



Community Development
Planning & Zoning Department
2529 J. O. Stephenson Avenue
770-590-8268

Darryl Simmons
Planning & Zoning Administrator

Rashida Williamson
Zoning Clerk

PRELIMINARY, FINAL, REVISED PLAT & EXEMPTION PLAT APPLICATION

Required Fees - \$250.00

If property is identified as being located within the Kennesaw Historic District and there are to be any exterior improvements or changes to be made such as, façade, parking, landscaping, signage, etc. applicant must follow application procedures to the Historic Preservation Commission.

Please consult with Planning and Zoning Staff.

A MINIMUM OF ONE CONSULTATION WITH PLANNING AND ZONING ADMINISTRATOR AND PLAN REVIEW STAFF PRIOR TO THE APPLICATION SUBMISSION.

When the application and all checklist items have been properly completed and filed with the Planning and Zoning Department, the applicant will be notified of the date of hearing(s).

- Original application completed, signed and notarized.**
- Copy of the warranty deed for said property that includes the full legal description/ in word format.**
- Copy of the current taxes paid in full for said property from the City and Cobb County Tax Departments**
- A copy of the survey-plat shall be submitted in a PDF file format “.dwg” or “.shp” in State Plane Coordinates in PDF Format.**
- A physical copy of the full size survey-plat shall be submitted in a paper format in State Plane Coordinates with all signatures.**
- Plat Fees – \$250.00**
- Completed application and supporting documents listed on one Flash Drive or email to dsimmons@kennesaw-ga.gov in PDF format**



Preliminary, Final & Revised

Plat

Checklist

After the construction documents have been approved and permits issued for land disturbance and grading, all improvements should be installed and inspected by the necessary departments and a final plat should be submitted for approval and recording. This applies to all developments in the City of Kennesaw, subdivisions as well as commercial projects.

Application for Preliminary/Final Plat Approval for Plan Review Only

1. Letter requesting review & approval of a preliminary/final plat
2. A copy of plat in PDF Format
3. Schedule Plan Review Meeting

Preliminary Plat Application to Planning Commission

1. Completed signed application with all signatures including plat on one Flash Drive or email to dsimmons@kennesaw-ga.gov in PDF format

Final Plat Application to Mayor & Council ONLY

1. Copy of plat and one completed application with all signatures on Flash Drive in PDF Format
2. All rules & regulations must be met and signed off by the Plan Review Committee.
3. Letter from City Public Works Director accepting the installation of improvements: streets, curbs, gutters, storm drains, etc.
4. Letter accepting water & sewer from Cobb County.
5. Letter for payment of streetlights from Power Company.
6. Letter from paving contractor for one-year maintenance period on street pavement.
7. Letter from contractor for one-year maintenance period for curb and gutter.
8. Copy of performance bond/cash deposit/escrow account.
9. Copy of maintenance bond.

Recording of Final Plat (After Mayor & Council Approval)

Once approved & signed by the Mayor and Council, record approved Final Plat in the office of the Superior Court, Cobb County, Georgia.

Return copy of the final recorded plat on Flash Drive in DWG and PDF format to the Planning & Zoning Department.



CONSISTENT WITH THE UNITED STATES CONSTITUTION AND THE RELIGIOUS LAND USE AND INSTITUTIONALIZED PERSONS ACT OF 2000, THE CITY OF KENNESAW DOES NOT DISCRIMINATE ON THE BASIS OF RELIGION IN THE APPLICATION OF ITS LAWS, POLICIES, OR PROCEDURES, INCLUDING THE APPLICATION OF ITS LAND USE REGULATIONS AND ZONING LAWS.

Under the Religious Land Use and Institutionalized Persons Act of 2000 (“RLUIPA”), no government, including the City of Kennesaw, may apply its zoning or land use laws in a manner that imposes a substantial burden on the religious exercise of a person, including a religious assembly or institution. RLUIPA also provides that no government, including the City of Kennesaw, may apply a land use regulation in a manner that treats a religious assembly or institution (a church, for example) on less than equal terms than a nonreligious institution or assembly (a day care center or movie theater, for example). Finally, RLUIPA provides that no government, including the City of Kennesaw, may impose or implement a land use regulation in a manner that discriminates against a religious assembly or institution.

If you believe that the City of Kennesaw, or any other local government or municipality, has discriminated against you in the implementation of its zoning or land use laws, please contact the United States Department of Justice at:

**United States Department of Justice
Civil Rights Division
Housing and Civil Enforcement Section
950 Pennsylvania Ave. N.W. –G St.
Washington, DC 20530**



Date Received _____

Staff's Initials _____

PRELIMINARY, FINAL AND REVISE PLAT APPLICATION

Required Fee \$250.00

Preliminary Plat _____ *Final Plat* _____ *Revised Plat* _____ *Parcel Combination* _____ *Parcel Split* _____

Is this property located within the Kennesaw Historic District (yes) _____ (no) _____

A MINIMUM OF ONE CONSULTATION WITH PLANNING AND ZONING ADMINISTRATOR AND PLAN REVIEW STAFF PRIOR TO THE SUBMISSION OF THE APPLICATION IS MANDATORY.

Date of Consultation _____

Staff Initials _____

DEVELOPMENT NAME _____

Number of Units _____

PURPOSE OF DEVELOPMENT _____

WHAT IS THE REVISION BEING MADE _____

ADDRESS OF PROPERTY _____

Parcel ID _____ Lot Size _____ Present Zoning _____

Current Use _____ Proposed Use _____

APPLICANT _____

Applicant address _____

(Phone #) _____ Email Address _____

Applicant Signature _____

Signed, sealed and delivered in presence of: _____

Notary

Date

REPRESENTATIVE _____ (Phone #) _____ Email Address _____

Representative Signature _____

Signed, sealed and delivered in presence of: _____

Notary

Date

TITLEHOLDER _____ (Phone #) _____

Titleholder Signature _____ Address _____

Signed, sealed and delivered in presence of Notary _____ Date _____



CAMPAIGN DISCLOSURE REPORT ¹ BY APPLICANT²

A separate form must be completed by each applicant

Has the applicant made, within two (2) years immediately preceding the filing of this application for rezoning, campaign contributions aggregating two hundred fifty dollars (\$250.00) or more or made gifts having in the aggregate a value of two hundred fifty dollars (\$250.00) or more to a member or members of the Mayor and Council or Planning Commission who will consider the application? ____

If "Yes," the applicant and the attorney representing the applicant must file a disclosure report with the Mayor and Council of the City of Kennesaw within ten (10) days after this application is first filed.

Please supply the following information that will be considered as the required disclosure:

The name of the member(s) of the Mayor and Council or Planning Commission to whom the campaign contribution or gift was made:

The dollar amount of each campaign contribution made by the applicant to the member(s) of the Mayor and Council or Planning Commission during the two (2) years immediately preceding the filing of this application and the date of each such contribution:

An enumeration and description of each gift having a value of two hundred fifty dollars (\$250.00) or more made by the applicant to the member(s) of the Mayor and Council or Planning Commission during the two (2) years immediately preceding the filing of this application:

I certify that the foregoing information is true and correct, this _____ day of _____, 20____

Applicants Signature

¹ If the answer to any of the above is "Yes," then the member of the Mayor and Council or Planning Commission must immediately disclose the nature and extent of such interest, in writing, to the Mayor and Council of the City of Kennesaw, Georgia. A copy should be filed with this application. Such disclosures shall be a public record and available for public inspection at any time during normal working hours.

² Applicant means any person who applies for a rezoning action and any attorney or other person representing or acting on behalf of a person who applies for a rezoning action.