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## Exemption Plat Application Requirements – Subdivide

This checklist is for when a property is being subdivided (which includes modification of property lines). A review is required for this process. The following is a checklist of items required for submission for review:

1. A completed *Exemption Plat Application – Subdivide* and applicable fees paid to the respective county.
2. An original red stamped Level 3 soil report for every lot.

If an approved Level 3 soil report is already on record with the Health Department, it may be utilized. If your property does not have an approved Level 3 soil report on file, an original stamped Level 3 soil report from a certified soil classifier recognized by the State of Georgia Environmental Health Office is required. A list of approved soil classifiers can be located at <http://dph.georgia.gov/wastewater-management>

3. One copy of plat submitted for review at time of application. A plat to scale showing the modification in property lines or new property lines. The plat must contain:
  - a. Level 3 soil report data overlaid onto plat.
  - b. All current structures on lot. Do not show any proposed or future structures on plat.
  - c. All wells, streams, creeks, floodplains or bodies of water within 100 feet of property line in any direction.
  - d. All easements.
  - e. Only properties being altered.
4. All proposed property lines must be staked at the time of submittal. If lots are not staked at the time of initial submittal, the initial evaluation cannot be completed until all lots are staked.
5. Lot sizing requirements:
  - a. If on public water, must have at minimum 25,500 square feet of usable soil for septic.
  - b. If on private water, must have at minimum 25,500 square feet of usable soil for septic on at least a 43,560 square feet lot.
6. If no septic inspection drawing is on file for a house or other occupied structure, then a certified septic installer must locate and mark the septic tank and drain lines. If there is a septic inspection drawing on file, then there maybe cases where the septic tank and drain lines must still be located and marked by a certified septic installer. A list of certified septic installers can be located at the same link as in item number two.

Please allow 10 business days to review the plat and conduct an initial site evaluation.