



CHECKLIST FOR PRELIMINARY PLAT

65 Lawrenceville Street, Norcross, Georgia 30071 Telephone: 678-421-2027

RESIDENTIAL AND COMMERCIAL DEVELOPMENT PLAN REVIEW
THIS CHECKLIST IS REQUIRED TO BE UPLOADED ON [ePlan](#) WITH FIRST SUBMITAL

ALL PLANS, RESIDENTIAL AND COMERCIAL MUST INCLUDE THE FOLLOWING:

Page No.	Preliminary Plat General Specifications
	<input type="checkbox"/> Index of Sheets
	<input type="checkbox"/> Legend of all abbreviations
	<input type="checkbox"/> Proposed Name of the Development and its Acreage.
	<input type="checkbox"/> Boundary Survey showing location of the boundaries and dimensions of the Tracts to be developed.
Caption	
	<input type="checkbox"/> Project Name
	<input type="checkbox"/> Name, address, phone number and email of the owner of record.
	<input type="checkbox"/> Owner's Affidavit (Needs to be Notarized)
	<input type="checkbox"/> Name, address, phone number and email of the subdivider or developer
	<input type="checkbox"/> Name, address, phone number and email of the Designer. (Name, registration number and seal shall be stamped and signed on the plat)
	<input type="checkbox"/> Date of the Survey, North Arrow and Graphic Scale
Development Information	
	<input type="checkbox"/> Proposed Use of Property (density, nonresidential floor area, number of lots and dwelling units, and minimum unit sizes)
	<input type="checkbox"/> Land District and Land Lot
	<input type="checkbox"/> Total Acres/Total Disturbed Acres
	<input type="checkbox"/> Zoning District Classification and Boundaries
	<input type="checkbox"/> Rezoning and Case No. (if applicable)
	<input type="checkbox"/> Location Map of the property in relation to the surrounding area (arterial streets, railroads)
	<input type="checkbox"/> Variances obtained (if any, list application no., and date of approval)
	<input type="checkbox"/> Recorded Deed Names of adjoining property owners.
Page No.	Development Design

	<input type="checkbox"/> Ground Elevation
	<input type="checkbox"/> Mean Sea Level Contour Lines (to be drawn on intervals of no more than 2 feet, unless the tract is to be developed on a public or community sewage or subdivided into lots having a minimum area of one acre, a contour interval of 5 feet should be acceptable)
	<input type="checkbox"/> Drainage Channels, bodies of water, specimen trees and/or wooded areas.
	<input type="checkbox"/> Direction of flow on all watercourses leaving the tract should be indicated
	<input type="checkbox"/> Direction of flow on all watercourses entering the tract should be noted as well as the acreage of the drainage area.
	<input type="checkbox"/> Floodplain should be outlined, and the source of floodplain information should be shown.
	<input type="checkbox"/> Other Significant Natural Features should be shown (wildlife and priority habitats)
	<input type="checkbox"/> Boundary Lines of the overall property perimeter showing bearings in degrees, minutes and seconds and distance in Feet)
	<input type="checkbox"/> Existing manmade structures within and adjacent to the property (street rights-of-way, pavement width, name of existing streets, all easements, utility lines, exiting buildings to remain, culverts and previous landfills)
	<input type="checkbox"/> Accurate locations of all cultural features (historic resources, public recreational facilities and cemeteries)
Project Layout	
	<input type="checkbox"/> For Subdivisions: Lot lines, lot numbers, block letters, street right-of-way lines with their width, front building set back lines and the dimension of its length on each lot and land to be reserved for public use.
	<input type="checkbox"/> For Multi-Family and non-residential development site plans, the outline and location of all minimum building setback lines, outdoor storage areas, zoning buffers, parking areas, driveways, curb cuts, and designated fire lanes.
Utilities	
	<input type="checkbox"/> Location and size of existing water lines and sewer lines
	<input type="checkbox"/> Proposed placement of new water lines, sewer lines and fire hydrants.
	<input type="checkbox"/> A statement as to the source of domestic water supply
	<input type="checkbox"/> A statement as to the provision of sanitary sewage disposal
	<input type="checkbox"/> Proposed Streetlight layout and design standards/drawings
Statements and Certifications	
	<input type="checkbox"/> To be signed by the owner, registered professional civil engineer, registered land surveyor or landscape architect responsible for the project design. I hereby submit this Preliminary Plat as the owner, or his/her/its authorized agent, of all property shown thereon. Signature of Owner or Authorized Agent _____ Date: _____

