Chief Executive Officer
Michael Thurmond

DEPARTMENT OF PLANNING & SUSTAINABILITY

Director

Andrew A. Baker, AICP

FINAL PLAT PROCEDURES AND REQUIREMENTS FOR THE GIS DEPARTMENT GIS – ADDRESSING

- 1. The GIS Department reviews the Final Plat for the following information
 - ♦ Acceptable street names,
 - ♦ Verifies that the project name is acceptable
 - ♦ Assigns street addresses for each lot shown on the final plat
 - ♦ Verifies ownership
 - ♦ Verifies that the lot numbers shown on the plat are legal.
 - ♦ Verifies receipt of completed "Final Plat Mapping Form" for subdivisions, condominiums, townhomes and apartments.

If the above items are acceptable, GIS will approve recording of Final Plat.

- 2. All corrections are shown on the Final Plat as redline comments and the plat is returned to the applicant for corrections.
- 3. Once the corrections are revised and re-submitted by the applicant, the corrected Final Plat is distributed to the GIS Department with redlines for re-review.

The GIS Department then signs off on the Final Plat and the sign off sheet is sent to the Development Department.

GIS - MAPPING

- 1. The GIS Department requires a recorded plat in mapping Subdivisions or Townhomes and requires a recorded preliminary plat "For Addressing Purposes" regarding Condominiums or Townhomes (Fee Simple Attached).
- 2. Digital (.dwg, .dgn, or .dxf) or Shape file that is in the *State Plane GA West NAD 83 Coordinate US Survey Feet System* is preferred for faster processing.
- 3. The GIS Department also requires a completed Final Plat Mapping Form to ensure accuracy and efficiency of mapping request.
- 4. If the Final Plat Mapping Form is approved, then the form is stored in GIS.
- 5. Once Development forwards the approved final plat and digital file (if provided) to GIS, then GIS will pair together the completed Final Plat Mapping Form and the approved final plat & digital file.
- 6. Then the project is added onto the list of property mapping requests.
- 7. Property mapping requests are processed in the order received and is administered by GIS management.