LOT DIVISION, LOT COMBINATION, OR BOUNDARY LINE ADJUSTMENT CHECKLIST

GUIDE

PROJECT NAME_________________________ DATE____________________

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.
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 ________________________________
CERTIFICATE OF CONFORMITY

I, ________________________________, the engineer/surveyor for the Subdivision known as ________________________________, 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