



Community and Regulatory Affairs Department
5440 Fulton Industrial Boulevard
Atlanta, Georgia 30336
470-809-7200

FINAL PLAT CHECKLIST

Project Name: _____ Tax ID #: _____

Project Number: _____ Date: _____

Reviewed By: _____ Telephone: _____

Please address all items marked with an "X"

____ 1. The final plat shall comply with the City of South Fulton Subdivision Regulations, Zoning Resolution, Conditions of Zoning.

____ 2. Obtain approval of proposed "Street Lighting Plan". Thereafter, provide receipt of payment for street lights.

____ 3. Provide three (3) sets of As-Built drawings for storm sewer, and a copy of the Fulton County approved as-built plans for sanitary sewer.

____ 4. Obtain approval of site conditions.

____ 5. Provide initially, four (4) copies of the final plat with the final plat application.

____ 6. The final plat shall be drawn clearly and legibly, in black ink, on tracking cloth or other permanent reproducible material, at a recommended scale of 50 feet to the inch. The use of other scales may be approved by the Land Development Section. If the complete plat cannot be shown on one sheet, then said plat shall be shown on several sheets with an index map indicated on each sheet. The recommended sheet size shall be 17" x 22" with a minimum character height of .08 inches. Plats recorded and filed at Fulton Superior Court must meet the standards of the "Georgia Plat Act". The Clerk of Superior Court can and will reject your document if it is not legible or does not meet Georgia Plat Standards.

____ 7. Provide a name or title for all maps or plats. The name of the former subdivision, Deed Book and Page number shall be stated, if applicable.

____ 8. Provide the following: City or Town; County, District, Section, and Land Lot; Date of plat preparation and each individual revision of record.

____ 9. The scale shall be stated as "1" inch to _____ ft. and shown graphically.

____ 10. The name of the Land Surveyor, Registration Number, and Seal shall be affixed to the plat under the surveyor's signature.

____ 11. Provide the name and address of the owner of record.

- ___ 12. Provide the name and address of the subdivder.
- ___ 13. Provide the closure precision of the field survey as the ratio of one foot to the traversed distance in which an error of one foot would occur, and a statement in the notes as to the method of adjustment as follows:

"The field data upon which this 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.
- ___ 14. Provide the closure precision of the survey data shown on the plat as follows:

"This plat has been calculated for closure and is found to be accurate within one foot in _____ feet."
- ___ 15. Provide a statement in the notes to indicate the type of equipment used to obtain the linear and angular measurements.
- ___ 16. Provide all angular directions in degrees and minutes. Where plats state or surveys require accuracy in excess of 1 in 5,000, the angular directions shall be presented in degrees, minutes, and seconds. All angular directions shall be referenced to the principal meridian.
- ___ 17. Add this note to plat: "Distances shown on the plat shall be horizontal."
- ___ 18. Provide in the notes the reference for the angular bearings shown on the plat.
- ___ 19. Provide an arrow to indicate the principle meridian.
- ___ 20. Provide a location sketch which clearly shows the location of the site with respect to the nearest two (2) intersections, and provide on the plan the distance to the nearest intersection.
- ___ 21. Show all land lot lines, district lines, section lines, city and county boundaries labeled appropriately with words and figures.
- ___ 22. Provide distances on all boundary or lot lines. Distances shall be given to the nearest one-tenth (1/10) of a foot.
- ___ 23. Provide data for regular and irregular curves, chord distances and directions.
- ___ 24. Provide the existing and proposed widths of all rights-of-way and pavement, centerline, intersection angle and centerline curve data.
- ___ 25. All final plats shall have the following certificates clearly printed thereon:

a. FINAL PLAT APPROVAL

The Director of the Community and Regulatory Affairs Department of The City of South Fulton, Georgia, certifies that this plat complies with the South Fulton Zoning Resolution, Conditions of Zoning, and the South Fulton Subdivision Regulations, as amended.

For the Director, Community and Regulatory Affairs

Date

_____ b. STATEMENT OF SLOPE EASEMENT

This plat is approved with the understanding that easement is granted the City of South Fulton along all road frontage for the purpose of sloping cuts and fills as follows:

- 0' to 5' – not less than 3 to 1 slope
- 5' to 10' – not less than 2 to 1 slope

_____ c. OWNER'S ACKNOWLEDGEMENT (this must be the owner of record, signed in BLACK ink)

OWNER'S ACKNOWLEDGEMENT:
STATE OF GEORGIA
CITY OF SOUTH FULTON
(COUNTY OF FULTON)

The owner of record of the land shown on this plat and whose name is subscribed thereto, in person or through a duly authorized agent, hereby acknowledges that this plat was made from an actual survey, dedicates to the public for use forever those water and sewer improvements constructed in accordance with this plat that are specifically labeled as dedicated to the public, and dedicates to the City of South Fulton, the complete ownership and use of all public streets and dedicated right-of-way specifically labeled as public streets and dedicated right-of-way, and dedicates to the use of the public forever the following:

- Public Streets _____ acres
- Public Sewer Easements _____ acres
- Public Drainage Easements _____ acres
- Public Parks/Open Space _____ acres

Typed Name of Subdivider

Typed Name of Owner of Record

Signature of Subdivider

Signature of Owner of Record

Date

Date

All owners must sign the original document in a permanent type BLACK ink prior to submittal. (Ballpoint and felt pens are not acceptable)

_____ d. FLOOD HAZARD

The Intermediate Regional Flood (I.R.F.) areas shown heron were determined by the Professional Engineer whose stamp and signature are affixed hereto. The City of South Fulton does not, by approving this plat, warrant their accuracy, not imply that land outside the areas of flood hazard shown, will be free from flooding or flood damage. Further, the City of South Fulton does not by approving this plat nor accepting the public improvements therein, assume maintenance of the flood carrying capacity of the flood areas or watercourses. Maintenance shall remain the responsibility of the owner/s of the land upon which they exist. The owner of a lot or parcel, that contains a flood hazard area, is required to submit a site plan to the City of South Fulton, prior to the initiation of any improvements to the lot or

parcel. The site plan shall include the location and elevation of the I.R.F. within the lot or parcel and the existing and proposed improvements. Approval of the site plan by the City of South Fulton is required prior to the issuance of a building permit.

_____ e. DRAINAGE

The owner of record, on behalf of himself (itself) and all successors in interest, specifically releases the City of South Fulton from any and all liability and responsibility for flooding or erosion from storm drains or from flooding from high water of natural creeks, rivers or drainage features. A drainage easement is hereby established for the sole purpose of providing for the emergency protection of the free flow of surface waters along all watercourses as established by these Regulations and the Director of the Department of Public Works. Said Director may conduct emergency maintenance operations within this easement where emergency conditions exist. Emergency maintenance shall be the removal of trees and other debris, excavation, filling and the like, necessary to remedy a condition, which in the judgment of staff and Director, is potentially injurious to life, property, or the public road or utility system. Such emergency maintenance, conducted for the common good, shall not be construed as constituting a continuing maintenance obligation on the part of the City of South Fulton County nor abrogation of the City of South Fulton's right to seek reimbursement for expenses from the owner(s) of the property(ies) or the lands that generated the conditions.

_____ f. THE CERTIFICATE OF RECORDING

Certification as to Recording

This is to certify that this plat has been recorded in Plat Book _____ Page _____ of Fulton County Recorded on _____ 20 _____. Clerk, Superior Court Fulton County, Georgia

_____ 26. Provide the conditions of zoning on the plat and clearly indicate compliance with all conditions, showing all required natural buffers, landscape strips and deceleration lanes, on the plat.

_____ 27. Provide the existing zoning for the property or tract of land being platted and zoning case number (if any). The following data shall also be stated on the plat:

- Front Setback _____ feet
- Rear Setback _____ feet
- Side Interior Setback _____ feet
- Side Corner Setback _____ feet
- Minimum Heated Floor Area _____ feet
- Parking Space(s)/Dwelling Unit _____
- Minimum required Lot Area _____ square feet

Minimum required Lot Frontage _____ feet

Minimum required Lot Width at the Building Line _____ feet

- ___ 28. Show the minimum front, rear, side, and corner setbacks (on all lots).
- ___ 29. Revise corner and rear yard setbacks, as per redline comment, on irregularly shaped lot.
- ___ 30. Provide a copy of the F.I.R.M. panel and the F.I.R.M. panel front cover on the plat. Show and label the location of the site.
- ___ 31. Include the following statement **under** the F.I.R.M. panel:

"According to the F.I.R.M. of Fulton County, panel number 13121C _____, dated September 18, 2013, a portion of this property **(is) or (is not)** located in a Special Flood Hazard Area."

- ___ 32. Provide an approved street name for each street in the development. Contact Chris Whatley (470-809-7251 christopher.whatley@cityofsouthfultonga.gov) for street name approval. Names that are phonetically the same as existing street are not allowed. Names that start with Peachtree, River or Personal names are not allowed.

- ___ 33. Where the development is to be subdivided into phase/blocks, label blocks alphabetically. Lots are to be numbered in consecutive numerical order within each block. Please make a distinction between lot numbers and street addresses, by circling the addresses or by using some other labeling method to identify the address from the lot number.

- ___ 34. Locate and label, with dimensions, all "no access strips."

- ___ 35. Show state water buffers and zoning buffers.

- ___ 36. Provide in the notes the total acreage of the entire site, to the nearest 1/100 of an acre; and the total number of lots. Provide on plan view the area of each lot or parcel in square feet.

- ___ 37. If any portion of the plat is within the boundaries of the Metropolitan River Protection Act, please indicate the River Corridor case number as well as show, by lot, the maximum amount of permitted impervious surface and land disturbance, by vulnerability category as well as the total lot area of each lot. The following statement, written in at least 12 point type, shall be shown on the plat:

"The property shown on this plat is subject to the regulations of the Metropolitan River Protection Act and the Certificate approved by Fulton County (RC _____). The maximum amounts of clearance and impervious surface allowed for each lot are listed hereon. The owners, heirs, or assignees of each individual lot, are solely responsible for compliance with the approved certificate.

- ___ 38. Provide in the notes, a description of all corner markers and markers of pertinent reference. All corner markers and markers of pertinent reference points shall be constructed of a permanent material, such as iron, steel, concrete or stone.

- ___ 39. Show all slope easements as required.

- ___ 40. Show all public service utility right-of way lines.

- ___ 41. Show all easements including sanitary sewer easements, required for future sewer

construction and apparent encroachment. Differentiate between public and private easements. Public easements should be shaded. Do not shade dimensions or notes.

___ 42. City of South Fulton will not accept drainage easements along common property lines in order to control private drainage improvements.

___ 43. Provide bearings and distances on all off road sanitary sewer and permanent stormwater management facilities and drainage easements.

___ 44. Add this note to plat:

"City of South Fulton, Fulton County, and City of Atlanta personnel and/or agents shall have free and total access to and across all easements."

___ 45. Provide a 36-month maintenance bond, from the Owner/Developer, prior to recording of the final plat. Bond amount will be determined during review of plat.

___ 46. All final subdivision plats must show street addresses on each lot prior to recording. Contact Chris Whatley, 470-809-7251, Christopher.whatley@cityofsouthfultonga.gov if you have addressing questions.

___ 47. Show a 20- foot, graded and stabilized vehicular access easement to all detention ponds. A 10-foot graded access easement shall completely encircle the detention pond. Use a 30-foot combined easement when combined with a sanitary or drainage easement.

___ 48. Show 20' landscape buffer around detention ponds.

___ 49. Show and label the outlet structure on the plan view.

___ 50. Show the Minimum Finished Floor Elevations (M.F.F.E.) on lots that have flood plain or a detention pond and provide a recorded copy of the Flood Plain Indemnification Agreement (attached). The M.F.F.E. for flood plain lots shall be a minimum of 3 feet above the 100-year flood elevation; and the M.F.F.E. for detention pond lots with a slab on grade shall be a minimum of 1 foot above the 100-year High Water (H.W.) elevation.

___ 51. Show the 25-year and 100-year high water elevation and volumes of the detention pond(s) on the plat.

___ 52. Detention Ponds should be labeled as common areas or symbolically referred to as "C.A." If any common areas are shown on the plat, a Mandatory Homeowner's Association shall be created and the incorporating documents submitted along with the final plat for review and approval prior to submittal to the Secretary of State. Said documents shall be recorded with the Clerk of Superior Court of Fulton County with the Deed Book and Page Number referenced on the plat. All private covenants, if any shall also be submitted prior to recording and shall, once recorded, be referenced on the plat.

___ 53. Any other common areas shall be clearly labeled as such or symbolically referred to as "C.A." The plat shall clearly state that said areas are to be owned and maintained by the Homeowners Association in perpetuity.

___ 54. Complete and record with the Clerk of Superior Court of Fulton County, an Owner's Indemnification and Maintenance Agreement for Detention Ponds (see attachment). Once recorded, the Deed Book and Page Number shall be referenced on the final plat.

- ___ 55. Label "Public" vs. "Private" Storm and Sewer Easements; shade public easement.
- ___ 56. Revise right-of-way and pavement widths, as per redline comment.
- ___ 57. Provide Health Department signature block on plat. The Department of Health must sign plat.
- ___ 58. Provide approval from the Health Department for all final plats on septic systems.

APPROVAL OF DEPARTMENT OF HEALTH

<p>FULTON COUNTY HEALTH DEPARTMENT</p> <p>This subdivision, as shown, is approved upon the condition that sewage disposal and water supply facilities are in compliance with Articles C and D, <u>Sewage Disposal</u> and <u>Drinking Water Supply</u> of the Fulton County Health Department regulations and in accordance with the requirements below:</p>	
<u>WATER SUPPLY</u>	<u>SEWAGE DISPOSAL</u>
<input type="checkbox"/> Public Water Supply	<input type="checkbox"/> Public Sanitary
<input type="checkbox"/> Individual Water Supplies	<input type="checkbox"/> Individual Onsite Sewage
Service Requirements – S/D Type	Service Requirements – S/D Type
<input type="checkbox"/> Type "A"	<input type="checkbox"/> Type "A" <input type="checkbox"/> Type "C"
<input type="checkbox"/> Type "B"	<input type="checkbox"/> Type "B" <input type="checkbox"/> Type "D"
_____ Date	_____ Fulton County Health Department
_____ Revision Date	_____ Fulton County Health Department

- ___ 59. As required by City of South Fulton Subdivision Regulations, show sidewalks, curbs and gutters across your property's road frontage in accordance with these standards.