



**COMMUNITY DEVELOPMENT AND REGULATORY
AFFAIRS**

5440 Fulton Industrial Boulevard
Atlanta, Georgia 30336
(470) 809-7700

MINOR SUBDIVISION PLAT CHECKLIST

Project Name: _____ Tax ID #: _____

Project Number: _____ Date: _____

Reviewed By: _____ Telephone: _____

NOTES:

- **Fulton County Health Department approval required before City of South Fulton plat approval.**
- **Minor Subdivision Plats shall be drawn to meet final plat specifications.**

Please address all items marked with an "X"

General Requirements

- _____ 1. The Plat shall be clearly and legibly drawn in black ink at a scale of 10, 20, 30, 40, 50, 60, or 100 ft to the inch.
- _____ 2. If area encompassed by the Plat requires multiple sheets, provide an index map on each sheet.
- _____ 3. For the division of land in the AG-1 (Agricultural) zoning district adjacent or having access to unpaved roads, each proposed lot shall contain a minimum area of three (3) acres.
- _____ 4. The plat shall contain the following information:
- a. Provide in the title block, the name of the minor subdivision plat. Use a unique name that may pertain to the owners. Do not give a minor subdivision plat the name of a street or road, as this does not distinguish it from other minor subdivisions plats along the same road.
 - b. Provide in the notes, the name and address of the owner of record.
 - c. Provide in the notes, the name and address of subdivider/developer.
 - d. Provide in the title block, the date the plat was drawn including the date of each revision.
 - e. Provide both the stated and graphic scale.
 - f. Provide the north arrow indicating the orientation of the plat.
 - g. Provide a note indicating the reference of bearings to magnetic north, true north, or grid north.

- h. Provide a note indicating whether bearings shown on the plat are calculated from angles turned in the field or taken from compass readings.
- i. Provide in the title block, the location of the tract of land (Land District and Land Lot).
- j. Provide in the notes, the total number of lots and acreage of the tract of land being subdivided.
- k. Provide on the site plan, the tract number or alphabet, and the area of each lot in square feet.
- l. Provide a note stating the zoning of the property, (if applicable) the zoning case number, and the minimum requirements per the zoning classification and/or zoning conditions as applicable.
- m. Provide in the title block, the name of the former subdivision for all of the plat or any part that has been previously subdivided.
- n. Provide a location Sketch on the site plan.
- o. Provide an index map when more than one sheet is required to present plat.
- p. Provide the course and distance to the nearest existing street intersections, benchmarks or other recognized permanent monuments, which shall be accurately described on the plat.
- q. Provide the exact boundary lines of the tract, indicated by a heavy line, giving distances to the nearest one-tenth (1/10) foot, and angles to the nearest minute, which shall be balanced and closed with an error of closure not to exceed one (1) in five thousand (5,000). The error of closure shall be stated on the Plat. Tract boundaries shall be determined by accurate survey in the field. All surveys shall be coordinated and tied into Fulton County G.I.S. Monument (must state monument I.D. number).
- r. Provide municipal, county names. Land lot lines must be accurately shown on the subdivided tract by distance and angles when such lines traverse the tract.
- s. Provide the width to the centerline of the right-of-way and the right-of way width. Show the angles of deflection and standard curve data of intersection, radii, length of tangents, arcs, and degree of curvature with basis of curve data for all roads on a curve. Label the names of all streets and alleys within and immediately adjoining the plat and the exact location and widths of all crosswalks.
- t. Label the R/W to indicate whether the road is paved or unpaved and a public or private street.
- u. Provide the location of any streams, rivers, lakes on the property with appropriate buffers, where applicable.
- v. Show address for each lot as approved by South Fulton GIS.

_____ 5. The plat shall contain the following information:

- a. Lot lines with dimensions to the nearest one-tenth (1/10) foot, internal angles, arcs, chords, and tangents, or radii of rounded corners.

- b. Front, rear, and side setback lines with dimensions. State minimum lot width at building line in notes and show on plan.
- c. Lots or site shall be numbered in numerical order and blocks lettered alphabetically.
- d. Location, dimensions and purpose of all drainage structures. Show any easements, including slope easements, if required, and public service utility right-of-way lines, any areas to be reserved, donated, or dedicated to public use. If the site has any easements other than residential use, provide notes stating their purpose and limitation. Any areas to be reserved by deed covenant for common uses of all property owners must also be shown and labeled.

____ 6. Include the following statements on the plans:

- a. "Water service provided by _____."
- b. "Wastewater service provided by _____."
- c. "According to the Flood Insurance Rate Map (F.I.R.M.) of Fulton County, panel number _____, dated _____, a portion of this property is/is not located in a Flood Hazard Area."
- d. Include copy of F.I.R.M. panel on plat indicating site location.
- e. If flood plain exists on the property, indicate the Intermediate Regional Flood (I.R.F.) elevation, by heavy line and label elevation.
- f. If the site is in the flood plain, at least 50% of the buildable lot area, per the applicable zoning, must be located outside the 100 year flood plain. Indicate the minimum lot size (sq. ft.) per zoning, the area of each lot minus the setback area, which is the buildable area. Separate the buildable area into area in the flood plain and area outside the flood plain. The percentage of area outside the flood plain is determined by dividing the buildable area outside of the flood plain by the minimum lot area as indicated per zoning. This percentage must be at least 50%.

____ 7. The following certificates shall appear on all Final Plats whereon the Intermediate Regional Flood (I.R.F.) zone is known to exist:

Flood Hazard

The Intermediate Regional Flood (I.R.F.) areas shown hereon 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.

____ 8. The following statement shall appear on all plats:

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 Community Development Services. 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 a common good, shall not be construed as constituting maintenance obligation on the part of the City of South Fulton, nor an abrogation of the City of South Fulton’s right to seek reimbursement for expenses from the owner/s of the property or the lands that generated the conditions.

____ 9. This certificate shall appear on all plats. The areas to be dedicated, however, shall be specific to that which are to be in the public domain.

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

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)

____ 10. The following certificate shall appear on all plats:

SURVEYOR'S CERTIFICATE

"It is hereby certified that this Minor Subdivision Plat is true and correct and was prepared from an actual survey of the property, made by me or under my supervision; that all monuments shown hereon actually exist, or are marked as "Future", and their location, size, type and material is correctly shown."

Surveyor's Name

Registered Georgia Land Surveyor Number _____

____ 11. A statement of the private covenants, if they are brief enough to be put directly on the plat shall be shown; otherwise, a statement as follows shall be on the plat:

"This plat is subject to the covenants set forth in the separate documents(s) as recorded in Deed Book _____, Pages(s) _____, which hereby becomes a part of this plat."

____ 12. The following certificate shall appear on all plats:

MINOR SUBDIVISION PLAT APPROVAL

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

For the Director, Community Development Services Date

____ 13. Place the following certificates on the plat:

____ a. 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

b. APPROVAL OF DEPARTMENT OF HEALTH

FULTON COUNTY HEALTH DEPARTMENT	
This subdivision, as shown, is approved upon the condition that sewage disposal and water supply facilities are in compliance with Chapter 34, Articles IV and XI, <u>Sewage Disposal</u> and <u>Drinking Water Supply</u> of the Fulton County Health Department regulations and in accordance with the requirements below:	
<u>WATER SUPPLY</u>	<u>SEWAGE DISPOSAL</u>
() Public Water Supply	() Public Sanitary
() Individual Water Supplies	() Individual Onsite Sewage
Service Requirements – S/D Type	Service Requirements – S/D Type
() Type "A"	() Type "A" () Type "C"
() Type "B"	() Type "B" () Type "D"
_____	_____
Date	Fulton County Health Department
_____	_____
Revision Date	Fulton County Health Department

14. Add these notes to the plat, if applicable:

For flag lots or lots with unusual configurations and/or lots more than five hundred (500) feet off the road.

Fire Protection Notes

Be aware that for dwellings more than five hundred (500) feet off the road, flag lots or lots with unusual configurations, the Fire Department may not be able to provide fire protection unless the following items are fulfilled:

- a. A fire hydrant or water source approved by the fire department must be available within 500 feet of the dwelling's most remote point.
- b. An all-weather driveway of at least 14 feet width and having a vertical clearance of 13 feet 6 inches must be provided.
- c. An approved turnaround at the dead end of any road or drive over 150 feet long must be provided.
- d. Fire department approval is required for any access so constructed.

- _____ 15. Comply with the Subdivision Regulations, sidewalk requirements (Section 8.2.4)
- _____ 16. Show 5' minimum concrete sidewalk, 24" minimum curb and gutter, per Fulton County specifications (attached) across property's road frontage (s) as required by the Subdivision Regulations.
- _____ 17. Comply with Flood Plain Requirements.