

Chief Executive Officer

DEPARTMENT OF PLANNING & SUSTAINABILITY

Interim Director

Lorraine Cochran-Johnson

Cedric Hudson

| FINA | L PL | AT A | APPI | JCA | TION |
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| | Date: | | | | |
|---|--|---|--------------|--|--|
| APPLICATION FEES: 1 ST REVIEW - \$100 2 ND REVIEWS - \$200 PER SHEET 3 RD & SUBSEQUENT REVIEWS - \$ | 3200 PERSHEET | RECORDING FEES: \$100+\$20 PER LOT \$210 PER TRAFFIC SIGN | | | |
| FOURTEEN (14) COPIES OF THE FINA SEPARATELY, MUST ACCOMPANY ALL | L PLAT AND 4 COPIES EACH OF APPLICATIONS. | STORM AND W&S AS-BU | IILI STAPLED | | |
| CONTACT DEPT. OF WATERSHED MAI | NAGEMENT FOR THEIR REQUI | REMENTS. | | | |
| | PLEASE PRINT ALL INF | ORMATION | | | |
| PROJECT NAME | | | | | |
| PROJECT LOCATION | | | DCR# | | |
| AP# | DIST/LL | # LOTS | PHASE/UNIT | | |
| MYLAR14 COPIES _ | | | | | |
| APPLICANT/ AGENT AUTHORIZ | ZED TO RECEIVE ALL NO | TIFICATIONS: | | | |
| NAME(Last) | (First) | PHONE | | | |
| ADDRESS | | | | | |
| E-MAIL | | | J111112ZII | | |
| SIGNATURE OF APPLICANT | | | | | |
| PAGESRECORDING FEE | | | | | |
| ADDITIONAL DOCUMENTATION | RECEIVED WITH APPLICAT | | | | |
| DOCUMENTS | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| OFFICE USE ONLY | | | | | |
| RECEIVED BY: | | DATE | | | |
| COMMENTS | | | | | |



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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 Planning and Development Department.

GIS - MAPPING

- 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.



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- 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.