

Chief Executive Officer  
Michael Thurmond

**DEPARTMENT OF PLANNING & SUSTAINABILITY**

Director  
Andrew A. Baker, AICP

**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.

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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