

Chief Executive Officer
Michael Thurmond

DEPARTMENT OF PLANNING & SUSTAINABILITY

SKETCH PLAT REVIEW CHECKLIST

Date: _____

Project Name: _____

Zoning District: _____

Map Reference or Parcel Numbers: _____

Associated Rezoning or Other Application Numbers:

SKETCH PLAT SUBMITAL REQUIREMENTS

[14-87 - Conference with County Officials](#)

Before filing the sketch plat for a subdivision for review and approval, the applicant shall meet with the planning [staff] to discuss the procedure for approval of a subdivision plat and the requirements as to general layout of streets, reservations of open space, street improvements, drainage, sewerage, fire protection, and similar matters, as well as the availability of existing services, including schools. The planning [staff] may advise the applicant, when appropriate, to discuss the proposed subdivision with those officials who must eventually approve those aspects of the subdivision plat coming within their jurisdiction. This conference will allow early evaluation of the applicant's intentions and coordination with the comprehensive plan and the zoning ordinance. This conference will also allow county officials to discuss with the applicant the necessary regulations that will properly accomplish the project.

Please contact plansustain@dekalbcountyga.gov or awchappell@dekalbcountyga.gov with questions.

14-89 - Required information

The following **existing conditions** shall be shown on a sketch plat:

_____ (1) *Boundary lines*. Perimeter boundary of the overall tract, bearings and distances, referred the legal point of beginning;

_____ (2) *Streets on or adjacent to tract*. Name, right-of-way width, and location of streets on and adjacent to the tract, and any existing railroad, sidewalk, trail, or bike lane;

_____ (3) *Contour data*. Topographic contour data at no more than two-foot elevation intervals. The source of this data shall be written on the plat. Existing contour data from the DeKalb County Geographic Information System Department may be used where available;

_____ (4) *Tree survey*. A tree survey in compliance with [section 14-39](#) or tree sample calculations where allowed by the county arborist which may be submitted as a separate plan;

_____ (5) *Historic resources*. Any building, structure, site or district identified as historic by the DeKalb County Historic Preservation Commission, the DeKalb County Historic Resources Survey, the comprehensive plan, by listing on the Georgia or National Register of Historic Places, or by listing as a National Historic Landmark.

_____ (6) *Natural features on tract*. Other conditions on the tract such as stream buffers, state waters, cemeteries, wetlands, existing structures, intermediate regional floodplain boundary (where available), rock outcroppings, and archeological resources;

_____ (7) *Soils*. Location of soils as shown on Soil Survey of DeKalb County, Georgia by the United States Department of Agriculture;

_____ (8) *Geographical data*. Numerical and graphic scales, north arrow, land lot and district numbers and lines, city and county names and limit lines;

_____ (9) *Prior subdivisions*. Name and reference of any formerly recorded subdivision crossing any of the land shown on the plat;

_____ (10) *Zoning district*. Show zoning district, case number and conditions of zoning; **For zoning conditions associated with any rezoning of the subject property, include conditions and submitted site plan with the rezoning on a separate sheet.**

_____ (11) *Permits*. Show any special administrative permit number, special land use permit number, or board of appeals case number and conditions;

_____ (12) *Variances*. Show any variance approvals;

_____ (13) *Septic tanks*. Show existing septic tank and drain field location or note absence;

_____ (14) *Sewers*. Show size and location of sanitary sewer main(s) available;

_____ (15) *Sewer easements*. Show a sanitary sewer easement with a minimum width of fifteen (15) feet of for all county maintained lines not within county right-of-way, unless otherwise required by water and sewer department;

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- _____ (16) *Water mains*. Show size and location of water main(s) and fire hydrants;
- _____ (17) *Water main easements*. Show a water main easement with a minimum width of fifteen (15) feet for all county maintained lines not within right-of-way;
- _____ (18) *IRF*. Show on plan whether FEMA or county benchmark used to establish IRF also identify location of Benchmark;
- _____ (19) *Wetlands*. Provide wetlands determination from U.S. Army corps of engineers;
- _____ (20) *Receiving waters*. Provide distance to and name of receiving waters;
- _____ (21) *Certificate of conformity*. Certification by the applicant that no lots platted are non-conforming or will result in any non-conforming lots.
- _____ (22) *Bury pits*. Show location of any existing inert waste bury pits.
- _____ (23) *Seal*. All sheets of plats must be sealed by a professional engineer, architect, surveyor, or landscape architect currently registered in the state of Georgia;

14-90 - Depiction of proposed physical layout

The following **proposed features** shall be shown on the sketch plat:

- _____ (1) *Title*. The title under which the proposed subdivision is to be recorded, if known, with the name of the property owner(s) and designers and the date of the plat;
- _____ (2) *Street names*. The name of all proposed streets.
- _____ (3) *Rights-of-way*. Street rights-of-way and widths indicated, including any necessary right-of-way required for improvements as shown on the thoroughfare plan;
- _____ (4) *Sidewalks*. All proposed sidewalk and bike lane locations; **Show width of proposed improvements, including landscape strips.**
- _____ (5) *Lots*. Lot lines, lot numbers, block letters, and the total number of proposed lots within the development;
- _____ (6) *Dedications*. Sites, if any, to be dedicated or reserved for common areas, public parks, open space, schools, playgrounds, multi-use trails, or other public uses, together with the purpose and the conditions or limitations of these dedications, if any;
- _____ (7) *Yards*. Minimum building setback lines as required under the yard requirements of zoning ordinance. **Setback lines shall be provided for ALL proposed lots.**
- _____ (8) *Zoning conditions*. All conditions of zoning and proposed deed restrictions shall be recited on the sketch plat; **For zoning conditions associated with any rezoning of the subject property, include conditions and submitted site plan with the rezoning on a separate sheet.**
- _____ (9) *Corner lots*. Show that corner lots shall have an extra width of not less than fifteen (15) feet more than required for interior lots for the zoning district within which they are located;

- _____ (10) *Transitional buffers*. Show transitional buffers, if any and any required screening fencing;
- _____ (11) *BMPs*. Show conceptual location of storm water management and water quality BMP facilities on sketch plat;
- _____ (12) *IRF*. Show proposed IRF contour, spot elevation (if available) and source;
- _____ (13) *Covenants*. Indicate whether the proposed subdivision will be subject to private covenants and whether a homeowner's association will be established;
- _____ (14) *Sewer easements*. Show a sanitary sewer easement with a minimum width of fifteen (15) feet for all county maintained lines not within county right-of-way;
- _____ (15) *Water main easements*. Show a water main easement with a minimum width of fifteen (15) feet for all county maintained lines not within right-of-way;
- _____ (16) *Fire hydrants*. Show new fire hydrant(s) and eight-inch fireline(s); and
- _____ (17) *Fencing*. Show any required fencing around detention ponds, if required.
- _____ (18) *Electrical service*. Show whether electrical service will be above ground or underground.

14-91 - Additional information to be filed with the sketch plat

- _____ (1) *Owner consent*. The property owner must consent in writing to the proposed development in a consent affidavit provided by the planning director with the application;
- _____ (2) *Taxes*. Provide statement from tax commissioner certifying that all ad valorem taxes on the property have been paid;
- _____ (3) *Location*. A small map of DeKalb County depicting the subdivision location within the county;
- _____ (4) *Vicinity map*. Vicinity map at a scale of four hundred (400) feet to one (1) inch showing the location of the tract with reference to surrounding properties, streets, municipal boundaries, and streams within five hundred (500) feet of the tract show zoning districts of adjoining property;
- _____ (5) *Adjacent properties*. Names of adjoining property owners and the zoning classification of adjacent properties. **Include Zoning of adjacent properties.**
- _____ (6) *Engineer*. Name, address and phone of developer and engineer on plat.

14-92 - Scale

Sketch plats shall be prepared at an appropriate scale of not more than one hundred (100) feet to one (1) inch. Maximum sheet size shall be twenty-four (24) inches by thirty-six (36) inches.

14-96 (c)

After review of the sketch plat and related comments, and where, in the judgment of the planning commission, the sketch plat conforms to all of the requirements of this chapter and Chapter 27 of this Code, all conditions of zoning, and any other applicable county regulations or law, the planning commission chairman shall approve said sketch plat. The following wording for approval shall be shown on the sketch plat:

This sketch plat has been submitted to and approved by the planning commission of DeKalb County, on this _____ day of _____.
 By: _____ (By Dir.)
 Planning Commission Chairman
 DeKalb County, Georgia

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**PLEASE ACKNOWLEDGE THAT THE FOLLOWING ITEMS HAVE BEEN ADDRESSED:
See individual code sections for details on requirements**

- [14-166. - Adequate public facilities](#)
- 14-167. - Conservation of natural resources.
- 14-181. - Generally.
- 14-182. - Arrangement where not shown on thoroughfare plan.
- 14-183. - Minor streets/minor arterials.
- 14-184. - Thoroughfare plan.
- 14-185. - Subdivisions bordering on or containing arterial streets, railroad right-of-way or limited-access highway right-of-way.
- 14-186. - Reserve strips.
- 14-187: Street intersection spacing.
- 14-188: Intersections – right angle.
- 14-189: Property line to be curved or mitered.
- 14-190: Street classification and right-of-way width.
- 14-191: Improvements, right-of-way dedication.
- 14-191 (e): Board of Commissioners waiver of right-of-way, road improvements.
- 14-192: Half streets.
- 14-193: Temporary dead-end streets.
- 14-194: Permanent dead-end street; cul-de-sac required.
 - (a) Cul-de-sac required.
 - (b) Minimum radius; provide a landscaped island.
- 14-195: Alleys.
- 14-196: Street grades.
- 14-197: Minimal horizontal curve radius.
- 14-198: Minimum sight distance.
- 14-199: Design of intersections.
- 14-200: Access management.
- 14-200 (e): Number of access points.
- 14-200 (j): Deceleration

- _____ 14-201: Planting Strips
- _____ 14-217: Permission for easement dedication required.
- _____ 14-218: Floodplain easements – on-site.
- _____ 14-219: Drainage easements – off-site.
- _____ 14-220: Pedestrian and bicycle easements and paths.
- _____ 14-236: Length, width, and shape of blocks.
- _____ 14-237: Desirable maximum and minimum block length.
- _____ 14-238: Mid-block easements and pedestrian paths.
- _____ 14-256: Lot compliance with zoning ordinance.
- _____ 14-257: Corner lots.
- _____ 14-258: Frontage.
- _____ 14-259: Through lots and reverse frontage lots prohibited.
- _____ 14-260: Side lot lines
- _____ 14-275: Open space required; purposes.
- _____ 14-276: Restrictions on open space.
- _____ 14-277: Dedication of parks, open space, recreation areas, and conservation easements.
- _____ 14-286: Reservation of sites for civic use.
- _____ 14-351(e): Dry sewer waiver.
- _____ 14-356: Comments, recommendations to be marked on preliminary plat.
- _____ 14-379(d): Contour intervals.
- _____ 14-383: Sidewalks and bicycle lanes.
- _____ 14-384: Parking on public right-of-way.
- _____ 14-385: Underground utilities.
- _____ 14-386: Street lights.
- _____ 14-396: Septic tank data.
- _____ 14-397: Contour intervals.
- _____ 14-398: Soil analysis.
- _____ 14-399: Analysis.
- _____ 14-404: Board of Health recommendations.
- _____ 14-405: Impoundment permit.

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ADDITIONAL REQUIRED PLAT REVIEW ITEMS

_____ Show developer's name, address, and phone number.

_____ Show number of lots / units in development.

_____ Who will provide water service?

_____ Who will provide sewer service?

_____ Add note: Recorded off-site sewer easement required prior to issuance of development permit.

_____ 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 GA. E.P.D.

_____ Add note: Sketch plat approval does not constitute approval of the storm drainage or sanitary sewer systems. No construction shall begin until construction plans are approved and a development permit is obtained.

_____ Add note: The owner of the property is responsible for compliance with the Corps of Engineers requirements regarding wetlands