



CHECKLIST FOR EXEMPTION PLAT

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

THIS CHECKLIST IS REQUIRED TO BE UPLOADED ON [ePlan](#) WITH FIRST SUBMITAL

ALL PLANS SUBMITTED FOR REVIEW AND APPROVAL MUST INCLUDE THE FOLLOWING:

Page No.	Project Information
	<input type="checkbox"/> Project Name/Subdivision
	<input type="checkbox"/> Date of Plat Drawing
	<input type="checkbox"/> Land District and Land Lot
	<input type="checkbox"/> Zoning District
	<input type="checkbox"/> Graphic Scale and North Point
	<input type="checkbox"/> City/County Boundaries
	<input type="checkbox"/> Lot Acreage/Total Acreage
	<input type="checkbox"/> Street Names, Addresses
	<input type="checkbox"/> Location of Existing Structures (including notation if they are to be retained or demolished.)
	<input type="checkbox"/> Distances and Bearings for Boundary and Lot Lines (All boundary lines to be adjusted, and lots to be combined or divided up must be clearly labeled and the new and total acreage must be provided!)
	<input type="checkbox"/> Buffer and Impervious Areas
	<input type="checkbox"/> All Floodplain Boundaries and Zones.
	<input type="checkbox"/> Each proposed lot abuts upon and derives access from an existing public street.
	<input type="checkbox"/> Slopes, utility easements and street right-of-way(s) shall be provided
	<input type="checkbox"/> Name, Address, Telephone Number and email of Owners of Record
	<input type="checkbox"/> Name, Address, Telephone Number and email of Subdivider (if not the owner)
	<input type="checkbox"/> Name, Address, Telephone Number and email of Surveyor
	<input type="checkbox"/> Signature block for the property owner of record to sign the plat.
	<input type="checkbox"/> Signature block for city personnel to sign the plat.

