

CITY OF PEMBROKE

**SUBDIVISION
REGULATIONS**

**RUTHERFORD AND ASSOCIATES
SAVANNAH, GEORGIA**

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

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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).
- 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

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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.
- 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.

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- 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. (OCGA8-2-131) 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.

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- 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.

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- 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. Any person, firm or corporation who divides for sale, rent or lease or develops any land deemed to be subdivision as herein defined.
- 49) Subdivision. “Subdivision” means all divisions of a tract or parcel of land for residential purposes into two or more lots, building sites, or other divisions for the purpose, whether immediate or future, of sale, legacy or building development and includes all division of land involving a new street or a change in existing streets, and includes re-subdivision and, where appropriate, to the process of subdividing or to the land or area subdivided; provided however, that the following exceptions are included within this definition only for the purpose of requiring that the local planning commission be informed and have record of such subdivision:

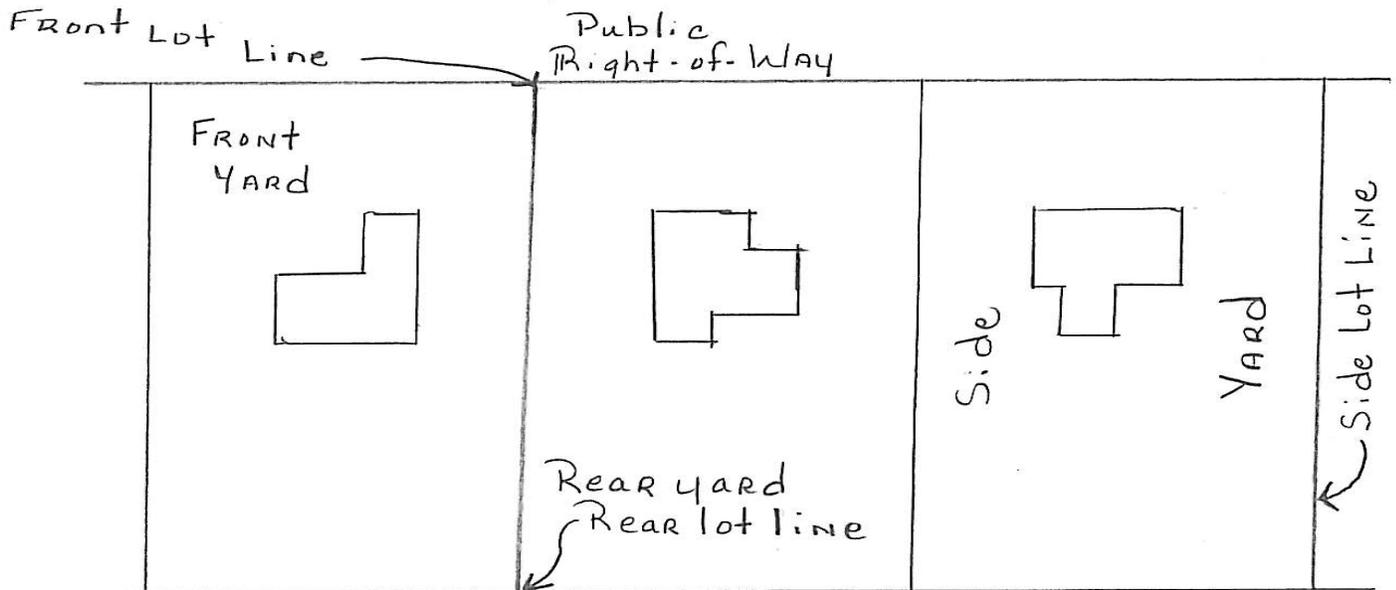
The combination or recombination of portions of previously platted lots where the total number of lots is not increased and the resultant lots are equal to the standards of the governing authority;

The division of land into parcels of five acres or more where no new street or utility are involved.

Plats of such exceptions shall be received as information by the Planning Commission which shall indicate such fact on the plats.

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- 50) Tree Survey. All trees having a trunk diameter of six (6) inches or more, measured at DBH (diameter breast height, considered to be four feet above ground), shall be identified on a proposed development site.
- 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 a street shall be declared the front, see lot lines, front.
- 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 Three Step Review

The procedure for review and approval of a Subdivision Plat consists of three separate steps. These are:

- a) Review of Sketch Plan
- b) Review and approval of application for Preliminary Plat, and
- c) Review and approval of application for Final Plat.

Steps (a) may and (b) shall be completed prior to making any street improvement, installing any utilities or selling any lots. Step (c) shall be completed prior to the sale of any lots in the proposed subdivision.

4.2 Review Procedure

The following procedure shall be followed in the submission, review and action upon all subdivision plats:

- 4.2.1 **Sketch Plan Review Procedures.** Prior to the filing of a Preliminary Plat, the subdivider may submit to the Planning Commission or its representative a simple Sketch Plan of the proposed subdivision. The Sketch Plan may be a simple free hand drawing. Included with the Sketch Plan should be a sketch map which shows the subdivision in relation to the surrounding area. The purpose of the Sketch Plan is to assist the subdivider prior to extensive site planning necessary for the preparation of the Preliminary Plat and enable him to become familiar with the regulations affecting the land to be subdivided. The Planning Commission shall review and approve, disapprove or approve with modification the Sketch Plan within 30 days from the meeting at which it is presented. Pertinent comments and recommendations shall be noted in the minutes of the Planning Commission meeting.
- 4.2.2 **Preliminary Plat Procedures.** Application for preliminary approval of a Subdivision Plat shall be submitted to the Planning Commission at least thirty (30) days prior to the regularly scheduled meeting date of the Planning Commission. The Plat of the subdivision shall be submitted in six (6) black line prints and shall be such as to meet the minimum design requirements and other improvements as contained herein. Any Preliminary Plat submitted to the Planning Commission shall be such as to meet the minimum design requirements and other improvements as contained herein. Any Preliminary Plat submitted to the Planning Commission shall contain the name and address of the subdivider (or his designee) to whom notice of hearing may be sent; and no Preliminary Plat shall be acted upon by the Planning Commission without notice of time and places of which shall be sent by registered or certified mail to said address not less than five (5) days before the date fixed therefore.

Additional copies of the Plat and supplemental information may be requested by the Planning Commission. The above-mentioned copies shall be distributed as required by Section 5.2.4 of this ordinance and additionally as deemed necessary by the Planning Commission. The person or agency to which a copy of the Preliminary Plat is directed, shall indicate any desired changes or comments on the Plat and submit to the Planning Commission prior to the formal presentation of the Preliminary Plat.

The Planning Commission shall act on the Preliminary Plat within sixty (60) days after formal submission of a completed Preliminary Plat application; and, if approving, shall indicate in writing, stating the conditions of such approval, if any, or if disapproved, shall express in writing its disapproval and its reasons therefore. Failure of the Planning Commission to act within sixty (60) days after formal submission of the Preliminary Plat shall be deemed to constitute approval and certificate to that effect shall be issued by the Planning Commission on demand provided, however, that the subdivider may waive this requirement and consent in writing to the extension of such period.

The action of the Commission shall be recorded in the minutes of the Commission meeting.

Preliminary approval of the Subdivision Plat shall be noted on the Plat and certified by the Planning Commission on authorization by the Planning Commission. Also noted shall be the date on which the Planning Commission granted preliminary approval and the date of written notification to the subdivider or his authorized agent. Failure of a subdivider to initiate any development within eighteen (18) months from the approval of the preliminary plat will require re-submittal of the preliminary plat to the Planning Commission for approval.

Approval of a Preliminary Subdivision Plat shall not constitute approval of the Final Subdivision Plat. Preliminary approval shall constitute approval of the proposed widths and alignments of streets. The dimensions and shapes of lots are subject to the final approval of the County Health Department. Application for approval of the Final (record) Plat will be considered only after the requirements for Final Plat approval as specified herein have been fulfilled and after all other specified conditions have been met. Upon approval of the Preliminary Subdivision Plat by the Planning Commission, the sub-divider may proceed to comply with the other requirements of these regulations and the preparation of the Final Subdivision Plat. However, if the subdivider fails to act within ninety (90) days of the preliminary approval such approval shall become void unless an extension is requested by the subdivider and approval by the Planning Commission.

- 4.2.3 Final Plat Procedure. After completion of the final drawings, of all or part of the area as shown on the approved Preliminary Plat, the subdivider shall submit to the Planning Commission at least fifteen (15) days prior to the regularly scheduled

meeting date of the Planning Commission, eight (8) black line prints of the Final Plat prepared in accordance with the provisions of these regulations along with the required certificates executed by the appropriate officials.

Any Final Plat submitted to the Planning Commission shall contain the name and address of the subdivider (or his designee) to whom notice of hearing may be sent; and no Final Plat shall be acted upon by the Planning Commission without affording a hearing thereon, notice of time and place of which shall be sent by registered or certified mail to said address not less than five (5) days before the date fixed therefore.

Additional copies of the Final Plat and supplemental information may be requested. The above-mentioned copies shall be distributed as required by this ordinance and additionally as deemed necessary by the Planning Commission. The person or agency, to which a copy of the Final Plat is directed, shall indicate any desired changes or comments, or its approval on the plat and submit it to the Planning Commission prior to the formal presentation of the Final Plat.

The Planning Commission shall act on a complete Final Plat application within ninety (90) days after formal submission. No review will begin on a Final Plat application unless it is complete. The ninety (90) days will begin after the final plat application submittal has been ruled complete by the Planning Director. Failure to act within that time period shall be deemed to constitute final approval and a certificate to that effect shall be issued by the Planning Commission on demand; provided, however, the subdivider may waive this requirement and consent in writing to the extension of such period. In the event a Final Plat is disapproved, the grounds for such disapproval shall be noted in the minutes of the Planning Commission and a copy of the minutes provided to the sub-divider. Upon the approval of the Final Plat by the Planning Commission, the original Mylar shall be stamped with the appropriate certificate of the Planning Commission. At least two prints shall then be made from the original, one to be kept on file with the Planning Commission and one to accompany the original which shall be recorded in the office of the County Clerk of Court. Approval of the Final Plat by the Planning Commission shall not be deemed to constitute or affect an acceptance by the City of the dedication of any street or other ground shown upon the plat. In no case shall the Planning Commission disapprove a Final Plat of a subdivision which:

- a) Meets the requirements of a Final Plat as set forth in these regulations, and
- b) Conforms to an approved Preliminary Plat, and
- c) Has all the required improvements installed and approved.

Failure of a subdivider to initiate any development within twelve (12) months from the approval of the Final Plat shall be required to resubmit a preliminary plat to the Planning Commission for approval. Any additional requirements placed upon the plat that were not placed upon the plat when it was first submitted shall be necessary for inclusion in the final plat. All appropriate fees shall be payable upon resubmission of the plat.

4.3 Sketch Plans and Preliminary Plat Not Required

Subdivisions of property fronting on approved public streets which do not involve the platting, construction or opening of new streets, water or sewer facilities or improvement of existing streets shall be accepted by the Planning Commission in the form of a Final Plat. Such Plats shall comply in all respects to these regulations. Sketch Plans and Preliminary Plats are not required in such cases. Engineer preparation is not required unless new road construction or new utilities are proposed.

4.4 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 Planning Commission.

4.5 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.

4.5.1 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 and County shall each approve plans for any proposed fill in a floodway.

4.5.2 The additional standards shall also apply to flood prone areas:

4.5.2.1 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 by rip-rap, vegetative cover or bulk-heading.
- 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.

4.5.2.2 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.

4.5.2.3 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 Sketch Plan

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

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

5.1.2. 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.

5.1.3. 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) 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.
- 10) The location of any low areas or possible wetlands.
- 11) 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.

5.1.4. 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.

5.2 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:

5.2.1 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.
- 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.

5.2.2 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.

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- 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.
- 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.

5.2.3 Proposed Improvements.

- 1) Layout of streets, roads, alleys, public crosswalks, with widths, road names or designations, grades and cross-section.
- 2) Profile of proposed streets showing natural and finished grades.
- 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) Construction drawings of sanitary sewers (if applicable) with grade, pipe size, location of manholes and points of discharge.
- 5) Construction drawings of storm sewer system with grade, pipe size and location of outlet. Storm sewers shall be sized to accommodate runoff from a ten-year (10) frequency rainfall.
- 6) Plans of all drainage provisions, retaining walls, cribbing, planting, anti-erosion devices or other protective devices to be constructed in connection with, or as part of the proposed work together with a map showing the drainage area of land tributary to the site and estimated runoff of the area served by any drains.
- 7) Construction drawings of water supply system with pipe sizes and location of hydrants and valves.
- 8) Designation of all land (if any) to be reserved or dedicated for public use.
- 9) Designation of proposed use of all lots to be used for other than single-family residential (if any).
- 10) 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

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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. Article A, Section 6.2.3.

- 11) 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.
- 12) Total number of lots, total acreage, total length of new street.
- 13) Anticipated number of students and impact on school system enrollment and facility capacity.
- 14) Anticipated water use and impact on water system capacity.
- 15) Anticipated sewage flow and impact on wastewater treatment capacity.

5.2.4 Review and Approval. The Preliminary Plat and Final Plat shall be approved by the Planning Commission only after review and approval of the following:

- a) The Georgia Environmental Protection Division (EPD) shall review the water supply and sewage disposal facilities to be provided on all preliminary plats. EPD determinations and recommendations shall be forwarded to the Planning Commission in writing.
- b) The Planning Director or his/her designee shall review the Preliminary Plat for conformity of its proposed street with adopted design standards and existing and proposed public street improvements.
- c) The Planning Director or his/her designee shall review the preliminary plat for compliance with adopted Soil Erosion and Sedimentation Control measures.

5.2.5 Reimbursement of Professional Fees by Applicant for City Review of Subdivision Plat. When, in connection with the review of a proposed subdivision, the City requires professional services beyond the capabilities of the Planning Commission, the Planning Director shall notify the applicant seeking approval for such subdivision, by certified mail, return receipt requested, of the City's need for such professional services. The name(s) of professionals to be retained by the City and the hourly rates charged the City by the professionals shall be provided to the applicant. If the applicant continues to seek approval of the proposed subdivision and the City utilizes the services of the professional, the applicant shall reimburse the City for the costs of the professional services. The Planning Director shall require that the professional rendering service submit to the Planning Commission time records reflecting time spent and fees.

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A statement for any fees to be reimbursed the City by the applicant shall be provided to the applicant. These fees must be paid to the City prior to the recording of a final plat.

5.3 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.

5.3.1 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.

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- 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.
- 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) The final plat must be drawn on Mylar or comparable material.
- 20) 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
- 21) Signed certificates for streets shall appear on the Final Plat, which is submitted to the City of Pembroke, Planning Commission, or Planning Director, by the divider/developer for recording as required in the subdivision regulations.
- 22) Location of all buffers, if any.
- 23) Letter or number to identify each lot or site.
- 24) Show all watercourses, wetlands and flood zones, if any.
- 25) All Plats shall show the expected limits of the one hundred (100) year flood where appropriate.
- 26) Current zoning.
- 27) Proposed finish floor elevations, if situated in Unnumbered A Zone.

- 28) Location of all retention and detention basin for stormwater control, if any.
- 29) Location of existing adjoining property lines.
- 30) Total acreage of tract.
- 31) 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.

5.3.2 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:

5.3.2.1 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.

5.3.2.2 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.

- i) 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.
- ii) All required monuments shall be placed flush with the ground where practicable.
- iii) 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.

- iv) 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.
- v) 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.

5.3.2.3 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.

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

5.4 Construction Plans

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

5.4.1 Construction Plans reflect the actual infrastructure to be completed prior to the subdivision being offered for sale and generally consist of drainage, roads, water supply, water distribution, fire protection, wastewater disposal, recreational 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:

1. Title Sheet
2. Staking/Layout Plan and Traffic Control Plan
3. Grading, Drainage and Paving Plan
4. Road and Roadside Drainage Profiles
5. Water and Sanitary Sewer & Sewer Profiles
6. Neighborhood Grading and Drainage Plan
7. Soil Erosion and Sedimentation Control Plan
8. Details (sheets as needed)
9. 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.

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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) If within one (1) mile, the distance and direction to public water lines 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.
- 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.

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) Water System Approved
- 6) Wastewater System Approved
- 7) Benchmark on each plan sheet on permanent locations outside of area of construction
- 8) A 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 by either increasing or decreasing storm water run-off onto such adjacent

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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 911 coordinator.
 - 2) Centerline curve data and station numbers at 100'
 - 3) Location & purpose of all easements
 - 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) Ditch & swale invert elevations
 - 7) Detention basin profiles
 - 8) Peak water elevation labeled
 - 9) Maintenance access provided
 - 10) Topography provided at pond discharge location
 - 11) Easements for all pipes, ditches & swales
 - 12) Easements provided for all canals
 - 13) Detention Basin responsibility
 - 14) Access to City maintained right-of-way

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- 15) Access approved to street
 - 16) Sidewalk location
 - 17) 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
- g) Water and Sanitary Sewer & Profile:
- 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 of all utility lines & easements
 - 4) Location of all improvements within ROW
 - 5) Typical section of utility locations in ROW
 - 6) Profile of proposed lines and grades
 - 7) 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
- 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
- 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.

5.5 Certifications

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

Surveyor

Dedication of Public Rights-of-Way – Owner

City Engineer

Date of Approval

For Health Department

Date of Approval

Engineer Director

Date of Approval

Reviewed by the Planning Director this _____ day of _____, _____

Planning Director

Reviewed and approved by the Planning Commission, this _____ day of _____, _____.

Chairman, Planning Commission

Date of Approval

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, street lights
- Graded streets
- Community water supply and distribution system
- Street signs, sidewalks, street trees
- Paved streets (curb and gutter if required by the City of Pembroke)
- Community water supply and system
- Sewage System if soil is unable to support the required number of on-site sewage disposal units, tie to City sewer if available
- 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. When gas lines are located in a street right-of-way, where possible, 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. If a water system is installed in a subdivision, water mains, valves and fire hydrants shall be installed according to plans and specifications approved by the City Engineer and in accordance with the rules and administrative regulations of the County Health Department or the Georgia Environmental Protection Division. When the water main is located in the street surface to serve the abutting lots, a connection shall be stubbed out to the property line to serve each lot before the street is surfaced.
- 6.1.3. Sanitary Sewerage. If a sanitary sewer is installed in a subdivision, sanitary sewers shall be installed to the plans and specifications approved by and in accordance with the rules and administrative regulations of the County Health Department. When the sewer line is located in a street right-of-way and it will be necessary to cut into the street surface to serve the abutting lots, a connection shall be stubbed out to the property line to serve each lot prior to surfacing the street.

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- 6.1.4. Sewage Disposal Systems. 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 rules and administrative regulations of the Planning Commission and the County Health Department.
- 6.1.5. Curbs and Gutters. If concrete curbs or paved valley type gutters are required, they shall be installed in accordance with plans and specifications approved by the City Council.
- 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 Georgia Department of Transportation.
- 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.
- 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.
- 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. The excavation and treatment of overburden during construction shall be inspected by the Soil and Water Conservationist.
- 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.

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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.

6.2 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 County Clerk of Court for final recording after the Planning Commission 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 Planning Commission 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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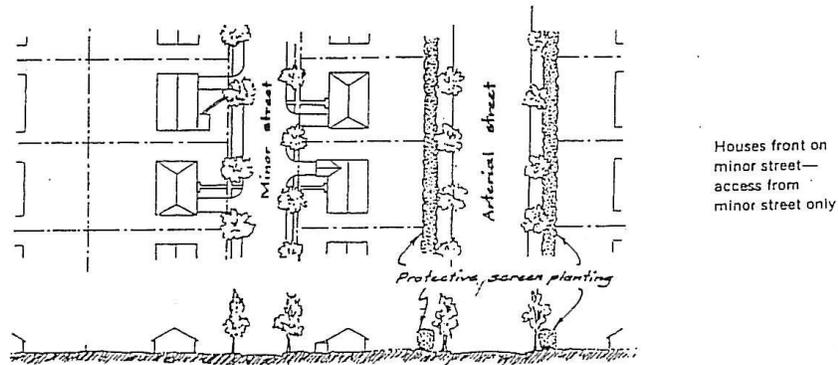
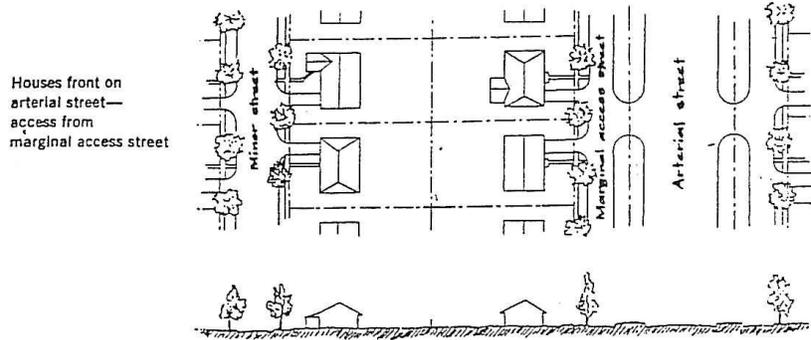
in its location and lines with a street shown on a subdivision plat approved by the Planning Commission and the local governing authority. The governing authority may locate and construct or may accept any other street if the ordinance or other measure for such location and construction, or for acceptance, is first submitted to the Planning Commission for its approval, and if disapproved by the Planning Commission, is accepted by City Council. A street approved by the Planning Commission upon submission, or by the governing body having appropriate jurisdiction or constructed or accepted by a vote of the City Council, shall have the status of an approved street as though it had originally been shown on a plat approved by the Planning Commission or on a plat made and adopted by the Planning Commission.

ARTICLE VII. DESIGN STANDARDS

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

7.1 Streets

- 7.1.1. Conformity to Existing Maps or Plans. The location and width of all proposed streets shall be in conformity with official plans and maps and with existing amended plans of the Planning Commission.
- 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.



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- 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. Trees – *Amended Ordinance Effective November 10, 2008*

Trees will be a required standard in all subdivisions. At least two trees will be planted on every lot where the lot fronts a road that is used for public or private uses. If a lot abuts more than one road, two trees will be planted on each road frontage. The trees will be planted between the sidewalk or curb and the building setback. If there is no curb, the trees will be planted between the road and the beginning of the building setback, not to be planted in a swell or ditch. No trees will be planted in the right-of-way.

During the first year of their planting, the trees will be properly irrigated by an irrigation system or an irrigation bag, both of which will be approved by the City of Pembroke. All trees that die within the first year of planting will be replaced by the developer, homeowners association, landowner, or organization that is in charge of the right-of-ways or common space. Trees shall either be selected from the approved tree list set forth in this Code or be approved by the City of Pembroke. All trees that are approved by the City of Pembroke must be a native species of Georgia. All trees will be a minimum overall height of six (6) feet after planted. All trees will be planted 20 linear feet apart.

Approved Tree List:

Pines

Longleaf Pine (*Pinus palustris*)
Shortleaf Pine (*Pinus echinata*)
Slash Pine (*Pinus elliotii*)
Loblolly Pine (*Pinus taeda*)

Hardwoods

Cherrybark Oak (*Quercus falcate var. pagodifolia*)
Dogwood (*Cornus florida*)
Green Ash (*Fraxinus pennsylvanica*)
Live Oak (*Quercus virginiana*)
Northern Red Oak (*Quercus rubra*)
Red Maple (*Acer rubrum*)
Sawtooth Oak (*Quercus acutissima*)
Swamp Chestnut Oak (*Quercus michauxii*)
Water Oak (*Quercus nigra*)
White Oak (*Quercus alba*)
Yellow Poplar (*Liriodendron tulipifera*)

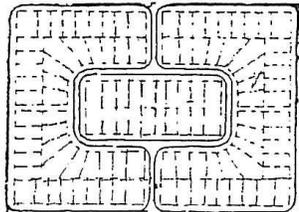
- 7.1.7. Railroads. Railroad rights-of-way where so located as to affect the subdivision of adjoining lands shall be treated as follows:
- a) In residential districts a buffer strip not less than 25 feet in depth in addition to the normal depth of the lot required in the district shall be provided adjacent 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.
- 7.1.8. Street Jogs. Street jogs with centerline offsets by less than two hundred (200) feet shall be prohibited.

CITY OF PEMBROKE – SUBDIVISION REGULATIONS

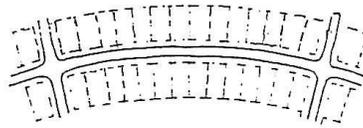
7.1.9. Right Angle Intersections. Street intersections shall be as nearly at right angles as practicable.

7.1.10. Cul-de-sac. A minor street not to extend more than twelve hundred (1200) feet in length and provided with a turn-around having a roadway diameter of at least eighty (80) feet and a right-of-way diameter of at least one hundred (100) feet. Temporary dead-end streets shall be provided with a turn-around having a thirty (30) foot-radius. Cul-de-sac streets shall serve as minor streets only. Cul-de-sac streets shall not have additional cul-de-sac streets accessed from them.

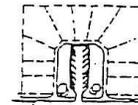
7.1.11. Alleys. Service alleys or drives may be required in multiple dwelling, commercial and industrial developments and shall have a minimum surface treatment width of fifteen (15) feet, but shall not be provided in one (1) and two (2) family residential developments unless the subdivider provides evidence satisfactory to the Planning Commission of the need for alleys.



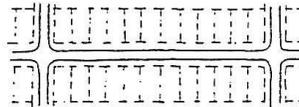
LOOP WITHIN A GRID ARRANGEMENT



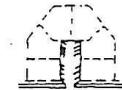
CURVED STREET



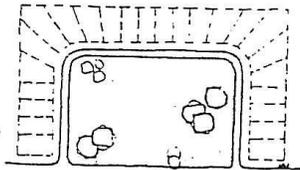
MOTOR COURT



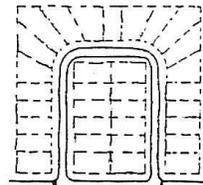
STRAIGHT STREET



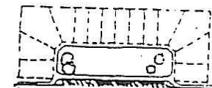
SIX LOT ARRANGEMENT



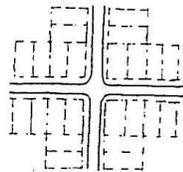
LOOP WITH GREEN



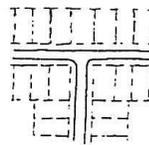
LOOP



PARKING BAY



CROSS INTERSECTION



TEE INTERSECTION



CUL DE SAC

CITY OF PEMBROKE – SUBDIVISION REGULATIONS

7.1.12 Street right-of-way widths. Minimum street right-of-way widths shall be as follows.

Curb and Gutter				
	Pavement Width	Right-of-Way	Ditch	Shoulder
Local Street				
With Parking	23'	60'	N/A	N/A
Collector Street				
2-Lane with parking	27'	60'	N/A	N/A
2-lane with left turn lane	40'	60'	N/A	N/A
2-lane with left turn lane and service lanes	56'	80'	N/A	N/A
4-lane	54'	80'	N/A	N/A
4-lane with service lanes	78'	90'	N/A	N/A
Arterial Street				
4-lane	56'	80'	N/A	N/A
4-lane with service lane	74'	100'	N/A	N/A
4-lane with left turn lane	68'	90'	N/A	N/A
4-lane with left turn lane and service lane	86'	110'	N/A	N/A
SHOULDER				
	Pavement Width	Right-of-Way	Ditch	Shoulder
Local				
2-lane	22	60	13	N/A
Collector or Arterial				
2-lane	24'	80'	18'	6'
4-lane	48'	104'	18'	10'
4-lane with left turn lane	62'	118'	18'	10'

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NOTES:

- 1) Except for local streets, a two-lane collector, pavement widths shown do not provide for on-street parking: service lanes are intended only for loading and unloading of passengers and goods and for disabled vehicles and not for the parking of vehicles.
- 2) Right-of-Way width listed is for only that portion of the typical section between the limits indicated in diagram. Sloping rights of additional R-O-W will be required for cut and fill slopes outside these limits; these future slope areas beyond indicated R-O-W limits should also be kept clear of development until slopes have been constructed.
- 3) R-O-W widths greater than “minimum” are encouraged because they make for a safer, more aesthetic and more “comfortable” facility and permit future road-way widening without disrupting abutting property.

7.1.13. 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.

7.1.14. Sight Distance for Vertical Curves. Where vertical curves are used, the minimum sight distance shall be as follows:

	Design Speed (MPH)	Minimum Curve Radii	Minimum Stopping Sight Distance
Local	30	275 Feet	200 Feet
Collector	35	350 Feet	240 Feet
Arterial	40	500 Feet	275.1 Feet

7.1.15. Horizontal Curves. Where a deflection angle of more than ten (10) degrees occurs in the alignment of a marginal access or minor street or road, a curve of reasonable radius shall be introduced. A curve shall be introduced at any change in direction of a collector, industrial or commercial service street or major thoroughfare. On major thoroughfares the State Department of Transportation or City Engineer shall determine the centerline radius of curvature. On collector, industrial or commercial service streets, the centerline radius of curvature shall not be less than three hundred and fifty (350’) feet. On minor streets, the centerline radius of curvature shall not be less than one hundred and fifty (150’) feet unless the topography of the land to be subdivided makes this impractical

7.1.16 Street Grades. The States Department of Transportation or City Engineers shall establish grades on major thoroughfares. Grades on Collector Streets shall not exceed eight (8) percent unless topographic conditions made this impractical. Grades on minor residential streets shall not exceed fifteen (15) percent, unless topographic conditions make this impractical. All streets shall have a minimum grade of not less than one-half (1/2) of one (1) percent.

7.2 Easements

Easements having a minimum width of thirty (30) feet and located along the side or rear lot lines shall be provided as required for utility lines and underground mains and cables and shall be specified as such on the plat dedication.

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. With Public Water and Public Sewer.

- a) Minimum area – 7,200 square feet for a single housing unit.
- b) Minimum width – 80 feet between side lot lines measured at the front setback line. Corner lots shall have additional width to accommodate the side street building setback required as herein specified.

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- c) Minimum Depth – 75 feet.

7.4.4. Without Public Water and Sewer.

- a) Minimum Area – 43,560 square feet for a single housing unit, subject to the approval of the County Health Department. The County Health Department shall notify the Commission and Developer of its approval. Such notification shall include, as a minimum, identification of individual lots by number.
- b) Minimum Width - 100 feet between side lot lines measured at the front setback line. Corner lots shall have additional width to accommodate the side street building setback required as specified herein.
- c) Minimum Depth – 200 ft.

7.4.5 With Public Water but not Public Sewer

- a) Minimum Area – 15,000 square feet for a single housing unit, subject to the approval of the County Health Department. The County Health Department shall notify the Commission and Developer of its approval. Such notification shall include, as a minimum, identification of individual lots by number.
- b) Minimum Width – To be determined after County Health Department approval.
- c) Minimum Depth- To be determined after County Health Department approval.

7.4.6. Setback Lines. Measured from the edge of Right-of-Way.

- a) Local
 - 1) Front Setback – 20 Feet
 - 2) Side Setback – 15 feet (interior)
 - 3) Side setback – 20 feet (corner lots only)
- b) Collector Streets
 - 1) Front Setback – 30 feet
 - 2) Side Setback – 20 feet (interior)
 - 3) Side Setback – 30 feet (corner lots only)
- c) Arterial Streets
 - 1) Front Setback – 40 feet
 - 2) Side Setback – 25 feet (interior)
 - 3) Side Setback – 40 feet (corner lots only)

7.5 General Sustainability

7.5.1. Soils. The Planning Commission shall not approve a subdivision 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:

- 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”):

- i. 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;
- ii. 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;
- iii. 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
- iv. 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:

- i. The health, safety and welfare of residents of and visitors to a proposed Subdivision;
- ii. 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 Planning Commission 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 Planning Commission.

ARTICLE IX. APPLICATION OF REGULATIONS

The County Clerk of Court 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 County Clerk of the Court until the Final Plat shall have been submitted to and approved by the Planning Commission and such approval entered in writing on the Final Plat by the Secretary of the Planning Commission.

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 Planning Commission. 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 Planning Commission 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 Planning Commission.

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.

Single – Family Residential	\$150 + 35 per lot
Multi – Family Residential	\$150 + \$35 per unit
Non – Residential	\$150 + \$77 per acre

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- 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. The City of Pembroke will deliver the final plat and checks for recordation to the Clerk of Court.
- 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 Planning Commission 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 County Clerk of Court 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 Planning Commission. 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 Planning Commission 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 Planning Commission, 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 Planning Commission, 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:

City Official

APPENDICIES

Checklist – Preliminary

Checklist – Final

Resolution to Approve Final Plat

CITY OF PEMBROKE – SUBDIVISION REGULATIONS

Requirements for Preliminary Plat Submittal for the City of Pembroke

PRELIMINARY PLAT CHECKLIST		
Items indicated:	YES	NO
(1) Scale not less than 1" = 100'		
(2) Full name of subdivision		
(3) Name, address and telephone number of petitioner and architect, surveyor, engineer and designer		
(4) All names and addresses of all property owners of the site.		
(5) All names and addresses of all deed record owners of the land adjacent to the site.		
(6) Graphic scale, north point and date. The north point shall be identified as magnetic, true or grid north.		
(7) Vicinity map at a scale of not less than one (1) inch equals one (1) mile showing the relationship of the subdivision to the surrounding area.		
(8) Acreage to be subdivided		
(9) A written legal description (metes and bounds with all bearings and distances) of the acreage to be subdivided.		
(10) 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.		
Existing Conditions:		
(11) Topography by contours at vertical intervals of not more than five (5) feet		
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.		

CITY OF PEMBROKE – SUBDIVISION REGULATIONS

PRELIMINARY PLAT CHECKLIST		
Items indicated:	YES	NO
(12) Zoning district classification (if applicable) of land to be subdivided and adjoining land.		
(13) In case of resubdivision, a copy of the existing plat with proposed resubdivisions super-imposed thereon.		
(14) 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.		
(15) Location of existing adjoining property lines and existing buildings on the property to be subdivided.		
(16) 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.		
(17) 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.		
(18) The acreage of each drainage area affecting the proposed subdivision.		
(19) All elevations shall refer to Mean Sea Level Datum (if available) where public water and/or public sewers are to be installed.		
(20) Location of city limit lines and county lines if applicable.		
Proposed Improvements:		
(21) Layout of streets, roads, alleys, public crosswalks, with widths, road names or designations, grades and cross-sections.		
(22) Profile of proposed streets showing natural and finished grades.		
(23) Detailed layout of all lots, including building setback lines; scaled dimensions on lots; lot and block numbers, utility easements with width and use.		

CITY OF PEMBROKE – SUBDIVISION REGULATIONS

PRELIMINARY PLAT CHECKLIST		
Items indicated:	YES	NO
(24) Construction drawings of sanitary sewers (if applicable) with grade, pipe size, location of manholes and points of discharge and percolation tests, soil borings and wells as specified by the Health Department.		
(25) Construction drawings of storm sewer system with grade, pipe size and location of outlet. Storm sewers shall be sized to accommodate runoff from a ten-year (10) frequency rainfall.		
(26) Plans of all drainage provisions, retaining walls, cribbing, planting, anti-erosion devices or other protective devices to be constructed in connection with, or as part of the proposed work together with a map showing the drainage area of land tributary to the site and estimated runoff of the area served by any drains.		
(27) Construction drawings of water supply system with pipe sizes and location of hydrants and valves.		
(28) Designation of all land (if any) to be reserved or dedicated for public use.		
(29) Designation of proposed use of all lots to be used for other than single-family residential (if any).		
(30) 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 appropriate permit(s) must be attached. An application for a wetlands fill permit is not acceptable. The approved permit is required.		
(31) 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.		
(32) Total number of lots, total acreage, total length of new streets.		
(33) Anticipated number of students and impact on school system enrollment and facility capacity		
(34) Anticipated water use and impact on water system capacity		
(35) Anticipated sewage flow and impact on wastewater treatment capacity		

If "NO" is checked for any of the above items, provide number and explanation:

Number Explanation

CITY OF PEMBROKE – SUBDIVISION REGULATIONS

Requirements for Final Plat Submittal for the City of Pembroke

All dimensions shall be to the nearest one-one hundredth (1/100) of a foot and angles to the nearest second.

The final plat must be drawn on Mylar or comparable material.

FINAL PLAT CHECKLIST		
Items indicated:	YES	NO
(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) Roads and alleys, right-of-way width and road names.		

CITY OF PEMBROKE – SUBDIVISION REGULATIONS

FINAL PLAT CHECKLIST		
Items indicated:	YES	NO
(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) Accurate description of the location of all monuments and markers.		
(18) Utility easements and widths. Location, dimensions and purpose of any easement.		
(a) Water		
(b) Gas		
(c) Sanitary sewer		
(d) Storm drainage		
(e) Electrical lines		
(f) Telephone lines		
(g) Cable TV		
(h) Other		
(19) Signed certificates shall appear on the Final Plat which is submitted to the City of Pembroke, Planning Commission, or Planning Director, by the divider/developer for recording as required in the subdivision regulations.		
(20) Location of all buffers, if any.		
(21) Letter or number to identify each lot or site.		
(22) Watercourses, wetlands and flood zones, if any.		
(23) Expected limits of the one hundred (100) year flood where appropriate.		
(24) Current zoning.		
(25) Proposed finish floor elevations, if situated in Unnumbered A Zone.		
(26) Location of all retention and detention basin for stormwater control, if any.		
(27) Location of existing adjoining property lines.		

CITY OF PEMBROKE – SUBDIVISION REGULATIONS

<i>FINAL PLAT CHECKLIST</i>		
<i>Items indicated:</i>	<i>YES</i>	<i>NO</i>
(28) Total acreage of tract		
(29) 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		

If "NO" is checked for any of the above items, provide number and explanation:

Number Explanation

RESOLUTION OF PLANNING COMMISSION
APPROVING FINAL SUBDIVISION PLAT

Name of Plat _____

Name of Owner _____

PEMBROKE PLANNING COMMISSION

The following is an extract from the minutes of the meeting of the City of Pembroke Planning Commission held _____.

1. That roads, sidewalks, curbs, drainage systems, storm drains, catch basins, rights-of-way, easements, open spaces, park and recreation sites and other improvements and installations, etc., be constructed as set forth on such approved final plat, including the construction of all off-site improvements and drainage systems.
2. That all of the aforesaid improvements and installations be constructed in accordance with local government specifications. That in addition to the improvements and installations set forth on the approved final plat, all stipulations and undertakings appearing in the minutes of the Planning Commission, together with the Agreement offering irrevocable dedication of such improvements which the owner or developer has agreed to, are incorporated in this Resolution by reference, as well as all Agreements, regulations, rules, resolutions and orders of the local government.
3. That said _____ as owners of the above plat, execute and file with the Clerk a performance bond in the amount of \$ _____ sufficient to cover the full cost of said improvements as estimated by the Commission or other appropriate local government officials or agencies, which performance bond shall be issued by a Bonding or Surety Company to be approved by the Governing Body and shall also be approved by such Governing Body as to form sufficiency and manner of execution. Said performance bond shall run for a term of _____ () years (not exceeding _____ () years), provided however, that the terms of such performance bond may be extended by the Planning Commission with the consent of the parties thereto as provided by law, for a period not to exceed one (1) additional year. The bond shall also provide, among other things, that in the event that any required improvements have not been installed and deeded to the municipality free and clear of all encumbrances as provided by this Resolution, with the terms of such performance bond, the Governing Body may thereupon declare said performance bond to be in default and collect the sum remaining payable there under and apply said sum towards obtaining free and clear title to said improvements, including payment of all liens and encumbrances on the property and all costs and expenses, including legal fees, incurred by the local government in acquiring free and clear title, and install such improvements as are covered by such performance bond commensurate with the extent of

CITY OF PEMBROKE – SUBDIVISION REGULATIONS

building development that has taken place in the subdivision but not exceeding in cost, the amount of such proceeds

4. That the final plat will not be signed by the Chairman of the Planning Commission until the submission and approval of the required bond by the Governing Body of the local government.

5. That bond will not be released or reduced until the public improvements are approved as built by the office of the local government engineer and all improvements, roads, right-of-ways, easements, open spaces, park and recreation sited, including off-site improvements, and land have been deeded to and accepted by the local government, in accordance with the procedure for dedication of improvements adopted by the Governing Body and after approval of the Planning Commission, after public hearing as provided for by law, subject to approval by the Governing Body.

6. This Resolution expires on _____.

STATE OF GEORGIA)

COUNTY OF BRYAN)

I, _____, Secretary to the Planning Commission of the City of Pembroke, hereby certify that I have compared the foregoing copy of an extract from the minutes of the Pembroke Planning Commission held _____, with the original now in my office, and find the same to be a true and correct transcript there from.

IN TESTIMONY WHEREOF, I have hereunder subscribed my name and affixed the seal of the City of Pembroke this _____ day of _____, 20_____.

Secretary
Planning Commission

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