

**As with any real estate closing, you will need a survey, legal description, and title work to complete your closing. The list below will assist you in navigating state and local requirements.**

	Item	Notes
	Site Plan	You will need to prepare and submit a preliminary site plan to supply to the local planning and zoning office. Preliminary and final site plans will need to be approved by the local planning commission as well as the jurisdictional governing body (i.e. city council or county commission). Expect 2-3 weeks for this approval process from date of submittal. <b>It may be beneficial to ask the planning and zoning director to set up a pre-construction meeting with all city or county agencies who will be involved in the construction process.</b>
	Subdivide your lot	Your lot may already be subdivided. If so, this will not be an issue. If your lot is part of a larger tract of land, you will need to subdivide the lot. This is sometimes referred to as a minor subdivision if it's for only 1 lot or 2 lot subdivision. Typically minor subdivisions can be approved by the local planning department.
	Land Disturbance Activity Permit	You will need to prepare a soil and erosion control plan and submit it to the planning and zoning office that has jurisdiction over your site. This plan is used when applying for a Land Disturbance Activity permit through the Georgia Soil and Water Conservation Commission. Your local planning agency will review the soil and erosion control plan, then submit it for comment to the State agency. With State approval or comment, the plan will be returned for final processing and payment to the local planning department.
	Water and Sewer setup	In the process of site plan approval, you will talk with the water and sewer departments to determine tap fee, meter fees, etc. These are based on the proposed load your facility will place on the system. Each local government handles their own city water and sewer tap