

# Final Plat Checklist

The Final Plat shall be clearly and legibly drawn in black ink on suitable permanent reproducible material. The scale of the Final Plat shall be 100 feet to one inch or larger. Sheet size shall not exceed 24 inches by 34 inches. The minimum sheet size shall be 8½ inches by 11 inches.

The Final Plat shall be based on a certified boundary survey delimiting the entirety of the property contained within the 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 Final Plat shall substantially conform to the approved Preliminary Plat and it may constitute only a portion of the approved Preliminary Plat which the subdivider proposes to record at any one time, provided that such portion conforms to the requirements of these regulations, and said portion is not inconsistent with the health, safety, or welfare of the public. Any substantial deviation from the approved Preliminary Plat shall require that a revised Preliminary Plat be submitted to and approved by the Planning and Zoning Commission.

The Final Plat shall contain the following:

- (a) Name of the subdivision and unit or phase number, if any.
- (b) Names, addresses and telephone numbers of the property owner of record and the developer or subdivider.
- (c) Name, address and telephone number [of] each professional firm associated with the portion of the subdivision depicted on the Final Plat.
- (d) Date of plat and survey, north point and graphic scale.
- (e) Subdivision location including land lot(s) and land district(s), area in acres, internal and abutting zoning, and number of lots.
- (f) A location sketch or vicinity map positioning the subdivision in relation to the surrounding area with regard to recognized permanent landmarks. The location sketch scale shall be not greater than 2,000 feet to the inch.
- (g) Boundary lines of the subdivision property perimeter showing bearings in degrees, minutes and seconds and distances in feet and hundredths of a foot along all lines and the bearing and distances to an existing street intersection or other recognized permanent landmark. The boundary information shall be tied and related to the State Plane Coordinates System, 1983 North American Datum, Georgia, West zone.
- (h) Municipal or county jurisdictional lines tied to the lines of the subdivision by distance and angles when such lines traverse or adjoin the subdivision; land lot or land district lines traversing or adjoining the subdivision shall also be indicated.
- (i) Locations, widths and names of all streets within and immediately adjoining the plat and all other public or utilities easements or rights-of-way.
- (j) Street centerlines showing angles of deflection and standard curve data including radii, chord lengths and bearings, lengths of arcs and tangents, and points of curvature and tangency.
- (k) Lot lines with complete dimensions to the nearest one-hundredth of a foot and bearings to the nearest second, and radii, arc and chord lengths, and chord bearings of rounded corners.
- (l) Building setback lines with dimensions. When lots are located on a curve or when side lot lines are at angles other than ninety degrees, the lot width at the building line shall be shown.
- (m) Lots numbered in numerical order and blocks lettered alphabetically.
- (n) Location, material and size of all drainage pipes, location and type of all drainage system appurtenances such as catchbasins, headwalls and inlets, location and extent of detention

ponds with 100-year event level noted, the location, material and size of all City water mains, the location of all fire hydrants, and the location, width and purpose of any easements, including slope easements.

- (o) Location of any areas to be reserved, donated, or dedicated to public use with notes stating their purpose and limitations. Location of any areas to be reserved by private deed covenant for common use of all property owners, or dedicated to a homeowner's association.
- (p) A statement of private covenants, if any, and if they are brief enough to be put directly on the Final Plat; otherwise, if covenants are separately recorded, a statement as follows:

*"This plat is subject to the covenants set forth in the separate document(s) attached hereto dated \_\_\_\_\_, which hereby become a part of this plat, and which were recorded on \_\_\_\_\_."*

- (q) Accurate location, material and description of property corner or line monuments or markers. All monuments and markers shall be in place prior to approval of the Final Plat.
- (r) Extent of the 100-year floodplain within the subdivision. When floodplain is present, a chart giving the areas within and outside of the floodplain for each lot containing any portion of the floodplain shall be on the Final Plat. The origin of the floodplain data shall be indicated.
- (s) Individual lots which are deemed by the City Manager as requiring site plans shall be designated in a readily identifiable manner.
- (t) Certificates and statements specified in these Regulations.