



# MINOR FINAL PLAT CHECKLIST

## PLANNING & ZONING

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### MINOR FINAL PLAT CHECKLIST

#### PLANNING AND ZONING

1. The title block shall state: "Minor Final Plat of . . ." A revision to a minor final plat must state "Revised Minor Final Plat of . . ." and also purpose of revision and date of revision. Within the title block include County, State, land district(s) and land lot(s).
2. Indicate date of plat preparation; provide scale of drawing, stated and shown graphically (Georgia Plat Act).
3. Provide a north arrow (to state plane grid north) and vicinity map of such a scale that the subdivision may be readily located and identified within the County.
4. Provide a legend for all abbreviations.
5. Provide an index of sheets if more than one (1) sheet is provided.
6. Provide signature blocks for County approval: Environmental Health, Environmental Management, County Engineer/designee, Planning Commission Secretary/designee, Zoning Administrator/designee, and Fire Marshal/designee.
7. Provide name, address, and telephone number of owner and/or developer.
8. Provide name, address, and telephone number of the engineer, surveyor, and/or landscape architect including seal, signature, and Georgia registration number. The design profession must be licensed in the State of Georgia.
9. Show all land lot lines; land district lines; city and/or county boundaries intersecting or adjacent to the subject property.
10. Show exterior property lines with bearings and distances of subject property.
11. Provide zoning and property owner name and/or subdivision name of all adjacent properties.
12. Show location, purpose, and width of any easements of record. Provide a note if there are no existing easements associated with the property.
13. Within the general notes, indicate the zoning district; minimum lot sizes; front, side and rear setbacks; and minimum house size.
14. Provide total acreage of tract and total number of lots.

15. Provide rezoning information, including petition number, date of approval and exact wording of any rezoning conditions (if applicable); and any approved variances including petition number and date of approval (if applicable).

16. All applicable zoning regulations shall be indicated on the minor final plat. Show front, side, and rear setback lines as dashed lines. Indicate minimum lot width at the front building line on each lot (see Section 110-77 of the Zoning Ordinance).

17. Provide the square footage area and the acreage to the 1/100th acre on each lot; label the lot numbers; show the bearings & distances of all lots; and identify the parent tract, if applicable.

18. Indicate in notes how subdivision lots will be served (i.e. public water, individual well, septic tank).

19. Identify all existing structures and features and label as "to remain" or "to be removed". Structures to remain must be shown on individual lots and meet all applicable zoning requirements. "Features" include railroads, sewers, bridges, culverts, drain pipes, water mains, cemeteries, etc. Provide a note if there are no existing structures or features on the property.

20. Indicate the boundaries and area to 1/100th acre for any common areas (i.e. signage, landscaping, cluster mailbox, open space, etc.) Label as "Common Area—Not a Building Lot".

21. Contiguous areas. Provide the contiguous area of each lot to the 1/100 th acre on each lot or in a table. (See section 104-597(3))

22. Provide the following statement on the face of the plat.

OWNER'S CERTIFICATE

I/we, the undersigned, certify that as the legal owner/owners of the subject property, I/we hereby authorize the submittal of this Final Plat for the subdivision of my/our property.

Owner Date    Mortgagee  
\_\_\_\_\_  
\_\_\_\_\_

(If property dedication is required provide the following statements on the face of the plat.)

We, the undersigned owner(s) and/or mortgagee(s) of the \_\_\_\_\_ Subdivision, hereby offer to dedicate and/or reserve for public use the rights-of-way, easements and other ground shown on this plat.

Owner Date    Mortgagee  
\_\_\_\_\_  
\_\_\_\_\_

All property contained within the right-of-way of all new streets and all existing streets adjacent to the subdivision as indicated hereon, are hereby deeded to Fayette County, a political subdivision of the State of Georgia, at no costs to Fayette County upon recordation of said Minor Final Plat with the Fayette County Clerk of Superior Court.

## **ENGINEERING DEPARTMENT**

1. Georgia Rule – Show the direction and distance from a point of reference to a point on the boundary of the survey. 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.

2. Georgia Rule – Show the closure precision of the field survey. This may be stated as follows: “The field data upon which this map or plat is based has a closure precision of one foot in \_\_\_\_\_ feet, and an angular error of \_\_\_\_\_ per angle point, and was adjusted using \_\_\_\_\_ rule.”

If the surveyor determines that a closure precision statement is not appropriate for the survey because a substantial portion of the field measurements were obtained using Global Positioning Systems, then a note of precision or positional accuracy may be placed in compliance with rule 180-7-.09; or if the surveyor feels that a closure precision statement is not appropriate for the survey because redundant linear measurements were used to verify accuracy, the calculated positional tolerance shall be stated and shall comply with rule 180-7-.03.

3. Georgia Rule – Show the closure precision of the data shown on the plat. The closure may be stated as follows: “This map or plat has been calculated for closure and is found to be accurate within one foot in \_\_\_\_\_ feet.”

4. Georgia Rule – For Traditional Survey Equipment, state the type of equipment used to obtain the linear and angular measurements used in preparation of the plat.

When GPS equipment is used in performing the survey.

A note stating what portion (or all) of the survey was performed using GPS equipment

Note the type of GPS equipment used, including manufacturer and model number, and whether single or dual frequency receivers were used.

Note the type of GPS survey that was performed, such as static, real time kinematic ("RTK"), network adjusted real time kinematic, etc.

A note that discloses the precision of the GPS work done, either in relative positional accuracy, vector closure, or other mathematical expression chosen by the Land Surveyor.

5. Surveying – Provide line and curve data for all right-of-way, parcel/lot boundaries, and easements. Line data shall include bearing and length. Curve data shall include the arc length, radius, chord length and chord bearing.

6. Surveying – Lengths shall be expressed to the nearest one-hundredth (1/100th) of a foot. Angles shall be shown to the nearest second. The error of closure shall not exceed one foot in ten thousand feet

7. Corner Lots – Fillet (20-ft radius) or chamfer (20 feet along tangent legs) corner property lines at street intersections, including existing road intersections forming a portion of the parcel boundary being subdivided.

8. Prior to Minor Final Plat approval, the Engineer or Surveyor shall provide a Sight Distance Assessment form (available from Fayette County EMD) to the Fayette County Environmental Management Department for each proposed lot fronting an existing road. Fayette County will deny the creation of a new lot that can't meet minimum intersection sight distance requirements.

9. The surveyor shall provide the following, minimum, information with respect to existing streets:

- As-built centerline and edge of pavement of all existing roads adjacent to the subject parcel(s).
- Existing cross drains and driveway culverts. Indicate direction of flow.
- Centerline and edge-of-pavement of intersecting roads.
- Existing utilities, to include waterline lines, meters, vaults, fire hydrants, power poles, guy wires, cable boxes, phone boxes, etc.
- Other improvements or structures within the existing and proposed right-of-way, such as fences, signs, driveways, etc.
- Existing right-of-way lines and existing right-of-way widths as measured from the subject parcels to road centerlines.
- Proposed right-of-way lines as determined by establishing a best-fit existing road centerline and then offsetting the centerline  $\frac{1}{2}$  the required right-of-way width. (The required right-of-way width shall be determined from the Fayette County Thoroughfare Plan and Development Regulations.) Indicate the distance from the centerline to the new right-of-way at the original boundary property lines and at one location close to the center of the lots being developed, as appropriate.

10. Provide the following statements on the face of the plat:

#### SURVEYOR'S CERTIFICATE

I hereby certify that this plat is true and correct and was prepared from an actual survey of the property by me or under my supervision; that all monuments and infrastructure shown hereon actually exist or are marked as "future"; and their location, size, type and material are correctly shown.

By: \_\_\_\_\_

GA Registered Land Surveyor – Signature and License Number    Date

#### ENGINEER'S CERTIFICATE

I hereby certify that accepted engineering practices and design methods were used to establish the layout of this development; that the streets, drainage structures and other design features have been constructed according to the development's approved Construction Drawings; and that all applicable requirements of Fayette County's Development Regulations and Subdivision Regulations have been fully complied with.

By: \_\_\_\_\_

GA Professional Engineer – Signature and License Number    Date

Plat Act.

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.

#### **ENVIRONMENTAL MANAGEMENT DEPARTMENT**

1. Monuments – Show the location, material and description of all monuments.
2. Monuments – Provide a permanent benchmark on site, per Sec. 104-598 of the Subdivision Regulations
3. Easements – Show location, purpose, width and/or dimensions of any easement of record and/or easements within the subdivision. Provide a note if there are no recorded easements found associated with the property
4. State Waters – Delineate and label all state waters within the subdivision and all state waters around the property that have floodplain, jurisdictional wetlands, or watershed protection buffers and setbacks that extend into the subdivision property. Provide a note if there are no state waters

5. Watershed Protection – Delineate watershed protection buffers and setbacks per Article VII of the Development Regulations. Label as “Watershed Protection Buffer” and “Watershed Protection Setback”. Show the 1,000-ft watershed protection impact boundary, if applicable
6. Floodplain – Provide a flood hazard certification statement. Reference the FIRM panel number and date. (Current FEMA maps are dated 9/26/2008)
7. Floodplain – Delineate and label all flood hazard areas (natural and man-made, including cross drains). Provide 100-year flood elevations for each hazard area. Reference the source(s) of any flood hazard data shown on the minor final plat
8. Floodplain – Indicate the minimum finish floor elevation (MFFE) at least 3 ft above the 100-year flood elevation or 1 ft about the Future Flood Plain Conditions, whichever is greater, for each lot containing a flood hazard area. Provide the following note if applicable: “Lot(s) (Lot No.) either contain or are adjacent to a Special Flood Hazard Area identified in the Fayette County 2013 Limited Detail Flood Study. As required by Art. IV of the Development Regulations a minimum finished floor elevation is established for the lowest floor elevation including a basement by this study
9. Delineate any adjacent drainage easements, lake, ponds or stormwater management facilities, structures, and streams within 100 feet of boundary which may be impacted by development.
10. Stormwater – Identify and label all stormwater management control structures (inlets, pipes, headwalls, BMPs, etc.).
11. Delineate any groundwater recharge areas as required in the Groundwater Area Protection Ordinance. Provide a note if there is no groundwater recharge areas on the property
12. Indicate the location of a cemetery (if applicable, see Fayette County Code, Chapter 12, Article VII. Cemeteries, Burial Grounds, Human Remains, and Burial Objects) and provide a 20 foot access/maintenance easement to and around the cemetery.
13. Include the following statement: “Fayette County does not accept the ownership, maintenance or responsibility for any drainage easement or overall drainage plan, or the lack of one, indicated by this plat.”
14. If required by the Environmental Management Department, include the following statement on the face of the plat

#### WETLAND DELINEATION

I, (name) of (organization) do hereby certify that I have field inspected the property known as (subdivision name) on (date) and determined that the property contains (?) or does not contain (?) jurisdictional wetlands as defined by the U.S. Army Corps of Engineers.

Signature of Wetland Delineator\_\_\_\_\_

Company Address & Telephone\_\_\_\_\_

Or, if approved by the Environmental Management Department, include the following statement: "Per the national wetlands inventory the site (does/does not) contain jurisdictional wetlands. Any jurisdictional wetlands on the site are under the jurisdiction of the U.S. Army Corps of Engineers. Property owners may be subject to penalty by law for disturbance to these jurisdictional wetland areas without proper authorization."

15. Provide a Master Erosion and Sedimentation Control Plan.

**FIRE MARSHAL**

Indicate and label the location of all fire hydrants (existing or proposed) on existing streets adjacent to the subdivision. 01.06 Fire Hydrant placement required at 600 feet intervals for residential subdivision development. 01.05 Fire Hydrant placement required at 400 feet intervals for non-residential subdivision development.

**WATER SYSTEM**

Indicate and label the location of all water lines in the right-of way and include the following statement:

If lots are to be served by the Fayette County Water System from an existing water main, taps and services shall be provided at the developers/homebuilders expense and all applicable meter and availability fees shall also be applied. Water main taps shall be observed by Water System personnel with a 48 hour lead time - 770-461-1146 (option 5).