



CHECKLIST FOR FINAL 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

**** Final Plats shall conform to the approved concept plan and preliminary plat previously submitted. Any substantial deviations from the approved concept plan or preliminary plat shall require revision and re-approval of both the concept plan and preliminary plat.*

ALL FINAL PLATS, RESIDENTIAL AND COMERCIAL MUST INCLUDE THE FOLLOWING:

Page No.	Final Plat General Specifications
	<input type="checkbox"/> Index of Sheets
	<input type="checkbox"/> Legend of all abbreviations
Final Plat Requirements	
	<input type="checkbox"/> Project Name, Unit or Phase Number (if any)
	<input type="checkbox"/> Name of the former subdivision if any or all of the property has been previously subdivided.
	<input type="checkbox"/> Name, address, telephone number and email of the owner of record.
	<input type="checkbox"/> Name, address, telephone number and email of the subdivider or developer
	<input type="checkbox"/> The subdivision location, including county, land lot(s). land district(s), and the name of existing subdivision, if the property lies within a particular subdivision;
	<input type="checkbox"/> Total Acres/Total Disturbed Acres
	<input type="checkbox"/> Date of the plat and survey,
	<input type="checkbox"/> Name, address, telephone number and email of the Land Surveyor. (registration number and seal shall be included on the plat)
	<input type="checkbox"/> Name, address, telephone number of each professional design or engineering firm associated with the portion of the subdivision depicted on the final plat.
	<input type="checkbox"/> Graphic Scale and North Arrow with a notation referencing the bearings to magnetic north, astronomic north, or grid north.
	<input type="checkbox"/> Zoning, District and Land Lot
	<input type="checkbox"/> Bearings of all boundary or lot lines, and distances of all boundary or lot lines, and area of the parcels expressed in acres or square feet;
	<input type="checkbox"/> 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;

	<input type="checkbox"/> Easements and apparent encroachments (if pertinent)
	<input type="checkbox"/> All land lot lines, land district lines, land section lines, and city or county boundaries intersecting or adjacent to the surveyed property shall be indicated by lines drawn upon the map or plat with appropriate words and figures;
	<input type="checkbox"/> All corner markers and markers of pertinent reference points shall be fully described and indicated as to their material or types.
	<input type="checkbox"/> All linear distances shown on maps or plats shall be horizontal;
	<input type="checkbox"/> All angular directions shown on maps or plats shall be represented in degrees, minutes and seconds. All angular directions shall be referenced to the principal meridian;
	<input type="checkbox"/> 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;
	<input type="checkbox"/> Location Map of the property in relation to the surrounding area (arterial streets, railroads, bridges, etc.)
	<input type="checkbox"/> Front building setback lines with dimensions as to length across each lot and distance from the street right-of-way;
	<input type="checkbox"/> Location, material and size of all drainage pipes, location and type of all drainage system appurtenances such as catch basins, headwalls and inlets;
	<input type="checkbox"/> Location and extent of detention ponds with 100-year event level noted, and the location, width and purpose of any associated easements, including slope easements;
	<input type="checkbox"/> The exact location of water lines, cut-off valves and fire hydrants as approved by the county Water Resources Department;
	<input type="checkbox"/> Location of any areas to be reserved, donated, or dedicated to public use with notes stating their purpose and limitations
	<input type="checkbox"/> Location of any areas to be reserved by private deed covenants for common use of all property owners or dedicated to a homeowner's association;
	<input type="checkbox"/> The plat must show the location of streetlights as they are to be installed by the utility company, or if the light poles have been installed, the exact location thereof;
	<input type="checkbox"/> The extent of any area of special flood hazard
	<input type="checkbox"/> The street address number of each lot.

Statements and Certifications

	<input type="checkbox"/> To be signed by the owner, registered professional civil engineer, registered land surveyor/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: _____
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