



SANDY SPRINGS

GEORGIA

FINAL PLAT CHECKLIST

Building Permit Number: _____ Submittal Date: _____
Assigned by Staff

Subdivision Name (if any): _____ Tax/Parcel ID #: _____

Parcel Address: _____ Lot #: _____

Permittee: _____ Signature: _____
Print Name Signature

Firm: _____ Phone: _____

Address: _____

GENERAL REQUIREMENTS

- Submit five (5) sets of the Final Plat Drawings to the permit office.
- Provide a Letter of Approval for a "Street Lighting Plan" from the City of Sandy Springs' Public Works.
- Provide approval from the City of Sandy Springs' Public Works for the Right-of-Way dedication. Contact their office at (770) 730-5600.
- 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.
- Provide approval from the City of Atlanta or Gwinnett County for all Water Improvements.
- Provide approval from the Fulton County Department of Public Works' Water Resources Division for all sanitary sewer improvements.

PLAT REQUIREMENTS

- Sheet size shall not exceed 24" x 36".
- Provide the Name and Address of the Owner of Record.
- Provide the Name and Address of the Sub-divider.
- Provide the Name, Address, Georgia Registration Number, and Seal of the Surveyor who prepared the Plat. Seal must be signed.

- Provide the following Closure Statements on the Plat:
 "The field data upon which this Plat is based on has a closure precision of 1 Foot in _____ Feet and an angular error of ____ Seconds per angle point, and was adjusted using _____.
 This Plat has been calculated for closure and is found to be accurate within 1 Foot in _____ Feet."
- Provide the type of equipment used.
- Provide the source of Bearings.
- Provide North Arrow.
- Provide Graphic Scale.
- Provide the existing and proposed widths of all Right-of-Way, including dimension from centerline to Right-of-Way.
- Provide proposed widths of all pavements and indicate any width and type of curbing, including dimension from centerline to edge of paving or back of curb, as applicable.
- Provide the following Certificate on the Plat:

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

- Provide the following Certificate on the Plat:
STATEMENT OF SLOPE EASEMENT:
 This Plat is approved with the understanding that Easement is granted to the City of Sandy Springs along all road frontage for the purpose of sloping cuts and fills as follows:
 0' to 10' - not less than 3 to 1 slope

- Provide the following Certificate of the Plat:

OWNER'S ACKNOWLEDGMENT:

(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 sewer improvements constructed or to be constructed in accordance with this Plat; dedicates to the City of Sandy Springs, the complete ownership and use of all water 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

Typed Name of Sub-divider

Typed Name of Owner of Record

Signature of Sub-divider

Signature of Owner of Record

Date

Date

NOTE: All Owners must sign the original document in a permanent type BLACK ink prior to submittal. (Ball point and felt pens are not acceptable)

- Provide the following Certificate on the Plat:

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.

- Provide the following certificate on the Plat:

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 the 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.

- Provide the following Certificate on the Plat:

CERTIFICATION AS TO RECORDING:

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

- Provide any and all Rezoning and variance(s) approval letters on the Plat and illustrate compliance with any and all conditions in a narrative on the Plat. If none, state so in a Note.

- Provide the existing Zoning of the Property or tract of land. Provide the following data:

Front Yard Setback: _____ Ft.
Rear Yard Setback: _____ Ft.
Side Yard Setback: _____ Ft.
Side Corner Yard Setback: _____ Ft.
Minimum Heated Floor Area: _____ Ft.
Parking Space(s)/ Dwelling Unit: _____
Minimum Required Lot Area _____ Sq.Ft.
Minimum Required Lot Frontage: _____ Ft.
Minimum Required Lot Width @ B/L: _____ Ft.
Maximum Height: _____ Ft.

- Show the Minimum front, rear, Side, and Side Corner Yard Setbacks on the Plat for all Lots.

- Provide a copy of the current F.I.R.M. Panel on the Plat and label the location of the Site. 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 _____, 20____, a portion of this Property (is) or (is not) located in a Special Flood Hazard Area.
- 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 Streets 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, it will increase chances of first time approval. Once names are approved, they are reserved in the name of the Subdivision for three (3) years. Street signs provided by the City of Sandy Springs will hold only twelve characters including spaces between names. Suffixes may be abbreviated. The approved Road name Suffixes are listed on the back of the above referenced form. Approved Names are to appear on the plat.
- Provide Blocks and Lot Numbers on the Plat.
- Provide Lot Addresses on the Plat. To receive addresses, please submit a completed copy of "Request for Address(es)" Form to the Community Development Department.
- Locate and Label with dimensions all "No Access Strips."
- Show and Label all State Water Buffers, Sandy Springs' Tributary Buffers, Sandy Springs' Impervious Setbacks, and Zoning Buffers.
- Provide the Total Acreage of the entire Site, to the nearest 1/100 of an Acre, and the Total Number of Lots. Provide the area of each Lot or parcel in Square Feet.
- Note on the Plat whether any portion of this Property is within the Boundaries of the Metropolitan River Protection Act. If so, provide the corridor line or state all of the Property is within the boundaries, and provide the following Note:

The Property shown on this Plat is subject to the regulations of the Metropolitan River Protection Act. The Owners, heirs, or assignees of each individual Lot, are solely responsible for compliance with the regulations.
- Provide a Note describing all corner markers and markers of pertinent reference.
- Show all Easements, including future Construction Easements. Differentiate between Public and Private Easements.
- Provide Stormwater facility Certification and As-Built Drawings in accordance with the Sandy Springs's Development Regulations.
- Provide a GPS (Georgia State Plane Zone West) Coordinate for the Pond Outlet Control Structure.

- Provide a GPS (Georgia State Plane Zone West) Coordinate for each Water Quality BMP.
- Show the Minimum Finished Floor Elevations on all Lots which have Floodplain or are adjacent to Detention Ponds. The Minimum Finished Floor Elevation shall be shall be a minimum of three (3) Feet above the 100-Year Flood Elevation.
- Show the 25-Year and 100-Year High Water Elevation and Volumes of the Detention Pond(s) on the Plat.
- Provide copies of the Homeowner's Association Documents Prior to recording. Once approved, provide Note with recording information on the Plat.
- Provide copies of Covenants Prior to recording. Once approved, provide Note with recording information on the Plat.
- Provide Fulton County Health Department Signature Block on the Plat.
- An Elevation Certificate will be required for the following Lots prior to a Certificate of Occupancy. Lots _____
- Add the Following Note to the Plat:

“The City of Sandy Springs, Fulton County, City of Atlanta, and Gwinnett County personnel and/or Agents shall have free and total access to and across all Easements.”
- Add the Following Note to the Plat:

“Sanitary sewer Service provided by Fulton County.”
- Add the Following Note to the Plat:

“Water service provided by _____.”
- Set up a Thursday Meeting to go over Bonding and Maintenance Agreement requirements.