

Chief Executive Officer
Michael Thurmond

DEPARTMENT OF PLANNING & SUSTAINABILITY

Director
Andrew A. Baker, AICP

LOT DIVISION, LOT COMBINATION, OR BOUNDARY LINE ADJUSTMENT CHECKLIST
GUIDE

DATE _____

PROJECT NAME _____

HANSEN FILE NO _____ ZONING DIST _____ MAP REFERENCE _____

14-89 Required Information:

- ___ (1) Boundary Lines with courses and distances: existing and proposed using differing line weights and line types.
- ___ (2) Streets on or adjacent to tract.
- ___ (3) Contour Data.
- ___ (9) Prior Subdivisions.
- ___ (14) Sewers.
- ___ (16) Water mains.
- ___ (18) Floodplain limit with elevation referenced to M.S.L. and 5-foot horizontal easement outside the 100-yr floodplain.
- ___ (20) Receiving waters.
- ___ (22) Bury pits.

14-89 Proposed Physical Layout:

- ___ (2) Street names.
- ___ (3) Show existing and required right(s)-of-way along the street frontage. Note: dedication may be required.
- ___ (7) Yard: graphically show setbacks.
- ___ (8) Zoning Conditions - reference ZBOA, S.L.U.P., Zoning, or administrative case numbers and embed any approved conditions.

14.91: Additional Information:

- ___ (4) Vicinity map.
- ___ (5) Owner'(s) name(s) and zoning of adjacent properties.

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- ___ **14-191:** Improvements, right-of-way dedication.
- ___ **14-256:** Lot compliance with zoning ordinance.
- ___ **14-257:** Corner lots.
- ___ **14-258:** Frontage.
- ___ **14-259:** Through lots.
- ___ **14-260:** Side lot lines.
- ___ **14-385:** Underground utilities. Note whether electric service to be above ground or underground.
- ___ **27- _:** Zoning District_____. Principle uses and structures, accessory uses, buildings and structures, special permits, lot width, lot area, setbacks, building spacing, transitional buffer zone, building height, floor area, lot coverage, off-street parking requirement, parking lot landscape requirement.
- ___ **27-756:** Lots.
- ___ **27-757:** Corner lots.
- ___ **Additional Required Items:**
- ___ Embed Certificate of Conformity in the prepared plat
- ___ Show number of lots / units in subdivision.
- ___ Note who will provide water service.
- ___ Show any easements, transitional and/or any stream buffers (25-ft and 75-ft).
- ___ Provide a table of the tax parcel number(s), with their area(s) existing and proposed.
- ___ State the name and address of the current property owner based on deed or tax record.
- ___ Add note: A 75' tributary buffer will be maintained on all state waters that are not approved for a buffer encroachment variance by DeKalb County or Georgia E.P.D.
- ___ Add note: The owner of the property is responsible for compliance with the Corps of Engineers' requirements regarding wetlands.
- ___ Application must be signed by the owner or owner authorization provided.

Reviewed by _____

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CERTIFICATE OF CONFORMITY

I, _____, the engineer/surveyor
for the Subdivision known as _____,
located in Land Lot _____ of the _____ District, hereby certify
that no lots platted within the subdivision are non-conforming or will result in any non-
conforming lots.

SIGNATURE

NAME (PLEASE PRINT)

ADDRESS

CITY, STATE, ZIP