



**SANDY SPRINGS**  
COMMUNITY DEVELOPMENT

**MINOR 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: \_\_\_\_\_

Please submit completed forms and supporting documents at <https://build.sandyspringsga.gov/>.

**GENERAL REQUIREMENTS**

- Provide approval from the City of Atlanta or Gwinnett County, as appropriate, if any additional Water Meters are required.
- Provide approval from the Fulton County Department of Public Works' Water Resources Division if any additional sewer taps are required.

**PLAT REQUIREMENTS**

- Name and Address of the Owner of Record.
- Name and Address of the Sub-divider.
- Name, Address, Georgia Registration Number, and Seal of the Surveyor who prepared the Plat.
- 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 \_\_\_\_\_.  
The 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.
- Show/label the existing and proposed widths of all Right-of-Ways. Provide dimension from centerline to Right-of-Way.
- Show/label proposed widths of all pavements and indicate any width and type of curbing.
- Show/label 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 Atlanta, 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 Subdivider

\_\_\_\_\_  
Typed Name of Owner of Record

\_\_\_\_\_  
Signature of Subdivider

\_\_\_\_\_  
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 in tabular form:

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/label the Minimum front, rear, Side, and Side Corner Yard Setbacks on the Plat for all Lots.
- Imbed 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.
- Provide Blocks and Lot Numbers on the Plat.
- Provide Lot Addresses on the Plat. To receive addresses, please submit a completed copy of "Street Address Request Form" to the Community Development Department.
- Show/Label with dimensions all "No Access Strips."
- Show/Label all State Water Buffers, Sandy Springs' Tributary Buffers, Sandy Springs' Impervious Buffers, 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 Code.
- 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 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 copy of the Homeowner's Association Documents Prior to recording. Once approved, provide Note with recording information on the Plat.
- Provide copy 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.