice.
- 11) Names of owners of record of all adjoining land and all property boundaries, watercourses, roads, easements, utilities and other such

improvements, which cross or form any boundary line of the tract being subdivided.

- 12) If applicable, exact boundaries and original property lines within the tract of land being subdivided shown with bearings and distances.
- 13) Streets and alleys, right-of-way width and proposed street names. **Street names shall be approved by the Bryan County 911 director.**
- 14) Error of closure.
- 15) Lot lines, minimum building setback lines, road trees and lot and block numbers.
- 16) Parks, school sites, or other public open spaces, if any.
- 17) All dimensions shall be to the nearest one-one hundredth (1/100) of a foot and angles to the nearest second.
- 18) Accurate description of the location of all monuments and markers.
- 19) Utility easements and widths. Location, dimensions and purpose of any easement. Co-locate all in a common easement, if possible. All utilities shall be underground.
  - a. Water
  - b. Gas
  - c. Sanitary sewer
  - d. Storm drainage
  - e. Electrical lines
  - f. Telephone lines
  - g. Cable TV
- 20) Signed certificates for **all dedications**.
- 21) Location of all buffers, if any.
- 22) 911 addresses of each lot and/or parcel as assigned by the Bryan County 911 director.
- 23) Show all watercourses, wetlands and flood zones, if any.

- 24) All Plats shall show the expected limits of the one hundred (100) year flood where appropriate.
- 25) Current zoning.
- 26) Proposed finish floor elevations, if situated in Unnumbered A Zone.
- 27) Location of all retention and detention basin for stormwater control, if any.
- 28) Location of existing adjoining property lines.
- 29) Total acreage of tract.
- 30) Area of each divided/subdivided tract as indicated by the minimum size requirements (acres/square foot) of the City of Pembroke Zoning Ordinance for the Zoning District in which the tract is situated.

#### **5.4.2** Permanent Reference Points:

Prior to the approval of the Final Plat, all of the subdivisions permanent reference points shall have been placed in accordance with the following requirements:

**5.4.2.1** Subdivision Corner Tie: At least one (1) corner of the subdivision shall be designated by course and distance (tie) from a readily discernible reference marker. If a corner is within three hundred (300) feet of a U.S. Coast and Geodetic Station, U.S. Geological Survey or Georgia Grid System coordinate monument, then this corner shall be marked with a monument so designated by a computed X and Y coordinate which shall appear on the map with a statement identifying this Station or Monument to an accuracy of 1:10,000. When such a monument is not available, the tie shall be made to some permanent and readily recognizable landmark or identifiable point, physical object or structure.

**5.4.2.2** Monuments: Monuments shall be located in the ground at all angles in the boundaries of the subdivision; at the intersection lines of roads and at the intersection of lines of roads with boundaries of the plat and at the intersections of alleys with the boundaries of the subdivision; all points of curvature and angle points in the side lines of roads and alleys; and all angles of an intermediate traverse line.

- a) It is not intended or required that monuments be placed within the traveled portion of a road to mark angles in the boundary of the

subdivision if the angle points can be readily re-established by reference to monuments along the sidelines of the road.

- b) All required monuments shall be placed flush with the ground where practicable.
- c) If the required location of monument is in an inaccessible place, or where the location of a monument would clearly be impracticable, it is sufficient to place a reference monument nearby and the precise location thereof be clearly indicated on the plat and referenced to the true point.
- d) All monuments used shall be made of solid iron or steel bars at least one-half (1/2) inch in diameter and thirty-six (36) inches long and completely encased in concrete at least four (4) inches square.
- e) If a point required to be monumented is on a bedrock outcropping, a steel rod, at least one-half (1/2) inch in diameter shall be drilled and grouted into solid rock to a depth of at least eight (8) inches.

**5.4.2.3** Property Markers: A one-half (1/2) inch rebar or a steel or wrought iron pipe not less than three-fourths (3/4) inch in diameter and at least thirty (30) inches in length shall be set at all corners, except those located by Monuments.

**5.4.2.4** Accuracy: Land surveys, both within the limits of incorporated areas and beyond shall be at an accuracy of at least 1:7.500.

## **5.5** Construction Plans

The following items must be included on all Construction Plans, except where specifically modified in the Ordinance:

**5.5.1** Construction Plans reflect the actual infrastructure to be completed prior to the subdivision being offered for sale and generally consist of drainage, roads, curb and gutter, sidewalks, water supply, water distribution, fire protection, reuse water supply and distribution, wastewater disposal, recreational areas, open spaces, common areas, bikeways, walkways, buffers and provisions for electricity, gas, cable TV, telephone lines and other necessary utilities.

All submissions shall bear the signature and date across the seal of the Georgia registered engineer who prepared the plans, reports, design consideration and calculations pertinent to the construction plans.

Construction plans shall be submitted in the following format as appropriate:

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1. Title Sheet
2. Existing Features/Conditions
3. Staking/Layout Plan and Traffic Control and Signage Plan
4. Grading, Drainage and Paving Plan
5. Road and Drainage Profiles
6. Water, Reuse and Sanitary Sewer & Profiles
7. Neighborhood Grading and Drainage Plan
8. Tree/Landscape Plan
9. Soil Erosion and Sedimentation Control Plan
10. EPD approval of water supply and sewerage disposal facilities.
11. Details (sheets as needed)
12. Other Plans (as required)

The drawing scale shall not be larger than 1"=20' and smaller than 1"=100'. The plan shall not exceed 30" x 42" (E size); however, 24" x 36" (D size) sheets are preferred.

- a) Existing Features: Provide on all plan drawing sheets existing features of the property and the following additional information:
- 1) The bearings and distances of the boundary lines of the property to be subdivided.
  - 2) The distance and direction to public water lines, fire hydrants and sanitary sewer lines.
  - 3) The name, location and width of all right-of-way or easements of existing streets, roads, railroads and utilities either on the property or abutting the property.
  - 4) Existing contours of the property at one foot intervals and based on Mean Seal Level datum.
  - 5) The location of railroads, of public or private rights-of-way or easements, and of parks or other public spaces either on the property or abutting the property.
  - 6) Location of existing adjoining property lines with owner's names and addresses.
  - 7) Existing buildings on the property to be subdivided.

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- 8) Size and location of existing sewers, water mains, drains, culverts or other underground facilities within the street or within the right-of-way of streets or roads abutting the property, including the grades and invert elevations of storm and sanitary sewers.
- 9) Location of City limit lines and County lines, if applicable.
- 10) FEMA flood zone information

b) Proposed Design Features:

General:

- 1) Each Sheet Signed by Registered Engineer
- 2) Graphic Scale Shown on Each Sheet
- 3) Legend
- 4) North arrow (Grid, Magnetic, True, Etc.)
- 5) Proof of Water System approval from EPD.
- 6) Proof of Wastewater System approval from EPD.
- 7) Benchmark on each plan sheet on permanent locations outside of area of construction.
- 8) A No Rise certificate from a professional engineer shall be required stating that drainage from the property to be subdivided, after subdivision and development will not affect adjacent property. This certificate must be approved by the City and County Engineers.
- 9) When the Preliminary Plan includes only a part of the tract on which the Subdivider has an interest, the Subdivider shall submit a tentative drainage and street plan for all of said tract.

c) Title Sheet:

- 1) Development Name & Phase (if applicable)
- 2) Owner's and Engineer's Name, Address & Telephone number
- 3) Sheet Content Schedule with Page Numbers
- 4) General Location Map
- 5) Total number of lots, total acreage, total length of streets

d) Staking & Layout Plan:

- 1) Proposed street names; coordinate with the Bryan County 911 coordinator.
- 2) Centerline curve data and station numbers at 100'
- 3) Location & purpose of all easements



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- 4) Locations relative to existing/future phases
  - 5) Adjacent property owners shown
  - 6) Flood elevation statement shown with zone limits
  - 7) Existing and proposed lot line dimensions; proposed lot numbers and block numbers
  - 8) Traffic signage and striping per Manual of Uniform Traffic Control Devices
  - 9) Location of proposed monuments and road signs.
  - 10) Location of all buffers and landscaping
  - 11) Proposed major contour changes in areas where substantial cut and/or fill is to be done
  - 12) Designation of all lands (if any) to be reserved or dedicated for public use and areas proposed for use other than single-family residential use.
- e) Grading, Drainage and Paving Plan:
- 1) Contours shown at 1 foot intervals
  - 2) Topographic information on adjacent property as appropriate
  - 3) U.S. Army Corps of Engineers approved Wetland Jurisdictional Delineation
  - 4) Storm water detention features
  - 5) Invert elevations and size for all pipes, inlets, etc.
  - 6) Curb and gutter size and elevations
  - 7) Ditch & swale invert elevations
  - 8) Detention basin profiles
  - 9) Peak water elevation labeled
  - 10) Maintenance access provided
  - 11) Topography provided at pond discharge location
  - 12) Easements for all pipes, ditches & swales
  - 13) Easements provided for all canals
  - 14) Detention Basin responsibility
  - 15) Access to City maintained right-of-way
  - 16) Access approved to street
  - 17) Sidewalk location
  - 18) Temporary or permanent cul-de-sacs provided
- f) Road & Roadside Drainage Profile:
- 1) Profile of existing & proposed grades
  - 2) Centerline elevations & grades
  - 3) Storm Drain elevations shown on profile
  - 4) Utility which cross profile
  - 5) Elevation of annual high water table and separation distance from pavement base material.

- g) Water, Reuse and Sanitary Sewer & Profiles:
- 1) Location and size for all water lines, valves, fire hydrants & services
  - 2) Location and size of all sewer mains, manholes, force mains, air release valves & laterals
  - 3) Location and size for all reuse lines, valves, and services.
  - 4) Location of all utility lines & easements
  - 5) Location of all improvements within ROW
  - 6) Typical section of utility locations in ROW
  - 7) Profile of proposed lines and grades
  - 8) Location of all propose features crossing lines
- h) Neighborhood Grading & Drainage Plan:
- 1) Existing and proposed contours
  - 2) Minimum house finish floor elevations
  - 3) Minimum garage finish floor elevations
  - 4) Lot drainage plan for each lot
  - 5) Lot numbers labeled in bold
  - 6) Proposed road centerline elevation every 100'
- i) Soil Erosion Control:
- 1) Land disturbing activity application
  - 2) Use of Natural Resources Conservation Service (NRCS) universal codes
  - 3) Construction exit provided
  - 4) 24-hour contact provided
  - 5) Construction schedule
  - 6) Clearing limits indicated with trees shown
  - 7) Erosion control provided for all pipe outlets
  - 8) Temporary sediment basins
  - 9) Temporary & permanent grassing indicated
  - 10) All other items as required by Federal, State and Ga Soil and Water Conservation Commission (GSWCC).
- j) Details:
- 1) Construction details shown for all structures
  - 2) Details shown for all non-standard construction
  - 3) Typical cross-sections for streets; requirements for proof rolling
- k) Design Calculations:
- 1) Stamped by GA registered engineer

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- 2) Drainage map with areas shown
- 3) Drainage co-efficient shown for entire tract and its proposed development patterns determined
- 4) Length of travel shown on map
- 5) Time of concentration determined
- 6) Pipe sizing calculations determined
- 7) Pond routing provided
- 8) 100 year flood event shown for basins & outfalls
- 9) Peak water elevation provided.
- 10) No Rise Certification
- 11) All other information as required to show proof of meeting City Ordinances pertaining to drainage requirements.

**5.6** Certifications

The following signed certifications must appear on Final Plats approved under the Ordinance:

\_\_\_\_\_  
Surveyor

All streets, rights-of-way, easements, and any sites for public use as noted on this plat are hereby dedicated for the use intended.

	(Owner or attorney as agent)
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\_\_\_\_\_  
City Engineer

\_\_\_\_\_  
Date of Approval

\_\_\_\_\_  
For Health Department

\_\_\_\_\_  
Date of Approval

Reviewed by the Planning Director this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

\_\_\_\_\_  
Planning Director

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Reviewed and approved by the Mayor and City Council, this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Date of Approval

ATTEST: \_\_\_\_\_  
Clerk of City Council

## ARTICLE VI. REQUIRED IMPROVEMENTS

The following list provides some of the improvements required for subdivision approval within the City of Pembroke.

- Site grading for adequate drainage
- Street signs, traffic control striping and street lights
- Graded streets and paved surfacing
- Water distribution system; domestic and reuse
- Sidewalks, and street trees
- Curb and gutter
- Sanitary Sewage System
- Storm drainage system
- Underground utilities in a dedicated easement

### 6.1 Required Improvements – (Amended on 11/10/2008)

A well-designed subdivision means little to a prospective lot buyer until he or she can see actual physical transformation of raw land into lots with all necessary improvements provided. Likewise, a well-designed subdivision is not an asset to the community until the necessary improvements have been installed. In order that prospective lot purchasers may get useable products and new subdivisions may be an asset rather than a liability to the community, the subdivider shall install and/or pay for the improvements required by these regulations necessary to serve his subdivision prior to the approval of the Final Plat.

- 6.1.1. Natural Gas. If gas lines are to be located in a street right-of-way, such lines shall be located outside the portion of the street to be surfaced to prevent having to cut into the paved surface to serve abutting properties.
- 6.1.2. Water Supply. Water mains, valves and fire hydrants shall be installed according to plans and specifications approved by the City Engineer and in accordance with the applicable rules and regulations of the County Health Department and the Georgia Environmental Protection Division.
- 6.1.3. Sanitary Sewerage. Sanitary sewers shall be installed to the plans and specifications approved by and in accordance with the applicable rules and regulations of the County Health Department and the Georgia Environmental Protection Division.
- 6.1.4. Sewage Disposal Systems. If City sewer is not available, prior to the construction of any community sewerage disposal system such as private septic tanks, an oxidation pond or other facility, the location, size, plans and specifications of such a facility shall be approved by and be in accordance with the applicable rules and

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regulations of the City of Pembroke along with the County Health Department and the Georgia Environmental Protection Division.

- 6.1.5. Curbs and Gutters and Sidewalks. Curb and gutters are required, and they shall be installed in accordance with plans and specifications approved by the City of Pembroke. Sidewalks shall be installed on both sides of the street and shall meet ADA requirements.
- 6.1.6. Street Grading and Surfacing. Street grading, base preparation and surfacing shall be carried out by the subdivider according to plans and specifications approved by the City of Pembroke. All traffic control signs, devices, and striping shall conform to the Manual for Uniform Traffic Control Devices (MUTCD) latest edition
- 6.1.7. Storm Drainage. An adequate drainage system, including necessary open ditches, pipes, culverts, storm sewers, intersectional drains, drop inlets, bridges and other necessary appurtenances shall be installed by the subdivider according to plans and specifications approved by the City Engineer.

All developments that add greater than 5,000 sf of impervious areas shall adhere to the drainage requirements herein. A single-family house on one lot is exempted from the requirements so long as it is not part of a larger multi house development. Infill construction of a single house that does not subdivide an existing lot is also exempted. In any case where a property is subdivided into greater than one lot, detention or other best management practices must be provided to ensure that the post-developed storm water runoff does not exceed the predeveloped condition.

- 1) Developments that exceed 5,000 sf of impervious area shall adhere to the “Georgia Stormwater Management Manual Volume 2” minimum standard 1-4 and 6-11.
- 2) Pipes and Inlets shall be designed to convey the 25-year storm. Inlet capacity shall be designed to accommodate the 25-year storm having a gutter spread of not greater than seven feet.
- 3) The predeveloped curve number shall be based on existing conditions, impervious area, and soil characteristics.
- 4) All infrastructure must be able to safely pass the 100-year storm event.
- 5) Developments that impact flood zones shall provide compensatory cuts and fill or a no rise certification. In areas that impact Flood Zone A with no elevation, a study must be performed and provided such that the base flood elevation is available. A freeboard of 1’ from BFE to finished floor must be provided on all

structures adjacent to or within a flood zone area.

6) No fill shall be allowed within the floodway.

6.1.8. Street Name Signs. Street Name Signs shall be installed at all intersections within a subdivision. The location and design shall be approved by the Planning Commission and City Council. All traffic control signs, devices, and striping shall conform to the Manual for Uniform Traffic Control Devices (MUTCD) latest edition

6.1.9. Topsoil. Topsoil shall not be removed from residential lots or used as spoil, but shall be redistributed so as to provide at least six (6) inches of cover on the lots and at least four (4) inches of cover between sidewalks and curbs, and shall be stabilized by seeding or planting.

6.1.10 Sod – *Amended 11/11/2008*

Sod will be planted in the entirety of the front yard of every lot. The only area of exception of sod will be for landscaping purposes or building structures such as driveways, sidewalks, or light poles. The sod will extend from the rear edge of the home to the sidewalk or street curb. Sod shall be of a grass suitable for the City of Pembroke, Georgia, and will be approved by the City of Pembroke. Only grasses that will survive in Pembroke's climate will be used. The sod shall be reasonably free of weeds, pests, and disease. Seed will be used to stabilize the remaining parcel of land to the side and rear of the home, which will be approved by the City of Pembroke. Said seed shall be of a type or mixture that will produce adequate coverage within ninety (90) days from sowing. Irrigation of sod must adhere to the guidelines in the City of Pembroke Outdoor Watering Ordinance.

6.1.11 Non-Potable Reuse Line (NPRL) – *Amended 01/09* - a non-potable reuse water main shall be installed in a subdivision that is or will be located within a one mile radius of an existing or proposed reuse water distribution main. The system shall include reuse water mains, valves, fittings, hydrants and shall be installed in accordance with the plans and specifications approved by the City of Pembroke. The system shall be designed and installed in accordance with the City of Pembroke Non-Potable Water Reuse Design Guide.

#### Non-Potable Reuse Water Lines Design and Installation Requirements

- 1) The design of the proposed NPRL system shall include a hydraulic model that insures sufficient capacity and pressure at each point of delivery.

- 2) The design of the proposed NPRL system shall include horizontal alignment, all creek, wetlands, and bridge crossings, all tie-ins, future stubs, hydrants and valves included in the system.
- 3) The NPRL shall maintain at least 3' (feet) horizontal separation from existing parallel water mains or sewage collection lines, and 18" (inch) vertical separation from any existing perpendicular crossing of sanitary sewer mains. A minimum of 18" shall be vertical separation provided between the bottom of any potable water lines and the top of any NPRL.
- 4) If the proposed development does not have an existing NPRL of sufficient capacity at the project entrance, the Engineer shall design a NPRL of a size and source specified by the City of Pembroke. Such design will be submitted along with the hydraulic model, for approval by the City.
- 5) The Engineer shall layout the proposed NPRL system on the development utility plan and shall include the NPRL in the roadway typical section. The NPRL mains shall be located on the same side of the road as the potable water mains, between the potable water main and the right of way. The NPRL shall be located 9' from the back of the curb.
- 6) On existing City streets, the NPRL will be located 5' inside the right of way.
- 7) All NPRL owned and operated by the City of Pembroke shall have a minimum pipe size of 4". If adequate flow and/or pressure is not available at the point of connection, a larger main and/or additional improvements may be required. Determination of volume or pressure inadequacy will be hydraulically modeled and calculated by the Developer's Engineer.
- 8) Standard depth of cover is four (4) feet and shall not exceed five (5) feet in depth unless authorized by the City of Pembroke.
- 9) Pipe
  - a. All pipe shall be polyvinyl chloride pressure pipe conforming to designation ASTM D2241 and shall consist of Type I, Grade 1 PVC compound conforming to ASTM D1754. All pipe shall be Class 200, SDR 21. The standard laying length shall be 20 feet  $\pm$  1 inch and shall be purple in color throughout the PVC compound.
  - b. If ductile iron pipe is used it shall conform to ANSI Standard A21.51 and shall be class 350. Any ductile iron pipe shall be first coated with a sealer to prevent bleeding of the bituminous coating through the point then painted with Pantone 522 or 412 or some other shade of purple approved by the City.
  - c. All pipe shall have integral bell and spigot joints. Provisions shall be made for construction and expansion at each joint with an elastomeric ring. Threaded or solvent weld joints shall not be used. Bell and pipe and couplings with elastomeric gaskets shall meet the requirements of ASTM 3139.



- d. The contractor shall install a continuous run of 14 gage copper tracer wire with underground coating above the top of the PVC pipe 12” above the pipe but not deeper than 48” below the surface. The tracer wire shall be suitable for detection with metal pipe location equipment.
- 10) Valves
- a. In-Line valves will be generally, located every 1,000 feet , and are to be located at intersections in such a manner to enable isolation of various streets within the development without shutting down adjacent streets.
  - b. For future, stubs, the valve is to be located approximately 20’ (one full joint of pipe) from the plugged end.
  - c. All proposed valve 12” (inches) and larger shall be butterfly valves (except tapping valves). All valves less than 12” (inches) shall be resilient seated gate valves.
  - d. All valves must be marked with a white durable marker #CIB-380 (78”) inches ling (manufactured by Carsonite International) to extend to the valve. The markers are not to protrude the finished surface grade more than 3’ (feet) and no less than 18” (inches) above the finished grade. There must be a label on both sides of the marker that clearly states “NPRL Valve”.
  - e. All NPRL valves shall have square boxes with the word “Reclaimed Water” cast in the lid. All boxes must be painted on the inside and lid with Pantone 522 or 512 or other shade of purple accepted by the City of Pembroke.
- 11) Fittings
- a. All fittings shall be ductile iron mechanical joints conforming to the requirements of ANSI A21.10. The fitting shall be of the lightest class conforming to the pressure rating of the pipe.
  - b. In no class shall the fitting be lighter than class 200.
  - c. Fittings shall be coated inside and out with one mil thick, bituminous coating conforming to ANSI A21.4.
- 12) Meter and meter boxes shall meet the current standards used in the City of Pembroke Water System.

6.1.12 Lighting Guidelines. These regulations are intended to reduce the problems created by improperly designed and installed outdoor lighting, eliminate problems of glare, and minimize light trespass, with regulations that avoid unnecessary direct light from shining onto abutting properties or streets.

- 1) Definitions: For purposes of this code section, the following terms are defined as follows:

Direct light: Light emitted directly from the lamp, off of the reflector or reflector diffuser, or through the refractor or diffuser lens, of a luminaire.

Fixture: The assembly that houses the lamp(s) and can include all or some of the following parts: a housing, a mounting bracket or pole socket, a lamp holder, a ballast, a reflector or mirror, and/or a refractor or lens.

Footcandle: A unit of illuminance on a surface that is everywhere one foot from a uniform point source of light of one candle and equal to one lumen per square foot. One footcandle (FC) is the equivalent of 10.76 Lux (1 Lux = 0.0929 FC).

Glare: Light emitting from a luminaire with an intensity great enough to reduce a viewer's ability to see (and in extreme cases causing momentary blindness), or that causes annoyance or discomfort.

Illuminance: The area density of the luminous flux incident at a point on the surface. It is a measure of light incident on a surface, expressed in lux or footcandles.

Indirect light: Direct light that has been reflected or has scattered off of other surfaces.

Iso footcandle plan: A site plan of a proposed development showing proposed Outdoor illuminance with a series of isofootcandle lines that join points on a surface where the illuminance is the same.

Light trespass: The shining of light produced by a luminaire beyond the boundaries of the property on which it is located.

Luminaire: A complete lighting system, including a lamp or lamps and a fixture. This term shall be interpreted broadly as applying to all outdoor electrically powered illuminating devices, outdoor lighting or reflective surfaces, lamps and similar devices (permanently installed or portable), used for illumination or advertisement.

Luminaire, full cutoff: Outdoor light fixtures shielded or constructed so that no direct light rays are emitted by the installed fixture at angles above the horizontal plane.

Outdoor lighting: The night-time illumination of an outside area or object by any man-made device located outdoors that produces light by any means.

Safety lighting: Exterior lighting that involves ensuring proper levels of illumination to provide safe working conditions, safe passage, and the identification of outdoor hazards.

Security lighting: Exterior lighting installed solely to enhance the security of people and property.

- 2) **Applicability:** All public and private outdoor lighting shall be in conformance with the requirements established by these regulations. A Planned Unit Development (PUD) is required to have uniform decorative lighting throughout the project. All lighting fixtures shall

be purchased, and installed, by the developer, subject to approval by the City.

- a. Street lights shall be required on primary roads at all intersections, commercial areas and entries to neighborhoods.
- b. Street lights within residential developments shall be metal halide or LED mounted on poles 16 to 20 feet in height. See Table 6-1-12 for minimum spacing and foot-candle.
- c. Street lights within non residential developments shall be metal halide or LED mounted on poles 16 to 20 feet in height. See Table 6-1-12 for minimum spacing and foot-candle. Pedestrian and parking lot luminaires as an aid to safety and navigation are permitted. The illumination of buildings to enhance its architectural features is encouraged. Non-residential lighting shall be directed as to not have any adverse effects on residentially zoned or residentially designated parcels.

**Table 6-1-12, Subdivision Lighting Requirements**

Type Area	Minimum Average Lighting Level Requirement	Minimum Distance Between Street Light Poles
<b>Residential Area</b>	.02 foot-candle	300 ft.
<b>Commercial Area</b>	.04 foot-candle	300 ft.
<b>Industrial Area</b>	.25 foot-candle	300 ft.

- 3) Exemptions: The following shall be exempt from the provisions of this section.
  - a. All temporary emergency lighting needed by police or fire departments or other emergency services.
  - b. All hazard warning luminaires required by federal regulatory agencies.
  - c. All vehicular luminaires.
  - d. Safety lighting, as defined in this section.
  - e. Security lighting, as defined in this section, including lighting activated by motion sensing devices.
  - f. Outdoor light fixtures producing light directly by the combustion of natural gas or other fossil fuels.
  - g. Public ball fields and tennis courts.

- 4) Prohibitions: The following types of outdoor lighting are prohibited:
  - a. Searchlights, for advertising purposes, and the use of laser source light, or any similar high intensity light, for advertising purposes.
- 5) Newly Installed Luminaires to Comply:
  - a. All luminaires, except for those specifically exempted by this section, hereafter installed for outdoor lighting shall be full cutoff luminaires, as defined by this section, or another luminaire that does not emit any direct light above a horizontal plane through the lowest direct-light-emitting part of the luminaire.
  - b. Luminaires Creating Glare to be Redirected: Any luminaire that is aimed, directed, or focused such as to cause direct light from the luminaire to be directed toward residential buildings on adjacent or nearby land, or to create glare perceptible to persons operating motor vehicles on public ways, shall be redirected or its light output controlled as necessary to eliminate such conditions.
- 6) Lighting Plan Required: A lighting plan shall be required for all developments of one acre or more in size. When required, lighting plans shall illustrate proposed lighting. The plan shall show areas of night illumination and the amount of light at various places measured in footcandles. When required, the lighting plan shall consist of either iso footcandles (connecting points of equal light illumination levels, similar to a topographic contour) or a photometric grid with individual spot readings. No lighting plan shall be approved which will result in direct light that exceeds the requirements or is otherwise inconsistent with this section.

6.2 Final Plat Revisions

If it should become necessary to revise a Final Plat due to a clerical error, a revised plat shall be submitted to the **Clerk of the Superior Court of Bryan County** for final recording after the City Council has approved and signed the revised plat.

6.3 Performance Bonds

In lieu of the completion of required improvements and the installations previous to the final approval of the plat, the City Council may accept a bond, in an amount and with surety and conditions satisfactory to it, providing for and securing to the City a period specified by **the City Administrator** and expressed in the bond; and the municipality is hereby granted the power to enforce such bonds by all appropriate legal and equitable remedies.

- 6.3.1 Certificate from Engineer. At the time the final plat is submitted, it shall be accompanied by a certificate from the developer's engineer certifying that the subdivider has complied with the following conditions.
- a. All infrastructure improvements and landscape requirements have been installed in accord with the requirements of this ordinance and in accord with the design approved by the Mayor and City Council on the preliminary plan; and/or
  - b. A bond, escrow account, certified check, or irrevocable letter of credit from a bank, in the amount of 150% of the required infrastructure improvements and maintenance and landscape requirements, is available to the City and in sufficient amount to ensure the completion of all required improvements, as well as to ensure the maintenance thereof for a period of not less than twelve (12) months after completion.
  - c. The City's engineer shall review and approve the costs estimate for the required improvements. The bank or insurance company must be acceptable to the City and have a business office within the county wherein the City is located or is licensed in the state.

However, in no event shall the depositor of the irrevocable letter of credit have any interest in the bank upon which such irrevocable letter of credit has been authorized.

The Mayor and Council may reduce the bond, escrow account, or irrevocable letter of credit by as much as one half upon completion of construction. If no faults or failures develop, the remaining bond, escrow account, or irrevocable letter of credit may be reduced by an additional fifty (50) percent at the end of six (6) months.

At the end of the second six (6) months, the developer shall request an inspection, and if no faults or failures have developed, the Mayor and the Council shall release the bond escrow, or irrevocable letter of credit. Such bond, escrow, or irrevocable letter of credit shall remain in force until released by the Mayor and Council after due inspection of said improvements and shall not automatically expire.

6.4 Dedications

After the adoption of a major street plan as provided by law, the City or other public authority shall not accept, lay out, open, improve, grade, pave or light any street or authorize the laying of water mains, sewers, connections or other facilities or utilities in any street within the territorial jurisdiction of the Planning Commission unless such street has been accepted or opened as, or shall otherwise have received the legal status of, a public street prior to the attachment of the Planning Commission's subdivision jurisdiction, or unless such street corresponds

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in its location and lines with a street shown on a subdivision plat approved by the City Council. The governing authority may locate and construct or may accept any other street if the ordinance or other measure for such location and construction, or for acceptance, is first submitted to City Council for its approval. A street approved by the City Council shall have the status of an approved street as though it had originally been shown on a plat approved by the City Council or on a plat made and adopted by the City Council.

## ARTICLE VII. DESIGN STANDARDS

The City of Pembroke has adopted the Georgia Department of Transportation (GDOT) Design Policy Manual and latest addendums thereto as the basis for the design, review and construction of transportation facilities in the City of Pembroke. In addition, all other current design manuals and/or policies issued by GDOT shall be utilized as required for specific transportation elements not addressed in the GDOT Design Manual. Similarly, all construction related activities are governed by the GDOT Construction Manual. The purpose of this addendum is to augment these policies and guidelines set out in these documents with specific criteria related to the design and construction of transportation facilities within the City of Pembroke. All land development taking place in the City of Pembroke, at a minimum, shall reference and adhere to the design guidelines and policies for guidance and design criteria, of the following documents and latest addenda thereof:

- City of Pembroke Ordinances
- GDOT Design Manual
- GDOT Construction Manual
- FHWA Manual on Uniform Traffic Control Devices
- Highway Capacity Manual (HCM)
- ITE Trip Generation Manual
- AASHTO Policy on Geometric Design of Highways and Streets

The following design standards shall be considered minimum requirements in the platting of all subdivisions:

### 7.1 Streets

#### 7.1.1. Classification

New streets shall typically be classified by the number of vehicle trips per day measured as average annual daily traffic (AADT) as follows:

- Arterials – greater than 2000 and/or as designated by the City of Pembroke.  
Arterials include freeways, multilane highways, and other important roadways that supplement the Interstate System. They connect, as directly as practicable, the Nation's principal urbanized areas, cities, and industrial centers. Land access is limited. Posted speed limits on arterials usually range between 50 and 70 miles per hour.
- Collectors – 1000 to 2000 and/or as designated by the City of Pembroke.

Collectors are major and minor roads that connect local roads and streets with arterials. Collectors provide less mobility than arterials at lower speeds and for shorter distances. They balance mobility with land access. The posted speed limit on collectors is usually between 35 and 55 miles per hour.

- Local – less than 1000 and/or as designated by the City of Pembroke.  
Local roads provide limited mobility and are the primary access to residential areas, businesses, farms, and other local areas. Local roads, with posted speed limits usually between 20 and 45 miles per hour, and are the majority of roads in the U.S.

In addition to the above, the City of Pembroke may also take into account and evaluate other elements that may affect the street classification such as the street design, surrounding roadway networks and connections thereto, adjacent land uses serviced by the road, etc.

7.1.2. Continuation of Adjoining Street System. The proposed street layout shall be coordinated with the street system of the surrounding area. Where possible, existing major streets shall be extended.

7.1.3. Access to Adjacent Properties. Where it is desirable to provide for street access to adjoining property, proposed streets shall be extended by dedication to the boundary of such property and a temporary turn-around shall be provided.

7.1.4. Street Names. Proposed streets, which are obviously in alignment with other existing and named streets, shall bear the assigned names of the existing streets. (It shall be unlawful for any person in laying out any new street or road to name such street or road on any plat, by marking, or in any deed or instrument, without first getting approval of the Planning Commission, the 911 Director and the City Council.) In no case shall the name of the proposed streets duplicate or be phonetically similar to existing street names irrespective of the use of suffix, street, avenue, boulevard, drive, place, court, etc.

7.1.5. Minor Streets. Minor streets shall be so laid out that their use by through traffic will be discouraged.

7.1.6. Local Road Design

Minimum centerline pavement grade with curb and gutter shall be 0.50%

Maximum centerline pavement grade shall be 4.0%.



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Minimum roadway cross slope shall be 2.00%

Maximum Road design speed - thirty (30) MPH

Minimum sight distance - two hundred (200) feet

Minimum centerline radius of curve - one hundred (100) feet

7.1.7. Pavement Sections. Minimum roadway section design shall be based on road classification as follows, unless the Geotechnical Report recommends a more substantial design:

- Arterial roads shall consist of eight (8) inches Graded Aggregate Base, two (2) inches 19 mm Superpave, and two (2) inches 12.5 mm Superpave.
- Collector roads shall consist of eight (8) inches Graded Aggregate Base, and two (2) inches 12.5 mm Superpave.
- Local roads shall consist of six (6) inches Graded Aggregate Base, and two (2) inches 9.5 mm Superpave.

The minimum required separation from the pavement base material and seasonal high-water table shall be two feet. Any deviations from this standard shall require remediation via the installation of underdrain in accordance with Section 7.1.23.

7.1.8. Roadway Sub-base. Roadway sub-base shall be a minimum of twenty-four (24) inches of granular material compacted to ninety-eight percent (98%) modified proctor density. Satisfactory laboratory and testing reports for all sub-base materials shall be submitted for review and approval prior to proof rolling. Testing locations shall occur at a rate of no greater than every 300 feet along the roadway centerline, alternating lanes with each test location. All roads shall be proof rolled and witnessed by a representative of the City of Pembroke prior to the rock base material being placed. All unsuitable material shall be removed and replaced with acceptable material and retested.

The roadway base shall be compacted to ninety-eight percent (98%) modified proctor density. Satisfactory laboratory and testing reports for all base materials shall be submitted for review and approval prior to proof rolling. Testing locations shall occur at a rate of no greater than every 300 feet along the roadway centerline, alternating lanes with each test location. All roads shall be proof rolled and witnessed by a representative of the City of Pembroke prior to the installation of asphalt. All unsuitable material shall be removed and replaced with acceptable

material and retested.

- 7.1.9. Curb and Gutter. Curb and gutter shall be constructed with Portland Cement Concrete having a twenty-eight (28) day strength of three thousand five hundred (3,500) psi. Slip form or machine curb and gutter shall have expansion material minimum of one-half ( $\frac{1}{2}$ ) inch thick with a maximum spacing of one hundred (100) feet and abut a solid structure where one (1) day's pour abuts a previous day's pour. Construction joints shall be sawed or tooled at a maximum spacing of ten (10) linear feet.

Residential curb and gutter shall have a minimum gutter thickness of six (6) inches.

Industrial/commercial curb and gutter shall have a minimum gutter thickness of eight (8) inches and shall be thicker as required by its location, soil conditions and traffic load.

Where curb and gutter is a part of the Road design, the maximum linear gutter line distance stormwater can traverse shall be three hundred (300) feet.

- 7.1.10. Sight Distance. No fence, wall, tree, terrace, building, sign, shrubbery, hedge, other planting or structure or object capable of obstructing driver vision will be allowed at intersections.
- 7.1.11. Clear Right-of-Way. Except as otherwise provided herein, it shall be required that the right-of-way be cleared, all surface improvements removed from the right-of-way, and all sub-surface improvements parallel to the pavement be re-located from under the pavement. All areas disturbed during construction and shoulders and slopes shall be seeded to obtain permanent vegetation for controlling erosion.
- 7.1.12. Roadside Parking. All Roads shall be considered to provide Road-side parking unless plans clearly state that Road-side parking will be prohibited. Where Road-side parking is prohibited, the Applicant shall provide for "No Parking" signage as part of the design. Where Road-side parking is provided, a nine (9) foot wide paved surface will be provided for each parking lane.
- 7.1.13. Horizontal Curves. On Collector Roads, the minimum centerline radius of curvature shall not be less than three hundred fifty (350) feet. On Local Roads,

the minimum centerline radius of curvature shall not be less than one hundred (100) feet.

- 7.1.14. Vertical Curves. All points of vertical inflection along the roadway centerline with a total grade break of 1.5% or greater shall have a vertical curve inserted.
- 7.1.15. Reserved Strips Prohibited. A Road intended to be dedicated to the City shall not be located so that a narrow buffer strip is maintained between the right-of-way of such Road and adjacent property in such a manner as to deny access to another adjacent property.
- 7.1.16. Access to Arterial Roads. No residential Road, driveway, or other access point shall enter an Arterial Road at a point nearer than five hundred (500') feet from an existing highway, Road, driveway, or other access point; except, where an Existing Lot of Record would be rendered unusable by the strict application of this provision.
- 7.1.17. Private access easements. Private access easements may be approved by the Planning Commission for the subdivision and creation of only one lot fronting on a public road. The private access easement providing access to one structure or an unimproved road need not be paved or have curb and gutter. The proposed use of an existing private access easement as the access to further subdivision and lot creation will require a dedicated right-of-way with a minimum of sixty (60) feet.
- 7.1.18. Right Angle Intersections. Street intersections shall be as nearly at right angles as practicable.
- 7.1.19. Cul-de-sac. Maximum allowable length not to extend more than twelve hundred (1200) feet in length and provided with a turn-around having a roadway diameter of at least one hundred (100) feet and a right-of-way diameter of at least one hundred and ten (110) feet. Temporary dead-end streets shall be provided with a turn-around having a thirty (30) foot-radius.
- 7.1.20. Alleys. Service alleys or drives may be required in multiple dwelling, commercial, and industrial developments and shall have a minimum surface treatment width of fifteen (15) feet, but shall not be provided in one (1) and two (2) family residential developments unless the subdivider provides evidence satisfactory to the Planning Commission of the need for alleys.
- 7.1.21. Residential Subdivision. Except as otherwise provided herein, Roads within Subdivisions shall have a standard minimum Road width of twenty-seven (27) feet back-to-back with curb and gutter.

When Roadside swales or ditches are permitted, the minimum Road width shall be twenty-four (24) feet wide with a six and one-half (6.5) foot shoulder or greater. Road width at fire hydrants shall conform to fire code requirements if greater than minimum width required above. Where roadside parking is required, the paved Road width will be increased nine (9) feet for each parking lane.

7.1.22. Phased Construction. All roads classified as collectors and arterials shall be constructed in a two (2) phased approach which requires the installation of the two (2) inch surface course to occur no earlier than at least seventy-five percent (75%) of the lots accessing the road have been constructed, or three (3) years from the time of acceptance of the roadway base section, whichever comes first. Local roads may be constructed in their entirety.

7.1.23. Underdrains. In cases where the 2' seasonal high ground water separation to the bottom of the road base cannot be met, remediation technique(s) including, but not limited to, subgrade drains, may be submitted for consideration. The written request shall be accompanied by a Geotechnical Report for the problematic areas of the site along with a layout plan of the proposed development which indicates the boring locations as referenced in the report. The Geotechnical Report shall include recommendations for groundwater management on site based on specific site soil conditions and characteristics. All areas which do not meet the 2' seasonal high separation requirement shall be clearly identified on the plan along with the depths to seasonal high groundwater from existing grade. The Engineer of Record shall provide the remediation technique(s) including, but not limited to, subgrade drains, to be considered to prevent the roadway subbase from being permanently inundated with groundwater. The Engineer shall also provide all site-specific supporting soil data, hydrological analysis, and engineering design necessary to justify the request.

Construction plans shall include all necessary details associated with the remediation technique(s). Should subgrade drains be incorporated into the design, the pipe diameters shall be as required by the Geotechnical Engineers' recommendation, but in no case less than six (6) inches in diameter. Subgrade drain inverts shall not be less than the project's static pond elevation or immediate downstream outfalls. Minimum gradient for all subgrade drain pipes shall be 0.15%.

Proper construction techniques and installation in accordance with the approved design is critical for the long-term functionality of the design, especially the subgrade drains therefore, the final approval process shall include a certification

from the Design Engineer for the installation of all subgrade drains and any other appurtenances associated with the approved remediation techniques. The document shall certify that either the design engineer and/or his or her duly authorized representative have witnessed the satisfactory installation of all piping and structures in conjunction with the approved remediation techniques. The Certification shall be accompanied by approved shop drawings, material certifications, daily inspection reports, photographs, and any other associated documentation. Final Plat approval shall be provided only after all documentation has been submitted and the City of Pembroke is satisfied that all improvements have been installed in accordance with the approved design.

Use of road underdrain systems in conjunction with excessive or inordinate cutting (excavation) of road grade is prohibited. Excavation for road construction must be minimized to limit the magnitude of the underdrain system required.

The project's professional geotechnical engineer, who must be licensed in Georgia, shall provide the following design certification for all roads within the development that propose to use subgrade drainage to lower the groundwater level:

*"This is to certify that the underdrain design for \_\_\_\_\_ road(s), extending from station \_\_\_\_\_ to station \_\_\_\_\_, has been designed such that the separation between the bottom of the roadway base and the artificially induced wet season groundwater table is no less than two (2) feet for the entire width of pavement."*

Prior to acceptance of the roadway by the City of Pembroke, the project's professional geotechnical engineer shall certify, in writing, that the underdrain system has been installed in accordance with approved plans and is functioning as designed.

The project engineer must demonstrate through calculations and design considerations that the project's stormwater facilities shall be designed to accommodate expected flow contributed by the underdrain system.

Use of underdrain systems are prohibited in areas designated as groundwater recharge areas by the United States Geological Survey (USGS).

Underdrain systems may be permitted within a zone of influence of jurisdictional wetlands only if it is demonstrated by the applicant, providing competent substantial evidence and sound engineering techniques and data, that the use of an underdrain system will not create negative impacts to wetlands.

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No trees are permitted to be planted within the right-of-way or within twenty feet (20') of an underdrain system without the installation of root guards.

A minimum of six-inch (6") pipe is required for all underdrains.

Cleanouts must be installed at the upper end of each subgrade drainage pipe branch, and intermediate riser cleanouts placed at intervals of 100 linear feet, and at sharp angles or directional changes greater than 10 degrees. Cleanout risers shall be the same diameter as the subgrade drainage pipe.

Underdrains shall not significantly affect water table conditions on adjacent property. The project's professional geotechnical engineer or hydrologist must demonstrate, utilizing sound and generally acceptable engineering practices and scientifically reliable data, that lowering the seasonal high groundwater table will not adversely impact adjacent properties or surface waters.

The City of Pembroke shall have the authority to require the developer to implement specific measures deemed necessary to avoid or correct any adverse impact of drainage facilities upon adjacent properties.

The planned use of underdrain systems to provide minimum separation between the seasonal high groundwater table and the bottom of roadway base on subdivisions proposed for development utilizing on-site sewage treatment systems (i.e., septic tanks and absorption fields) shall be prohibited except under the following circumstances:

- a. Lots within the area proposed for underdrains shall be a minimum of one-half ( $\frac{1}{2}$ ) acre.
- b. The minimum distance between the roadway underdrain and the closest edge of a drain field shall be not less than seventy-five (75) feet.

The use of limestone, recycled crushed concrete, or other alternative base material for roadways using subgrade drainage systems to lower the groundwater table shall be prohibited. Only granite graded aggregate base (GAB) shall be allowed.

As part of the request to utilize subgrade drainage, the Project engineer must provide design considerations demonstrating how the subgrade drainage system will react during a 1.2-inch (85th percentile) storm event. If the roadway subbase becomes inundated during these storm events, the project engineer must provide calculations presenting the anticipated drawdown time required for the system to return to norm, and the subgrade system to return groundwater levels to a

minimum of 2-ft below roadway base. This drawdown time shall not exceed 72-hours.

7.1.24. Property Access.

- (1) Permits for all driveways, curb cuts, utilities, and roadside culverts, that are not part of a larger project with approved civil drawings, are required prior to the start of construction.
- (2) Installation of new driveways on curb and gutter roads must conform with the driveway curb cut design criteria as applicable in Section 7.1.25. herein.

7.1.25. Curb-Cut Location and Design. Where the lowering or cutting away of curbs, or the placement of driveway pipe and/or asphalt on non-curb sections is required for the purpose of ingress and egress to a Lot or Subdivision, such work shall be subject to the following provisions: The City of Pembroke may require submission and review of an access plan. Access to each parcel in PUD developments and commercial/ industrial properties shall be reviewed during Construction Plan review.

(1) Residential Curb Cuts:

- (a) No more than two (2) combined entrances and exits shall be allowed for any Lot, having a frontage less than two hundred (200) feet on any one Local Road. Additional entrances or exists for Lots having a frontage in excess of two hundred (200) feet may be permitted at the rate of one (1) entrance/exit for each additional one hundred (100) feet of frontage.
- (b) For Local Road intersections (corner Lots), no curb cuts shall be located within twenty-five (25) feet of the intersection of two (2) curb lines or such lines extended, or within fifteen (15) feet of the end of curb radius, whichever is more restrictive. On Collector Roads, no driveway shall be within seventy (70) feet of the intersection of two curb lines or curb lines extended or fifty-five (55) feet of the intersection of the two (2) right-of-way lines, or within fifty (50) feet of the end of curb radius.
- (c) The distance between any two curb cuts on the same side of the roads shall not be less than ten (10') feet on Local Roads and twenty-five (25') feet on Collector Roads. Said distance shall be measured between the points of tangency of the curb return radii. Where the posted speed limit on any road is 50 MPH or greater, the minimum distance shall be 350 feet or the greatest obtainable distance from existing drives.
- (d) The width of the driveway shall not exceed twenty (20) feet at the right-of-way line and twenty four (24) feet at the edge of the pavement.

- (e) Curb cuts for abandoned sites, or where access is obstructed due to parking lots, buildings, or other permitted structures, the old driveway shall be removed, the sidewalk (if existing) shall be replaced, the curb and gutter shall be replaced, fill dirt backfilled to its natural state and grassed; where it is a piped drive to a dirt or paved road, said pipe shall be removed, asphalt removed, and the shoulders and ditch regraded to its previous state.

7.1.26. Commercial and Multi-Family Curb-Cuts. Commercial and Multi-family curb cuts shall be installed by the property owner in accordance with the approved plans.

- (a) No more than two (2) combined entrances and exits shall be allowed for any parcel where the frontage is less than three hundred (300) feet on any one (1) Road. On parcels with less than one hundred-fifty (150) feet of frontage, only one (1) combined entrance and exit shall be allowed (two one-way driveways shall be allowed in lieu of the one two-way). Additional entrances or exits for parcels of property having frontage in excess of three hundred (300) feet may be permitted at the rate of one entrance/exit for each additional one hundred-fifty (150) feet of frontage.
- (b) For Local Road intersections (corner lots), no curb cuts shall be located within twenty-five (25) feet of the intersection of two (2) curb lines or such lines extended, or within fifteen (15) feet of the intersection of (2) two right-of-way lines or such lines extended, or within fifteen (15) feet of the end of curb radius, whichever is more restrictive. On Collector Roads, no driveway shall be within seventy (70) feet of the intersection of two curb lines or curb line extended or fifty-five (55) feet of the intersection of the two (2) right-of-way lines, or within fifty (50) feet of the end of curb radius.
- (c) The distance between any two (2) curb cuts on the same side of a Road shall be not less than twenty-five (25) feet on Local Roads and twenty-five (25) feet on Collector Roads. Said distance shall be measured between the points of tangency of the curb return radii.
- (d) All driveways shall be constructed so as to be at least twelve and one-half (12.5) feet radius for multi-family and at least twenty-five (25) feet radius for commercial development.



(e) Maximum width of any driveway shall not exceed thirty-five (35) feet measured at the end of the radii, minimum of twelve and one-half (12.5) feet radius.

(f) Curb cuts for abandoned sites, or where access is obstructed due to parking lots, buildings, or other permitted structures, the old driveway shall be removed, then sidewalk (if existing) shall be replaced, the curb and gutter shall be replaced, fill dirt backfilled to its natural state and grassed; where it is a piped driveway to a dirt or paved road, said pipe shall be removed, asphalt removed and the shoulders and ditch regraded to its previous state.

7.1.27. Traffic Control Plan. An Applicant shall furnish a traffic control plan for all subdivisions involving public or private right-of-ways for review and approval. This requirement applies to all subdivisions which increase the traffic count and/or have an impact on traffic routing. Traffic counts shall be determined in conformance with the most current edition of the Institute of Transportation Engineer's Trip Generation Manual (ITE Manual).

The traffic control plan shall indicate all traffic control/warning signs and devices required for the safe and orderly flow of traffic. This plan shall include, but not be limited to, signs such as: NO PARKING, STOP, DEAD END, SPEED LIMIT, SLOW-CHILDREN PLAYING, YIELD PEDESTRIAN CROSSING, ROAD NAME, and pavement striping.

An Applicant shall also be responsible for any changes or additions required in the road from which access to the subdivision is authorized. The City of Pembroke may require additional information and traffic engineering studies to determine impact on the neighboring road system by the proposed subdivision. The improvements to the neighboring road system that may be required include turn lanes, passing lanes, acceleration lanes, deceleration lanes, by-pass lanes, signs, pavement markings, etc.

All traffic control signs, devices, and striping shall conform to the Manual for Uniform Traffic Control Devices (MUTCD) latest edition. All traffic control and warning signs shall be of engineering grade highest available reflectorized quality, made on extruded aluminum sign blanks and mounted on galvanized u-channel posts. All incidental hardware for signage shall meet or exceed specifications of the Georgia Department of Transportation.

All traffic control signage and pavement markings shall be in accordance with the latest edition of the MUTCD. All pavement markings and striping shall be

thermoplastic with high reflectivity glass beads. Minimum striping width shall be five (5) inches.

7.1.28. Utility Location. All new utility installations within the City of Pembroke ROW shall be underground.

7.1.29. Tree Requirements Incorporated By Reference. (Amended 8-11-14)

The tree ordinance of the city, is incorporated by reference into the Subdivision Regulations and made a part of this Article as though fully set out herein. A current copy of the tree ordinance shall be maintained on file in the office of the city clerk where it shall be made available for public inspection.

7.1.30. Railroads. Railroad rights-of-way where so located as to affect the subdivision of adjoining lands shall be treated as follows:

- a) In residential districts a buffer strip not less than 25 feet in depth in addition to the normal depth of the lot required in the district shall be provided adjacent to the railroad right-of-way. This strip shall be part of the platted lots and shall be so designated on the plat: "This strip is reserved for the planting of trees and shrubs by the owner. The placement of structures hereon is prohibited."
- b) In districts zoned for business, commercial or industrial uses, the nearest street extending parallel or approximately parallel to the railroad shall, wherever practicable, be at a sufficient distance there from to ensure suitable depth for commercial or industrial sites.
- c) All other streets which are parallel to the railroad, when intersecting a street which crosses the railroad grade, shall, to the extent practicable, be at a distance of at least 150 feet from the railroad right-of-way. Such distance shall be determined with due consideration of the minimum distance required for future separation of grades by means of appropriate approach gradients.

7.2 Easements All easements shall be shown on the preliminary and final plats and shall conform to the requirements below.

- 7.2.1. Access – All easements for vehicular access to a facility, infrastructure or structure shall be a minimum of 20 feet wide unless otherwise indicated herein. Additional width or areas for turning movements may be required to accommodate the vehicles that will be utilizing the easement for access.
- 7.2.2. Utility – All easements for utilities such as power and cable shall be a maximum of 5 feet wide when adjacent and parallel to a street right-of-way and a maximum of 10 feet wide in other locations.
- 7.2.3. Water (potable and non-potable) piping – All easements for underground water piping and appurtenances shall be centered on the pipe and the width of the easement is based on the depth of the pipe below finished grade as indicated below.
- a. Depth  $\leq$  8 ft. – 20 ft. easement
  - b. Depth over 8 ft. – 20 ft. plus an additional 2 ft. for every foot deeper than 8 ft. up to a maximum easement of 30 ft.
- 7.2.4. Sewer piping – All easements for underground sewer piping and appurtenances shall be centered on the pipe and the width of the easement is based on the depth of the pipe invert below finished grade as indicated below.
- a) Depth  $<$  8 ft. – 20 ft. easement
  - b) Depth between 8 ft. and  $\leq$  14 ft. – 25 ft. easement
  - c) Depth greater than 14 feet – 50 ft. easement
- 7.2.5. Stormwater piping – All easements for underground stormwater piping and appurtenances shall be centered on the pipe and the width of the easement is based on the size of the pipe and/or the depth of the pipe invert below finished grade as indicated below.
- a. Pipe with a diameter  $\leq$  24" and at a depth  $\leq$  8 ft. – 20 ft. easement
  - b. Pipe with a diameter  $>$  24" or any sized pipe with a depth  $>$  8 ft. – 25 ft. easement

### 7.3 Blocks

Block lengths and widths shall be as follows:

- 7.3.1 Lengths. Block street lengths shall not exceed eight hundred (800) feet nor be less than three hundred (300) feet.

7.3.2. Widths. Blocks shall have sufficient widths to allow two tiers of lots of minimum depth. Blocks may be one lot in depth where single-tier lots are required to separate residential development from through vehicular traffic or non-residential uses.

7.3.3. Pedestrian ways. Crosswalks, not less than 10 feet wide, may be required by the Planning Commission where it is deemed essential in order to provide circulation or access to schools, playgrounds, shopping centers, transportation or other community facilities.

#### 7.4 Lots

Residential lots shall meet the minimum lot width, depth and area requirements of this and other ordinances.

7.4.1. Orientation of lot lines. Side lot lines shall be substantially at right angles or radial to street lines.

7.4.2. Lots Abutting Public Streets. Each lot shall abut upon a dedicated public street or a street or street network approved by the Planning Commission.

7.4.3. thru 7.4.6 Deleted 8-10-09

#### 7.5 General Sustainability

7.5.1. Soils. **No subdivision shall be approved** where the soil conditions have been determined not suitable for development purposes of the kind proposed. Soil replacement, if under direction of an engineer, may be undertaken for site approval.

7.5.2. Flooding. Flood Prone areas shall be consistent with all flood insurance regulations.

#### 7.6 Buffers and Pedestrian Ways – (Amended 3/11/2008)

Buffers and pedestrian ways established in dedicated buffer parcels shall be required along the following subdivision boundaries:

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- a) Subdivisions of three (3) or more Lots or Subdivisions which are part of a Phased Subdivision with a potential for three (3) or more lots;
- b) Subdivisions of three (3) or more Lots, which abut an Arterial/Connector Road;
- c) Any Subdivisions which abut a Major Thoroughfare or a Scenic Parkway; or
- d) Where a Marginal Access Road is constructed to provide access to a Subdivision, the Buffers required by section 7.6 shall be situated between the existing Road and the Marginal Access Road.

7.6.1 Exemption. Buffers shall not be required on roads to be constructed within a Subdivision.

7.6.2 Width of Buffers Along Roads. When required by Section 7.6, Buffers along roads must be the following minimum widths:

- a) Seventy (70) feet along a Scenic Parkway;
- b) Fifty (50) feet along a Major Thoroughfare or an Arterial Road; and
- c) Thirty (30) feet along all other existing Roads.

7.6.3 Width of Buffers within Subdivisions. The outer perimeter buffers around subdivisions shall be at least thirty (30) feet in depth. Such buffers will be platted as part of the plat/parcel.

7.6.4 Entrances and Driveways. Subdivision entrances and driveways may traverse the Buffers required by Section 7.6.

7.6.5 Buffer Requirements.

- a) Buffers required under 7.6 must consist of undisturbed vegetation (planted or natural); and
- b) Prior to approval of a Final Plat or a Subdivision with Buffers, the Planning Director must approve a plan submitted by the Applicant for the preservation of the Buffers.
- c) All buffers will have at least one tree, which is indigenous of Georgia, planted at least 30 linear feet apart. Such trees will extend the total length of the buffer.

7.6.6 Criteria For Use of Alternative Buffer Plan. Where any of the following conditions exist, an Applicant can propose an alternative to the requirements of Section 7.6.2 and Section 7.6.5(a) (“Alternative Buffer Plan”):

- a) Where natural conditions at the required buffer site are insufficient to provide natural visual separation, Berms, Screening, or a Landscape Plan may be proposed to enhance the natural Buffer;

- b) Where soil conditions at the required Buffer site cannot support natural vegetation necessary for visual separation, Berms, Screening or a Landscape Plan may be proposed in lieu of a natural Buffer;
- c) Where it is desirable for a required Buffer to follow natural topographical contours to conform to Wetlands or drainage ways, a plan may be proposed which reduces the minimum width of the Buffer up to twenty-five (25%), while maintaining the total area of the required Buffer; or
- d) In a Business, Commercial or Industrial Zoning Districts, a Landscaping Plan may be proposed in lieu of a natural Buffer.

7.6.7 Consideration of an Alternative Buffer Plan. Upon written request by an Applicant, the requirements of Section 7.6.2 and Section 7.6.5(a) can be modified if an Alternative Buffer Plan is approved by the Planning & Zoning Commission or designee. In evaluating an Alternative Buffer Plan, the Pedestrian Ways, Recreation and Buffer Committee must consider the following:

- a) The health, safety and welfare of residents of and visitors to a proposed Subdivision;
- b) The existing site features of the required Buffer location and the probability that the Alternative Buffer Plan will preserve the appearance, character and value of the land proposed to be Subdivided and surrounding properties.

7.6.8 Irrigation Systems. All buffers in their entirety will be serviced by an irrigation system approved by the City of Pembroke or its designee. Such irrigation system will service all plants and buffer. The irrigation system will be the control of the developer or the subdivision homeowners' association.

## ARTICLE VIII. VARIANCES

### 8.1 Variances

When, due to a particular condition of a tract of land such as inadequate size, shape, drainage, or other physical condition and it is impractical for a developer to comply with the interpretations of the design requirements of these regulations, the **City Council** shall be authorized to vary such requirements, provided the intent and purpose of these regulations are not violated. Such variations, and the reasons for granting them, shall be entered into the minutes of the **City Council**.

## ARTICLE IX. APPLICATION OF REGULATIONS

The Clerk of the Superior Court of Bryan County shall be notified of the adoption of the ordinance and may amendments thereto.

### 9.1 Filing and Recording

No plat of the subdivision within Pembroke shall be filed or recorded by the Clerk of the Superior Court of Bryan County until the Final Plat shall have been submitted to and approved according to the procedures set forth in this ordinance.

### 9.2 Improvements – Streets

The governing authority or other public authority shall not hereafter accept, lay out, open, improve, grade, pave or light any street or lay or authorize the laying of any water mains, sewers, connections or other public facilities or utilities in any street unless it has been accepted as, opened as, or otherwise received the legal status of, a public street or unless such street corresponds in its location and lines with a street shown on the Final Plat approved by the designated approval authority. The governing authority may locate and construct or may accept any other street provided that the ordinance of resolution or other measure for such approval be first submitted to the City Council for its approval or disapproval as provided for in the procedure on plats and, upon approval, any such street shall have the status of an approved street as fully as though it had been originally shown on a subdivision plat approved by the City Council.

### 9.3 Street Names

No street or road shall hereafter be named on a plat or in a deed or other instrument without approval by the City Council.

The Planning Commission may, after reasonable notice in a newspaper having general circulation in Pembroke, recommend to the City Council, a change in the name of any street or road in Pembroke (a) when there is duplication of names or other conditions which tend to confuse the public, (b) when it is found that a change may simplify marking or identification of streets, or (c) upon any other good and just reason that may appear to the Commission. After reasonable opportunity for a public hearing and approval of the name change, the City Council shall issue its certificate designating the change, which shall be recorded with the Clerk of Court, and the name shall thereafter be the legal name of the street or road.

### 9.4 Schedule of Filing Fees

The following schedule of fees shall be paid in connection with applications under these regulations. Fees for outside review will be assessed an additional charge.

- a. Preliminary Plat Application/Construction Plan:  
Fee includes plan review and inspection for Subdivision Regulations and local Soil Erosion and Sedimentation Control, Planning Commission Plan Review and Monitoring.



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- |                             |                       |
|-----------------------------|-----------------------|
| Single – Family Residential | \$150 + 35 per lot    |
| Multi – Family Residential  | \$150 + \$35 per unit |
| Non – Residential           | \$150 + \$77 per acre |
- b. Final Plat Application: \$15 per lot  
Fee does not include cost for recording plat in the Clerk of Courts Office. Checks shall be made payable to the City of Pembroke for the entire recording amount.
- c. Subdivision Review, Preliminary Plan Revisions \$500
- d. Revision to Final Plat \$10 per lot
- e. Plat Recording Fee As required by Clerk of Court
- f. Resubmission Fee \$10 per lot  
Fee is for reactivation of an amended application that was denied by the Planning Director, Planning Commission or City Council or an expired application. Fee is valid only on application reactivation within ninety (90) days of denial or expiration
- g. Letter of Credit Administrative Fee \$50 per occasion
- h. Appeal Fee \$100

## ARTICLE X. VIOLATIONS AND PENALTIES

### 10.1 Filing or Recording

The filing or recording of a Final Plat of a subdivision without the approval of the City Council as required by these regulations, or the filing and recording of any Sketch Plan or Preliminary Plat as a “record” plat is hereby declared a misdemeanor and, upon conviction is punishable as provided by law.

### 10.2 Recording Official

The Clerk of the Superior Court of Bryan County shall not accept, file or record any Sketch Plan or any preliminary plat as a “record” plat. nor any Final Record Plat involving any area subject to these regulations which have not been approved by the designated approval authority. Should any public official violate the provisions of this section he shall in each instance be subject to the penalty provided in this article and the governing authority shall have such rights and remedies as to enforcement or collection as are provided and may enjoin any violations thereof.

### 10.3 Transfer of Lots in Unapproved Subdivisions

The owner or agent of the owner of any land to be subdivided within Pembroke who transfers or sells or agrees to sell or negotiates to sell such land by reference to or exhibition of or by other use of a plat or subdivision of such land before such Final Plat has been approved by the designated approval authority and recorded in the Office of the Clerk of the court in and for the County, shall be guilty of a misdemeanor and, upon conviction thereof, shall be punished in the discretion of the court; and the description of metes and bounds in the instrument of transfer or other document used in the process of selling or transfer shall not exempt the transaction from these penalties. The City may enjoin such transfer or sale or agreement by appropriate action.

### 10.4 Erection of Buildings

Any building erected in violation of these regulations shall be deemed an unlawful structure, and the building official or Pembroke attorney or other official designated by the City Council may bring appropriate action to enjoin such erection or cause it to be vacated or removed.

### 10.5 Street Names

It shall be unlawful for any person in laying out any new street or road to name such street or road on any plat, by any marking or in any deed or instrument without first getting the approval of the City Council and 911. Any person violating this provision shall be guilty of a misdemeanor and, upon conviction, shall be punished in the discretion of the court.

10.6 Penalties

The owner or agent of the owner of any land to be subdivided within Pembroke who transfers or sells or agrees to sell or negotiate to sell such land by reference to exhibition of or by other use of a plat of subdivision of such land before such plat has been approved by the **designated approval authority**, and recorded in the office of the Clerk of the Superior Court in Bryan County, shall be guilty of a misdemeanor and, upon conviction thereof, shall be punished as provided by law; and the description by metes and bounds in the instrument of transfer or other document used in the process of selling or transfer shall not exempt the transaction from such penalties.

## ARTICLE XI. LEGAL STATUS PROVISIONS

11.1 Interpretation

The regulations expressed in this document shall be considered as the minimum provisions for the protection of the health, safety, economy, good order, appearance, convenience and welfare of the general public.

11.2 Conflict with Other Law, Ordinances or Regulations

Whenever the requirements made under authority of these regulations impose higher standards than are required in any other statute or local ordinance of regulation, provisions of these regulations shall govern.

11.3 Separability

Should any section or provision of this Ordinance be declared by the courts to be unconstitutional or invalid, such a declaration shall not affect the ordinance as a whole, or any other part thereof other than the part so declared to be unconstitutional or invalid.

11.4 Repeal of Conflicting Ordinances

All ordinances or parts of ordinances in conflict with any of the provisions of this ordinance are hereby repealed.

11.5 Amendments

The Planning Commission shall hold a public hearing on any amendment to these regulations prior to its adoption, notice of which shall be given not less than fifteen (15) nor more than thirty (30) days prior to the hearing date. The notice of hearing shall be made in a newspaper having general distribution in the area of jurisdiction.

11.6 Effective Date

These regulations shall take effect on and after 3/12/2001.

ATTEST:

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City Official

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