

## Minor Final Plat Checklist

The Minor Final Plat shall be clearly and legibly drawn in black ink on suitable permanent reproducible material. The scale of the Minor Final Plat shall be 100 feet to one inch or larger. Sheet size shall not exceed 24 inches by 36 inches.

The Minor Final Plat shall be based on a certified boundary survey delimiting the entirety of the property contained within the Minor Final Plat, and tied to a point of reference with the same degree of accuracy as the boundary itself. The survey shall have an accuracy of no less than 1 in 10,000, and shall meet all requirements of Georgia Law regarding the recording of maps and plats.

### **The Minor Final Plat shall contain the following:**

- (a) A caption containing the type, title or name, including the name of the subdivision, which shall be contained in the caption, and the caption shall provide the following information
  1. The county, land district and land lot, and subdivision, if the property lies within a particular subdivision;
  2. The date of plat preparation;
  3. The scale, stated and shown graphically;
  4. The name, address, telephone number, and registration number of the land surveyor or the statement that he is the county surveyor and is not required by law to be a registered surveyor; and
  5. All reproductions of original maps or plats shall bear the original signature, in black ink, of the registrant placed across the registration seal in order to be a valid or recordable map or plat.
- (b) Point of Reference - All maps or plats shall show the direction and distance from a point of reference to a point on the boundary of the individual survey, and such additional data as may be required to relocate the boundary point from the point of reference with the same degree of accuracy required of the parcel surveyed. The point of reference shall be an established, monumented position which can be identified or relocated from maps, plats, or other documents on public record.
- (c) Bearings - All maps or plats of boundary surveys or subdivision surveys shall show bearings of all lines of the boundary or lot lines, and distances of all boundary or lot lines, and area of the parcels expressed in acres or square feet.
- (d) Right-of-way Widths - All maps or plats shall show the width and the former widths, if pertinent, of all rights of way adjacent to or crossing the property or adjacent to any point of reference.
- (e) Easements and Encroachments - All maps or plats shall show easements and apparent encroachments, if pertinent.
- (f) Curved Lines - In the case of curved lines, the curve shall be defined by curve data to include the radius, arc length, chord bearing, and distance for regular curves. Chord distances and directions shall be given for irregular curves.

- (g) Lines and Boundaries - All land lot lines, land district lines, land section lines, and city and county state boundaries intersecting or adjacent to the surveyed property shall be indicated by lines drawn upon the map or plat with appropriate words and figures.
- (h) Description of Markers - All corner markers and markers of pertinent reference points shall be fully described and indicated as to their material or types and shall be constructed of a permanent material such as iron, steel, concrete, or stone.
- (i) Arrows - An arrow shall be shown on the map or plat to indicate the principal meridian, and a notation shall be made as to the reference of bearings to magnetic north, astronomic north, or grid north. A grid north reference shall indicate the zone.
- (j) Horizontal Distances - All linear distances shown on maps or plats shall be horizontal.
- (k) Angular Directions - All angular directions shown on maps or plats shall be represented in degrees and minutes. Where plats state or surveys require accuracy in excess of 1 in 5,000, the angular directions shall be represented in degrees, minutes, and seconds. All angular directions shall be referenced to the principal meridian.
- (l) State Plane Coordinates - All maps or plats shall show the state plane coordinates of at least two permanent monuments thereon, when a National Geodetic Survey monument is within 500 feet of any point on the property mapped or platted, or any point of reference shown thereon.
- (m) Adjacent Subdivisions and Record Owners - The name of all adjacent subdivisions and record owners of an unsubdivided property adjoining the proposed subdivision.
- (n) Street Names - Street names including both the name and the suffix, such as "street," "avenue," etc.
- (o) Monuments and Markers - Accurate location, material and description of monuments and markers.
- (p) Former Name - Name of the former subdivision if any or all of the property has been previously subdivided.
- (q) Location - Location sketch.
- (r) Lot Lines - Lot lines with dimensions to the 1/100 (0.01) foot, necessary internal angles, arcs, and chords and tangent or radii of rounded corners.
- (s) Setback Lines - Building front setback lines with dimensions as to length across each lot and distance from the street right-of-way.
- (t) Lots, Sites and Blocks - Lots or sites numbered in numerical order and blocks lettered alphabetically.
- (u) Easements - Location, dimensions and purpose of all easements, including slope easements, if required, and any areas to be reserved, donated, or dedicated to public use.
- (v) Private Covenants - A listing of the private covenants recorded with each lot or a statement of the location of such covenants, if applicable.
- (w) Special Flood Hazards - The extent of any area of special flood hazard, as defined in FEMA FIRM Maps.

- (x) Curve Data - Curve data shall be required for all roadway centerline curves of greater than ten degrees on new roads.
- (y) Centerline Data - Centerline data including the radius, central angle, arc length, chord bearing and distance, and tangent distance between curves must be given for regular curves. Chord distances and directions shall be given for irregular curves on preexisting roads.
- (z) Individual lots which are deemed by the Community Development Director as requiring site plans shall be designated in a readily identifiable manner.
- (aa) Certificates and statements specified in these Regulations.

*The Minor Final Plat shall contain the following statements:*

- (a). Owners Acknowledgement and Declaration to read as follows:

(STATE OF GEORGIA)

(CITY OF DAHLONEGA)

The owner of the land shown on this plat and whose name is subscribed thereto, and in person or through a duly authorized agent, acknowledges that this plat was made from an actual survey, and dedicates by this Declaration to the use of the public forever all streets, street rights-of-way, sanitary sewers and appurtenances, sanitary sewer easements, potable water mains and appurtenances, potable water easements, storm drains and appurtenances within street rights-of-way, and other public facilities and appurtenances thereon shown for the purposes therein expressed.

<hr style="width: 80%; margin: 0 auto;"/> Owner	<hr style="width: 80%; margin: 0 auto;"/> Date
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- (b). Minor Final Plat Approval to read as follows:

This subdivision has been reviewed by the Community Development Department and found to be in compliance with Zoning Ordinance, Development Regulations and Subdivision Regulations. The City of Dahlonega hereby approve this Minor Final Plat, subject to the provisions and requirements of the City's regulations.

<hr style="width: 80%; margin: 0 auto;"/> Community Development Director	<hr style="width: 80%; margin: 0 auto;"/> Date
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(c). Surveyor's Certification to read as follows:

As required by subsection (d) of O.C.G.A. Section 15-6-67, this plat has been prepared by a land surveyor and approved by all applicable local jurisdictions for recording as evidenced by approval certificates, signatures, stamps, or statements hereon. Such approvals or affirmations should be confirmed with the appropriate governmental bodies by any purchaser or user of this plat as to intended use of any parcel. Furthermore, the undersigned land surveyor certifies that this plat complies with the minimum technical standards for property surveys in Georgia as set forth in the rules and regulations of the Georgia Board of Registration for Professional Engineers and Land Surveyors and as set forth in O.C.G.A. Section 15-6-67

<hr/> Georgia Land Surveyor	<hr/> Date
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