



770-730-5600  
www.sandyspringsga.org

## FINAL PLAT CHECKLIST

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Project Name: \_\_\_\_\_ Tax ID #: \_\_\_\_\_

Project Number: \_\_\_\_\_ Date: \_\_\_\_\_

Reviewed By: \_\_\_\_\_ Telephone: \_\_\_\_\_

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**Please address all items marked with an "X"**

**Please return redline comments with corrected plan, Original mylar and two (2) prints.**

- \_\_\_\_ 1. The final plat shall comply with the City of Sandy Springs Subdivision Regulations, the City of Sandy Springs Zoning Ordinances, Conditions of Zoning and the approved Concept Plan/Minor Subdivision Plat.
- \_\_\_\_ 2. Provide a letter of approval for a "Street Lighting Plan" from the Department of Public Works, Transportation Section, prior to review by the Department of Community Development.
- \_\_\_\_ 3. Provide three (3) sets of As-Built drawings to the Field Construction Inspector for review and approval, prior to or coincidental with the submittal of the Final Plat.\* (See note below)
- \_\_\_\_ 4. Provide a letter of approval, from the Field Construction Inspector prior to recording of the final plat.
- \_\_\_\_ 5. Provide initially, three (3) copies of the final plat with the final plat application. Once all review comments are satisfied; provide two (2) copies and the original mylar.
- \_\_\_\_ 6. The final plat shall be drawn clearly and legibly, in black ink, at a recommended scale of 1" = 10' to 1"=100'. 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, 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 by using the following note:  
 "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 in the notes the reference for the angular bearings shown on the plat.
- \_\_\_ 16. Provide a north arrow.
- \_\_\_ 17. 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.
- \_\_\_ 18. Show all land lot lines, district lines, section lines, city and county boundaries labeled appropriately with words and figures.
- \_\_\_ 19. Provide distances on all boundary or lot lines.
- \_\_\_ 20. Provide data for regular and irregular curves, chord distances and directions.
- \_\_\_ 21. Provide the existing and proposed widths of all rights-of-way and pavement, centerline, intersection angle and centerline curve data.
- \_\_\_ 22. All final plats shall have the following certificates clearly printed thereon:

\_\_\_ a. FINAL PLAT APPROVAL

The Director of the Community Development Department of  
 The City of Sandy Springs, Georgia, certifies that this plat complies with the City of Sandy Springs Zoning Ordinances, Conditions of Zoning, and the City of Sandy Springs Subdivision Regulations as, amended.

For the Director, Community Development Department	Date
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\_\_\_ b. STATEMENT OF SLOPE EASEMENT

This plat is approved with the understanding that easement is granted the City of Sandy Springs 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 SANDY SPRINGS)

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 Fulton County, the complete ownership and use of all water and sewer improvements constructed or to be constructed in accordance with this plat, 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  
Public Access/Pedestrian Easements \_\_\_\_\_ 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 hereon were determined by the Professional Engineer whose stamp and signature are affixed hereto. The City of Sandy Springs does not, by approving this plat, warrant their accuracy, nor imply that land outside the areas of flood hazard shown, will be free from flooding or flood damage. Further, the City of Sandy Springs 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 Sandy Springs, 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 Sandy Springs 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 Sandy Springs 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 Sandy Springs nor abrogation of the City of Sandy Springs' 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

\_\_\_\_ 23. 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.

\_\_\_\_ 24. 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

\_\_\_\_ 25. Show the minimum front, rear, side, and corner setbacks (on all lots).

\_\_\_\_ 26. Revise corner and rear yard setbacks, as per redline comment, on irregularly shaped lot.

\_\_\_\_ 27. 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.

\_\_\_ 28. 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 June 28, 1998, a portion of this property **(is) or (is not)** located in a Special Flood Hazard Area."

\_\_\_ 29. Provide an approved street name for each street in the development. To reserve street names, please submit a completed copy of "Request for Project/Street Name Approval" form. Streets shall be named, using the names approved by the Community Development Department. We will accept up to two of the same names with different endings provided that they do not exist in the City of Sandy Springs, or Fulton County. Names that are phonetically the same as existing street are not allowed. Names that start with Peachtree, River or Personal names are not allowed. Please check on duplication in commercially available map books and street indexes. If you check the names prior to submittal for approval, it will increase chances for first time approval. Once names are approved, they are reserved in the name of the subdivision until used for three (3) years. Street signs provided by the City of Sandy Springs will hold only 12 characters including spaces between names. Suffixes may be abbreviated. The approved road name suffixes are listed on the back of the above referenced form.

\_\_\_ 30. 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.

\_\_\_ 31. Locate and label, with dimensions, all "no access strips."

\_\_\_ 32. Show Sandy Springs tributary buffers, state water buffers, and zoning buffers.

\_\_\_ 33. 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.

\_\_\_ 34. If any portion of the plat is within the boundaries of the Metropolitan River Protection Act, 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 the City of Sandy Springs (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. For further information, contact the City of Sandy Springs Community Development Department .

\_\_\_ 35. Provide the direction and distance from a point of reference to a point on the boundary of the individual survey. All plats submitted shall be referenced to an existing City of Sandy Springs or Fulton County G.I.S. Monument. For any subdivision of twenty-five (25) acres or more, the subdivider must pay a fee to set one (1) new monument. Courses and distance to Monument shall be shown on the Plat. **(Note: The term "monument" shall consist of one (1) G.I.S. Monument and one (1) azimuth or backsight monument per location.)**

\_\_\_ 36. 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.

- \_\_\_ 37. Show all slope easements as required.
- \_\_\_ 38. Show all public service utility right-of way lines.
- \_\_\_ 39. Show all easements including sanitary sewer easements, required for future sewer construction and temporary construction encroachment. Differentiate between public and private easements. All easements dedicated to the City of Sandy Springs shall be shaded. Do not shade dimensions or notes.
- \_\_\_ 40. The City of Sandy Springs will not accept drainage easements along common property lines in order to control private drainage improvements.
- \_\_\_ 41. Provide bearings and distances on all off road sanitary sewer and permanent stormwater management facilities and drainage easements.
- \_\_\_ 42. Add this note to plat:  
  

**"City of Sandy Springs and Fulton County personnel and/or agents shall have free and total access to and across all easements."**
- \_\_\_ 43. Provide a 15-month maintenance bond, from the Owner/Developer, prior to recording of the final plat. Contact Tina Loren (770-730-5600) for bond amount and submit required bond directly to her. Please return a copy of signed Bond Receipt Acknowledgement form (attached) to the Plan Review staff person.
- \_\_\_ 44. Place DH-A, B, C, D, hold on required lots as shown and add DH-Hold Block (below).

**DH-HOLDS**

**PLEASE NOTE THAT A CERTIFICATE OF OCCUPANCY HOLD MAY BE PLACED ON YOUR BUILDING PERMIT TO VERIFY THAT YOU HAVE COMPLIED WITH YOUR SUBMITTED SITE PLAN. A SITE INSPECTION WILL BE REQUIRED.**

- DH-A**                    SITE PLAN IS REQUIRED SHOWING BUILDING AND DRIVEWAY LOCATION WITH DIMENSIONS OF THE LOT. SHOW ALL STRUCTURES, SETBACKS, EASEMENTS, SPECIMEN TREES, BUFFERS AND PUBLIC INFRASTRUCTURE.
- DH-B**                    SITE PLAN REQUIRED SHOWING EXISTING AND PROPOSED CONTOUR GRADES, EROSION CONTROL MEASURES, ITEMS IN "A" ABOVE. A REGISTERED LICENSED PROFESSIONAL ENGINEER, LICENSED LANDSCAPE ARCHITECT OR REGISTERED SURVEYOR MUST SIGN AND SEAL THE PLANS.
- DH-C**                    SITE PLAN IS REQUIRED SHOWING MINIMUM FINISHED FLOOR ELEVATION, I.R.F. ELEVATION AND CONTOUR LINE, 25 AND 100 YEAR ELEVATIONS OF THE DETENTION FACILITY, TOP OF BANK FOR STREAMS, DRAINAGE DITCH AND ITEMS FOR DH-A HOLDS AS STATED ABOVE. A FINAL ELEVATION CERTIFICATE MUST BE COMPLETED BY THE PROPERTY OWNER OR REPRESENTATIVE AND SUBMITTED TO THE CITY DEPARTMENT OF COMMUNITY DEVELOPMENT AT THE TIME THE LOWEST FLOOR/FIRST FLOOR (REFERENCE LEVEL) IS ESTABLISHED, PRIOR TO FURTHER CONSTRUCTION OF THE BUILDING.
- DH-D**                    ONLY THE DIRECTOR, OR THE SPECIFIC APPOINTEE REPRESENTING THE DIRECTOR, MAY RELEASE THIS TYPE OF HOLD. A DH-D HOLD IS A GENERAL HOLD FOR A SPECIFIC PURPOSE NOT PREVIOUSLY COVERED BY THE PROCEEDING EXPLANATION BELOW.

- \_\_\_ 45. 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 unless otherwise permitted through the community Development Department. Use a 30-foot combined easement when combined with a sanitary or drainage easement.
- \_\_\_ 46. Show 20' landscape buffer around detention ponds.
- \_\_\_ 47. Show and label the stormwater management facility outlet structure on the plan view.
- \_\_\_ 48. 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 shall also be a minimum of 3 feet above the 100-year High Water (H.W.) elevation.
- \_\_\_ 49. Show the 25-year and 100-year high water elevation and volumes of the detention pond(s) on the plat.
- \_\_\_ 50. 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.
- \_\_\_ 51. 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.
- \_\_\_ 52. 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.
- \_\_\_ 53. Label "Public" vs. "Private" Storm and Sewer Easements; shade public easements.
- \_\_\_ 54. Revise right-of-way and pavement widths, as per redline comment.
- \_\_\_ 55. Provide Health Department signature block on plat. On septic systems, the Department of Health must sign plat.
- \_\_\_ 56. Provide approval from the Health Department for all final plats on septic systems before it is presented to the City for signature/approval.

APPROVAL OF DEPARTMENT OF HEALTH

<b>FULTON COUNTY HEALTH DEPARTMENT</b>	
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:	
<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

\_\_\_ 57. As required by Section 8.2.4 of the City of Sandy Springs Subdivision Regulations, show sidewalks, curbs and gutters across your property's road frontage in accordance with these standards.

\_\_\_ 58. For non-residential and attached residential dwelling units:

This project complies with any applicable Overlay District requirements. Contact Michael Zehner 770-206-1511 for guidelines.

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_ 59. Complies with Article VIII, Section 8.8 of the Subdivision Regulations, Underground Utilities.

**Addressing**

\_\_\_ 60. Show proposed street names (if applicable) and proposed addresses for each new lot. Please call 770-206-1514 if you have addressing questions.