



DeKalb County Planning & Sustainability Department

178 Sams Street
Decatur, GA 30030

Lorraine Cochran-Johnson
Chief Executive Officer

Juliana A. Njoku
Director

FINAL PLAT REVIEW CHECKLIST (Land Development Section's)

This checklist shall be submitted with your documents/drawings. Answers shall be provided to all items as "no" or "yes"; and if "no", you must explain why the item in question is not applicable.

<u>Project Name:</u>	<u>Date:</u>
<u>Address:</u>	<u>Parcel #:</u>
Name of Design professional _____ Signature _____ Seal _____	
Date: _____	

INFORMATION	IS ITEM ADDRESSED?		IF NO, EXPLAIN
1. Show sufficient data to determine readily and reproduce on the ground the location, bearings and lengths of every right-of-way, street line, lot line, boundary line and building line, whether curved or straight shall be provided	NO <input type="checkbox"/>	YES <input type="checkbox"/>	
2. Show vicinity <u>and</u> location map on the cover sheet.	NO <input type="checkbox"/>	YES <input type="checkbox"/>	
3. Indicate location of project/phase/unit on vicinity <u>and</u> location map	NO <input type="checkbox"/>	YES <input type="checkbox"/>	
4. Show/indicate the (1) development name, (2) phase # (if applicable), (3) property address, parcel ID#, district and land lot number on cover sheet	NO <input type="checkbox"/>	YES <input type="checkbox"/>	
5. Show final plat application number, sketch plat application number and Land Development application number on cover sheet	NO <input type="checkbox"/>	YES <input type="checkbox"/>	
6. Show name, address, email, and phone number of developer on plat.	NO <input type="checkbox"/>	YES <input type="checkbox"/>	
7. Show name, address, email and phone number of owner on plat	NO <input type="checkbox"/>	YES <input type="checkbox"/>	



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8. Show name, address, email and phone number of engineer <u>and</u> surveyor on plat	NO <input type="checkbox"/>	YES <input type="checkbox"/>	
9. Show number of lots platted (recorded) in all previous phase(s), including this phase. Show Unit Density for this phase and Overall Density	NO <input type="checkbox"/>	YES <input type="checkbox"/>	
10. Show North arrow on the vicinity map	NO <input type="checkbox"/>	YES <input type="checkbox"/>	
11. Show north arrow <u>and</u> graphic scale on drawings/plats	NO <input type="checkbox"/>	YES <input type="checkbox"/>	
12. Show Centerline <u>Curve</u> Data, and centerline <u>Line</u> Data	NO <input type="checkbox"/>	YES <input type="checkbox"/>	
13. Show location, dimensions and purpose of easements and areas to be dedicated to public use, common areas or sites for other than residential use with notices stating their purpose and limitations	NO <input type="checkbox"/>	YES <input type="checkbox"/>	
14. Show Right-of-Way width on all streets (including private streets. Refer to sec.14-189.2(c): r-o-w must be labelled and access easement and utility easement shall entirely overlay r-o-w)	NO <input type="checkbox"/>	YES <input type="checkbox"/>	
15. Show Right-of-Way width from centerline for all roads/streets.	NO <input type="checkbox"/>	YES <input type="checkbox"/>	
16. Show pavement width on all streets. Specify BC-BC, width of curb & gutter.	NO <input type="checkbox"/>	YES <input type="checkbox"/>	
17. Dimension road widening & label and dimension length of accel/decel lane and taper	NO <input type="checkbox"/>	YES <input type="checkbox"/>	
18. Show/Label P.O.B. (point of beginning) with distance/bearing to P.O.C. (point of commencement)	NO <input type="checkbox"/>	YES <input type="checkbox"/>	
19. Show survey wording. (closure precision and a statement as to the method of adjustment, angular error, instrument used, etc.)	NO <input type="checkbox"/>	YES <input type="checkbox"/>	
20. Add the attached Surveyor's Acknowledgement on the cover sheet	NO <input type="checkbox"/>	YES <input type="checkbox"/>	
21. Add the attached applicable Owners' Acknowledgement on the cover sheet	NO <input type="checkbox"/>	YES <input type="checkbox"/>	

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22. Show/indicate location <u>and</u> width of sidewalks and bike path (inside the development and along frontage)	NO <input type="checkbox"/>	YES <input type="checkbox"/>	
23. Show/indicate location <u>and</u> width of landscape strip (inside the development and along frontage)	NO <input type="checkbox"/>	YES <input type="checkbox"/>	
24. Label/show handicap ramps at street crossings	NO <input type="checkbox"/>	YES	
25. Show S/D Sign location and easement at the entrance, if applicable	NO <input checked="" type="checkbox"/>	YES <input type="checkbox"/>	
26. Show cul-de-sac details, including eyebrow cul-de-sac. Provide delta angles with property lines extended to center point. Provide chord distance and bearing.	NO <input type="checkbox"/>	YES <input type="checkbox"/>	
27. Show lot areas in square feet for all lots. (25,500 s.f. min of contiguous usable soils, for septic tank lots)	NO <input type="checkbox"/>	YES <input type="checkbox"/>	
28. Show square footage of area out of flood plain for all applicable lots. 70% of the minimum lot size per the zoning codes is required out of I.R.F	NO <input type="checkbox"/>	YES <input type="checkbox"/>	
29. Show in a chart, lot width at R/W and also at front setback line for cul-de-sac lots	NO <input type="checkbox"/>	YES <input type="checkbox"/>	
30. Driveway access on double frontage lots shall be limited to one (1) street only. A ten-foot no-access easement shall be provided along the frontage of the street not used for a driveway.	NO <input type="checkbox"/>	YES <input type="checkbox"/>	
31. Show 20% open space. Show/State location. Show overall open space provided for all previous units. Only 50% of open space required can be located within a flood plain, wetlands, steep slopes, streams and buffers.	NO <input type="checkbox"/>	YES <input type="checkbox"/>	
32. List building setbacks and all zoning criteria, including, minimum width, frontage, minimum lot size, maximum building height, maximum lot coverage, width at the cul-de-sac lots, etc.	NO <input type="checkbox"/>	YES <input type="checkbox"/>	
33. Show zoning conditions separate from notes and covenants, if any. Show the zoning case number (CZ) on the plat	NO <input type="checkbox"/>	YES <input type="checkbox"/>	
34. Show adjacent property owners (N/F and/or S/D)	NO <input type="checkbox"/>	YES <input type="checkbox"/>	



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35. Show lot lines and lot numbers for adjacent S/D	NO <input type="checkbox"/>	YES <input type="checkbox"/>	
36. Show zoning districts for adjacent properties	NO <input type="checkbox"/>	YES <input type="checkbox"/>	
37. Show Min. F.F.E. for lots in Floodplain. The lowest floor including crawlspace shall be 3' above base flood elevation, or 1' above the future conditions flood elevation	NO <input type="checkbox"/>	YES <input type="checkbox"/>	
38. Show I.R.F.(Intermediate Regional Floodplain) reference (Comm. Panel # & date of most recent map revision).	NO <input type="checkbox"/>	YES <input type="checkbox"/>	
39. Show the Future Condition Floodplain (if different from BFE) and the Area Adjacent to Future Condition Floodplain (AFCF). AFCF is 3 ft above the Base Flood Elevation or 1' above the Future Condition Floodplain, whichever is higher.	NO <input type="checkbox"/>	YES <input type="checkbox"/>	
40. Show and label 5' D.E. along the I.R.F. limit	NO <input type="checkbox"/>	YES <input type="checkbox"/>	
41. Show storm drain locations. Storm drain location shall match approved construction plans	NO <input type="checkbox"/>	YES <input type="checkbox"/>	
42. Show/Label all drainage easements for pipes. Required D.E. Widths: 18", 24", 30" = 20' DE; 36", 42", 48" = 25' DE; >48" = 30' DE	NO <input type="checkbox"/>	YES <input type="checkbox"/>	
43. Label all drainage structure as to type. (SWCB, DWCB, JB, DI, HW, OCS)	NO <input type="checkbox"/>	YES <input type="checkbox"/>	
44. Show storm drain pipe size, pipe type, pipe slope in %age, and length	NO <input type="checkbox"/>	YES <input type="checkbox"/>	
45. Show all control weirs details, inverts, size, etc.	NO <input type="checkbox"/>	YES <input type="checkbox"/>	

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46. Show/label location of stormwater/detention facilities	NO <input type="checkbox"/>	YES <input type="checkbox"/>	
47. Show 100-yr water surface elevation and volume in stormwater facilities/detention ponds.	NO <input type="checkbox"/>	YES <input type="checkbox"/>	
48. Show top and bottom of dam/wall elevation	NO <input type="checkbox"/>	YES <input type="checkbox"/>	
49. Show OCS details with orifices sizes and elevations, weir width an elevation, etc. (information must match approved construction drawings)	NO <input type="checkbox"/>	YES <input type="checkbox"/>	
50. Show Min. F.F.E. one (1) foot above top of dam/wall elevation or 3 foot above 100yr- water surface elevation, whichever is greater for lots with detention facility or portion of detention facility	NO <input type="checkbox"/>	YES <input type="checkbox"/>	
51. Show detention access easement 15 ft. in width to detention facility. If combining access easement in a drainage easement, add 10 ft. to the required D.E. width and label as "AE & DE".	NO <input type="checkbox"/>	YES <input type="checkbox"/>	
52. Show/label 10 ft. D.E. & A.E. around detention facility	NO <input type="checkbox"/>	YES <input type="checkbox"/>	
53. A drainage easement for Water Quality features/systems is required to be shown on the final plat.	NO <input type="checkbox"/>	YES <input type="checkbox"/>	
54. Show 4 ft. high fence around detention facility if difference between the bottom of pond and 100-year HW elevation is or exceeds 4 ft. Show/Label 10 ft. access gate location	NO <input type="checkbox"/>	YES <input type="checkbox"/>	
55. Show 20' D.E. centered on all swales, ditches and ephemeral streams without buffer.	NO <input type="checkbox"/>	YES <input type="checkbox"/>	
56. Label all common areas and show area size (acre/sqft) of each (location & size)	NO <input type="checkbox"/>	YES <input type="checkbox"/>	
57. Show water main(s). Show size and type of material. Show all water valves and fire hydrants. Show connection to existing water main. Show long-side water services, including wyes	NO <input type="checkbox"/>	YES <input type="checkbox"/>	
58. Label water mains and valves existing prior to subdivision or platting of the property as 'Existing'. This will facilitate accurate computation of the Maintenance Bond required for recording	NO <input type="checkbox"/>	YES <input type="checkbox"/>	

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59. Show/Label all sanitary sewer easements for sewer not in County R/W. Add deed book and page number of the recorded easement agreement on plat along easement lines.	NO <input type="checkbox"/>	YES <input type="checkbox"/>	
60. Show connection to existing sanitary sewer/sanitary sewer manhole	NO <input type="checkbox"/>	YES <input type="checkbox"/>	
61. Label sanitary sewer mains & sanitary sewer manholes existing prior to the subdivision or platting of the property as “existing”.	NO <input type="checkbox"/>	YES <input type="checkbox"/>	
62. Show deed book and page number where off-site easements are recorded	NO <input type="checkbox"/>	YES <input type="checkbox"/>	
63. Show and label front, side and rear building setback lines.	NO <input type="checkbox"/>	YES <input type="checkbox"/>	
64. Exclude building lines from easements, flood plain, retention/detention pond area, open space, 25 ft & 75 ft stream buffer, streets, etc.	NO <input type="checkbox"/>	YES <input type="checkbox"/>	
65. Show two (2) monuments on boundary of project. Show type of material. Monument can be IPF or IPS. The word “Monument” is mandatory	NO <input type="checkbox"/>	YES <input type="checkbox"/>	
66. Show 25' & 75' tributary buffer from top of the bank	NO <input type="checkbox"/>	YES <input type="checkbox"/>	
67. Land Surveyor must sign seal on each sheet of plat.	NO <input type="checkbox"/>	YES <input type="checkbox"/>	
68. Professional Engineer must sign seal on each sheet of plat.	NO <input type="checkbox"/>	YES <input type="checkbox"/>	
69. Notary seal and expiration date must be clearly affixed or imprinted on plat	NO <input type="checkbox"/>	YES <input type="checkbox"/>	
70. Corporate seal must be clearly affixed or imprinted on plat.	NO <input type="checkbox"/>	YES <input type="checkbox"/>	
71. <u>All signature must be in black ink, as well as the date under it.</u>	NO <input type="checkbox"/>	YES <input type="checkbox"/>	

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ADD THE FOLLOWING NOTES. Do not change the language or wording (Have all notes in the same location)	IS ITEM ADDRESSED?		IF NO, EXPLAIN
72. Sidewalks are required	NO <input type="checkbox"/>	YES <input type="checkbox"/>	
73. DeKalb County shall be responsible solely for the ---- inch sanitary sewer, the 6 inch sewer service lateral pipe up to the clean-out, and the ---- inch water main.	NO <input type="checkbox"/>	YES <input type="checkbox"/>	
74. A 10' landscape buffer exists on all double frontage lots. External lots shall have the buffer on the external street frontage. Internal lots' buffer shall be on the street(s) which is/are not the primary access street(s) or the street to the rear of the house.	NO <input type="checkbox"/>	YES <input type="checkbox"/>	
75. For homes located below the street, a sewer relief valve is required on clean-out outside each building and below the lowest floor elevation. A backflow check valve is required between clean-out and the structure.	NO <input type="checkbox"/>	YES <input type="checkbox"/>	
76. A Foundation Location Certificate must be submitted to DeKalb County prior to footing inspection for the following lots. All easements, buffers, and flood limits on these lots must be clearly identified on site at the time of footing inspection. Lots:	NO <input type="checkbox"/>	YES <input type="checkbox"/>	
77. Vehicular access is prohibited from individual lots to . (limited access symbol: -/-/-/)	NO <input type="checkbox"/>	YES <input type="checkbox"/>	
78. A 10 ft. drainage easement exists between all lots and along the perimeter boundary lines of the subdivision except where shown otherwise	NO <input type="checkbox"/>	YES <input type="checkbox"/>	
79. Subsequent builders and developers of individual lots shall make provisions to conduct lot generated surface waters to the drainage facilities provided by the developer without unauthorized discharge onto adjacent properties.	NO <input type="checkbox"/>	YES <input type="checkbox"/>	
80. Easements for storm drains and sanitary sewer lines shall be centered on the pipes.	NO <input type="checkbox"/>	YES <input type="checkbox"/>	
81. All buildings located adjacent to the Intermediate regional Floodplain shall be constructed so that the lowest floor, including the basement floor or crawl space, shall not be less than three feet above the Base Flood Elevation or 1ft above the Future Condition Floodplain	NO <input type="checkbox"/>	YES <input type="checkbox"/>	



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82. An As-Built Elevation Certificate is required prior to framing on the following lots:_____	NO <input type="checkbox"/>	YES <input type="checkbox"/>	
83. An easement shall exist which includes the flood plain plus five feet.	NO <input type="checkbox"/>	YES <input type="checkbox"/>	
84. Waters of the United States, including the lakes and adjacent wetlands, shown on the plat are under the jurisdiction of the Army Corps of Engineers. Lot owners are subject to penalty by law for disturbance to these wetland areas without proper authorization.	NO <input type="checkbox"/>	YES <input type="checkbox"/>	
85. Individual residential builders, in a subdivision where a Notice of Intent(NOI) is required to comply with Federal National Pollutant Discharge Elimination System (NPDES)	NO <input type="checkbox"/>	YES <input type="checkbox"/>	
86. Site plan required on all lots	NO <input type="checkbox"/>	YES <input type="checkbox"/>	
87. The Owner/Developer is responsible for providing long side and short side water service lines extended past or outside the sidewalk.	NO <input type="checkbox"/>	YES <input type="checkbox"/>	
88. DeKalb County Sanitation Department will be responsible for the handling of household waste, recyclable material and yard debris for all unincorporated areas of DeKalb County.	NO <input type="checkbox"/>	YES <input type="checkbox"/>	
89. Lots that will require fill depth of two (2) feet or greater between the road right-of-way and rear building line at the time of future lot grading will require a compaction certification sealed by a registered professional geotechnical engineer to be submitted at the time of building permits application.	NO <input type="checkbox"/>	YES <input type="checkbox"/>	
90. The following lots contain fill depth of two (2) feet or greater between the road right-of-way and rear building line and have received fill during the development stage. These lots require compaction certification sealed by a registered professional geotechnical engineer to be submitted prior to final plat recording Lots:_____	NO <input type="checkbox"/>	YES <input type="checkbox"/>	
OR No lots shown on the plat received fill depth of two (2) feet or greater between the road right-of-way and rear building line during the development stage			



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91. Inert landfills or the burying of construction debris, tree stumps and tops or any other refuse is prohibited except in M-2 Industrial District per land Development Ordinance Chapter 14, Article II, Section 14-37 (b)(6).	NO <input type="checkbox"/>	YES <input type="checkbox"/>	
92. I certify that this project meets the DeKalb County Stormwater Quality requirements per the Development Ordinance ------(engineer name & signature)-----	NO <input type="checkbox"/>	YES <input type="checkbox"/>	
ADD THE FOLLOWING STATEMENTS	IS ITEM ADDRESSED?	IS ITEM ADDRESSED?	
93. State in a note whether or not <u>provisions have been made for street lighting</u>	NO <input type="checkbox"/>	YES <input type="checkbox"/>	
94. state in a note <u>who is responsible for maintaining private streets.</u>	NO <input type="checkbox"/>	YES <input type="checkbox"/>	
95. State in a note <u>who is responsible for maintaining retention/detention facility and storm drain system</u>	NO <input type="checkbox"/>	YES <input type="checkbox"/>	
96. State on plat whether <u>electric service is underground or above ground</u>	NO <input type="checkbox"/>	YES <input type="checkbox"/>	
97. State <u>who owns and is responsible for maintaining common areas, amenities and trails</u>	NO <input type="checkbox"/>	YES <input type="checkbox"/>	
REQUIRED DOCUMENTS (Plat will not be recorded without these documents)	IS ITEM ADDRESSED?	IF NO, EXPLAIN	
98. If the owner of the property being platted is a Limited Liability Corporation or Limited Partnership, we will require prior to plat recording the 1) <u>Article Of Organization</u> and 2) <u>Operating Agreement</u> . This is a request of the Purchasing Dept. to verify contract compliance	NO <input type="checkbox"/>	YES <input type="checkbox"/>	
99. Provide compaction certification by a registered professional engineer for each lot having a fill depth of two (2)feet or greater between road right-of way and rear building line	NO <input type="checkbox"/>	YES <input type="checkbox"/>	
100. Complete, execute and return Infrastructure Quantities Form attached. Two signatures are required.	NO <input type="checkbox"/>	YES <input type="checkbox"/>	
101. Execute and return Water & Sewer Availability Acknowledgement attached. Also show it on the Plat. Two signatures are required.	NO <input type="checkbox"/>	YES <input type="checkbox"/>	



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<p>102. Provide Paid Labor Bill for water main installation. This certification must be signed and notarized on contractor's letterhead and should include dollar amount and project name. The following wording must be used: "This is to certify that \$ (-----Dollars) has been paid in full for the water main installation in-----S/D.</p>	<p>NO</p> <p><input type="checkbox"/></p>	<p>YES</p> <p><input type="checkbox"/></p>	
<p>103. Complete the attached Disclosure statement for residential subdivision as required per DeKalb County development ordinance chapter 14, Section 14-135</p>	<p>NO</p> <p><input type="checkbox"/></p>	<p>YES</p> <p><input type="checkbox"/></p>	
<p>104. Provide Covenants to be recorded with plat or provide copy of recorded Covenants if Condition of Zoning require formation of mandatory Homeowners Association.</p>	<p>NO</p> <p><input type="checkbox"/></p>	<p>YES</p> <p><input type="checkbox"/></p>	
<p>105. A Maintenance/ Performance bond will be required on this project. The amount of the bond will be determined later. The bond must be submitted directly to the Development Dept., Land Development Review Division. Do not submit the bond to our field inspectors. Please advise your client</p>	<p>NO</p> <p><input type="checkbox"/></p>	<p>YES</p> <p><input type="checkbox"/></p>	



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ADD THE FOLLOWING SIGNATURE BLOCKS	IS ITEM ADDRESSED ?		IF NO, EXPLAIN
<p>107- <i>This is to certify that this final plat complies with all County Zoning, Environmental, and Subdivision Ordinances and Regulations and all applicable state and federal laws.</i></p> <p>Dated this _____ day of 20 _____</p> <p>_____</p> <p>Director, Planning Department</p>	<p>NO</p> <input type="checkbox"/>	<p>YES</p> <input type="checkbox"/>	
<p>108- <i>This is to certify that this final plat complies with all County Zoning, Environmental, and Subdivision Ordinances and Regulations and all applicable state and federal laws.</i></p> <p>Dated this _____ day of 20 _____</p> <p>_____</p> <p>Director, Development Department</p>	<p>NO</p> <input type="checkbox"/>	<p>YES</p> <input type="checkbox"/>	
<p>109- <i>I certify that this plat has been approved by all affected departments and complies with all zoning, environmental and subdivision requirements.</i></p> <p>Dated this _____ day of 20 _____</p> <p>_____</p> <p>Director, Public Works</p>	<p>NO</p> <input type="checkbox"/>	<p>YES</p> <input type="checkbox"/>	



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<p>110- <i>I certify that the developer has complied with the potable water requirements and the sanitary sewer requirements of the County.</i></p> <p>Dated this _____ day of 20 _____</p> <p>_____</p> <p>Director of Watershed Management</p>	<p>NO</p> <p><input type="checkbox"/></p>	<p>YES</p> <p><input type="checkbox"/></p>	
<p><u>(Add this block only if the subdivision is on septic tanks)</u></p> <p>111- <i>This plat has been reviewed by the Environmental Health Division of the DeKalb Board of Health, found to be in compliance with the state and county sewage disposal regulations, and is approved subject to conditions on the plat certification sheet</i></p> <p>Dated this _____ day of 20 _____</p> <p>_____</p> <p>Director, Division of Environmental Health</p>	<p>NO</p> <p><input type="checkbox"/></p>	<p>YES</p> <p><input type="checkbox"/></p>	
<p>112- <i>This plat has been submitted to and accepted by the Chief Executive Officer of DeKalb County, Georgia and has been approved as required by state law and county codes as meeting all conditions precedent to recording in the superior court of this circuit</i></p> <p>Dated this _____ day of 20 _____</p> <p>_____</p> <p>By Direction: Lorraine Cochran-Johnson, Chief Executive Officer, DeKalb County, Georgia</p>	<p>NO</p> <p><input type="checkbox"/></p>	<p>YES</p> <p><input type="checkbox"/></p>	



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**THE FOLLOWING ARE ACKNOWLEDGEMENT LANGUAGES,
TEMPLATES OF FORMS AND DOCUMENTS TO FILL OUT
AND TO PROVIDE AS PART OF THE FINAL PLAT APPROVAL
PROCESS**

DEPARTMENT OF PLANNING & SUSTAINABILITY

SURVEYOR'S AND OWNER'S ACKNOWLEDGEMENT

(1) Surveyor's acknowledgement.

In my opinion, this plat, drawn by me or under my supervision, was made from an actual survey, and is a correct representation of the land platted and has been prepared in conformity with the minimum standards and requirements of law.

_____ R.L.S. No. _____

(2) Owner's acknowledgement. (For publicly owned & maintained infrastructure)

I, (print owner's name here per deed), the owner of the land shown on this plat and whose name is subscribed hereto, acknowledges that this plat was made from an actual survey, and for value received the sufficiency of which is hereby acknowledged, do hereby convey all streets and rights-of-way, water mains and sewer lines shown hereon in fee simple to DeKalb County, and further dedicate to the use of the public forever all alleys, parks, watercourses, drains, easements and public places hereon shown for the purposes and considerations herein expressed. In consideration of the approval of this development plan and other valuable considerations, the owner further releases and holds harmless DeKalb County from any and all claims, damages or demands arising on account of the design, construction and maintenance of the property shown hereon; on account of the roads, fills, embankments, ditches, cross-drains, culverts, water mains, sewer lines, and bridges within the proposed rights-of-way and easements shown; and on account of backwater, the collection and discharge of surface water, or the changing of courses of streams.

And further the owner warrants that he owns fee simple title to the property shown hereon and agrees that DeKalb County shall not be liable to him/her, his/her heirs, successors or assigns for any claims or damages resulting from the construction or maintenance of cross-drain extensions, drives, structures, streets, culverts, curbs or sidewalks, the changing of courses of streams and rivers, flooding from natural creeks and rivers, surface waters and any other matter whatsoever. I further warrant that I have the right to sell and convey the land according to this plat and do hereby bind myself and owners subsequent in title to defend by virtue of these present.

In witness whereof, I have hereunto set my hand this _____ day of _____, 20____.

Witness (Print name under signature)

(Print owner's name here per deed)
Owner (corporate seal)

By: _____
(print name and title under signature)

Notary Public (Notary Public to put seal)

Attest: _____

DEPARTMENT OF PLANNING & SUSTAINABILITY

(print name of corp. sec. Under signature)
Corporate Secretary

(3) Owner's acknowledgement. (For privately owned & maintained infrastructure)

I, _____ the owner of the land shown on this plat and whose name is subscribed hereto, acknowledges that this plat was made from an actual survey, and for value received the sufficiency of which is hereby acknowledged, do hereby confirm that the street and storm water facilities shown hereon shall be privately owned and maintained. The water mains and sanitary sewer lines in appropriate easements are hereby dedicated in fee simple forever to DeKalb County. In consideration of the approval of this development plan and other valuable considerations, the owner further releases and holds harmless DeKalb County from any and all claims, damages or demands arising on account of the design, construction and maintenance of the property shown hereon; on account of the roads, fills, embankments, ditches, cross-drains, culverts, water mains, sewer lines, and bridges within the proposed rights-of-way and easements shown; and on account of backwater, the collection and discharge of surface water, or the changing of courses of streams.

And further the owner warrants that he owns fee simple title to the property shown hereon and agrees that DeKalb County shall not be liable to him/her, his/her heirs, successors or assigns for any claims or damages resulting from the construction or maintenance of cross-drain extensions, drives, structures, streets, culverts, curbs or sidewalks, the changing of courses of streams and rivers, flooding from natural creeks and rivers, surface waters and any other matter whatsoever. I further warrant that I have the right to sell and convey the land according to this plat and do hereby bind myself and owners subsequent in title to defend by virtue of these present.

In witness whereof, I have hereunto set my hand this _____ day of _____, 20____.

Witness (Print name under signature)

Owner (corporate seal)

Notary Public (Notary Public to put seal)

By: _____
(print name and title under signature)

Attest: _____
(print name of corp. sec. Under signature)
Corporate Secretary

DEPARTMENT OF PLANNING & SUSTAINABILITY

**Disclosure Statements for Residential Subdivisions
and Multi-phase Residential Developments**

**PLEASE READ THE INSTRUCTIONS FOR DISCLOSURE STATEMENTS FOR
RESIDENTIAL SUBDIVISIONS AND MULTI-PHASE RESIDENTIAL DEVELOPMENT**

In compliance with Code of DeKalb County, Section 14-135¹, any applicant for a final plat who intends to make written or oral representations to potential purchasers of homes in any residential subdivision and any multi-phase residential development must submit for review a notarized disclosure statement, sworn to by the applicant under penalty of perjury. Any disclosure statement submitted in compliance with Section 14-135 must address the matters listed in the attached blank sample disclosure statement and include the notarized statement by the applicant developer or its agent as set forth in the sample form.

Please note that the information on the disclosure statement shall be made available to members of the public by the planning director.

If the applicant does not intend to make any representations or commitments with respect to the amenities to be provided or with respect to the development of the additional homes in the subdivision or subsequent phases of residential development, then such applicant will be required to submit a disclosure statement attesting to those facts.

After the required disclosure statement has been submitted, the planning director shall examine the information provided and determine whether the information submitted is consistent with the final plat and the planning director shall approve the disclosure statement in writing within thirty-five (35) days of submission of the statement. If it appears to the planning director that a disclosure statement is incomplete or fraudulent, the planning director shall disapprove the disclosure statement and notify the applicant for the final plat in writing within fourteen (14) days after the initial submission of the statement. Such notification shall serve to suspend the review of the final plat by any county employee or official until the applicant files such additional information as the planning director shall require. **No final plat may be certified by the planning director until such time as the planning director approves the applicant's disclosure statement.**

If at any time after approval of the disclosure statement the planning director becomes aware that the disclosure statement contains false or misleading information, or that the applicant

1 The full text of section 14-135 is available at www.municode.com

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is developing in a manner inconsistent with the approved disclosure statement, the planning director shall disapprove the disclosure statement and notify the applicant in writing that the disclosure statement has been disapproved.

After the recording of the final plat for a residential subdivision and after the filing for each final plat for each phase of a multi-phase residential development, the approved disclosure statement on file with the county shall be provided by any seller to potential purchasers at the execution of the purchase and sales contract or if no such contract is executed, the approved disclosure statement shall be given to the purchaser ten (10) days prior to the real estate closing.

It shall be unlawful for any person to sell property in a residential subdivision or a multi-phase residential development without providing a potential purchaser with a copy of an approved disclosure statement as required by Section 14-135 of the DeKalb County Code. It shall be unlawful for any person to provide the planning director with false or misleading information in an approved disclosure statement as required by Section 14-135 of the DeKalb County Code. Any person, firm or corporation convicted of violating this section shall be subject to fine and/or imprisonment in accordance with Section 1-10 of the DeKalb County Code of Ordinance.

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**Disclosure Statement for Residential
Subdivisions and Multi-phase Residential
Developments (No representations).**

Subdivision Name: _____

Developer's name and address: _____

Check whichever applies:

- Sole Proprietor
- Partnership
- Corporation
- Limited Liability Company (LLC)
- Attach corporate seal (if applicable)

_____ [Insert name of developer] does not intend to make any representations or commitments to prospective purchases regarding any future development within the subdivision or any future phases of the residential development regarding any of the following: (1) the amenities to be provided e.g. swimming pool, play area or tennis courts, (2) the architectural style, materials, landscaping and type of construction material to be used, (3) the size of lots, (4) the sizes of homes, (5) the date of completion of the subdivision or any phase of the residential development, (6) any restrictions, easements or covenants, (7) mandatory membership of any homeowners association or (8) any terms or conditions under which the applicant proposes to dispose of homes or lots in the subdivision or subsequent phases of a residential development including, but not limited to, the range of sales prices of any lots or homes to be developed in.

[For Official Use Only: Date of Approval:

Signature of Planning Director or designee: _____]

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Disclosure Statement for Residential Subdivisions and Multi-phase Residential Developments (With representations).

Subdivision

Name: _____

Date of disclosure statement: _____

Developer's name and address: _____

Check whichever applies:

- Sole Proprietor
 - Partnership
 - Corporation
 - Limited Liability Company (LLC)
 - Attach corporate seal (if applicable)
1. Estimated date of completion of the entire residential subdivision;
 2. Average size of homes to be constructed in the subdivision;
 3. Specified style of architecture, landscaping, and types of construction materials to be used (i.e. brick, stone, stucco, pressboard, etc.);
 4. Average size of lots within the subdivision;
 5. List of amenities within the subdivision including, but not limited to, a clubhouse, tennis courts or swimming pool;
 6. Statement of the general terms and conditions at which the applicant proposes to dispose of the lots and/or homes in the residential subdivision;
 7. Copies of all forms of conveyance to be used in selling lots to potential purchasers;
 8. Statement of all deed restrictions, easements and covenants applicable to the residential subdivision;
9. Copies of instruments creating any deed restrictions, easements and covenants applicable to the residential subdivision;
 10. Statement regarding whether there will be a mandatory membership in any homeowners association and, if so, a copy of the budget for the association for its first year of operation
-

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including the estimated amount of the first year's assessments and the estimated amount of revenue to be subsidized by the developer; and

11. Explanation of the timing and method of transfer of control of the association to the homeowners where there is a mandatory membership in the homeowner's association governing the residential subdivision.

OR

With respect to the first phase and subsequent phases of a multi-phase residential development, provide the following information:

1. Estimated date of completion of each phase of a multi-phase residential development and estimated date of completion of all phases of the development:
2. Average size of homes to be constructed in the future phases of the development:
3. Specified type of architecture, landscaping, and types of construction materials to be used (i.e. brick, stone, stucco, pressboard, etc), and the average size of lots:
4. Statement of any community amenities to be built within the development currently or in the future including, but not limited to, a clubhouse, tennis courts or swimming pools the applicant is committed to constructing in future phases:
5. Statement of the general terms and conditions at which the applicant proposes to dispose of the lots and/or homes in the future phases of the development:

[For Official Use Only: Date of Approval:

Signature of Planning Director or designee:_____]

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DEVELOPER'S CERTIFICATION OF DISCLOSURE STATEMENT

STATE OF _____

COUNTY OF _____

I, _____ *[insert name(s) of signer(s)]*, being duly by sworn by the undersigned notary public, am the _____ *[insert title, such as agent, proprietor, general or limited partner, president, or member(s)]* of _____ *[insert name of business]*, and hereby certify that the attached disclosure statement, required by Code of DeKalb County, Section 14-135, is a true and accurate disclosure by _____ *[insert name of business]* and that it is signed by me on behalf of _____ *[name of business]* by the authority of its _____ *[for partnerships, corporations, or LLCs, add one of the following respective descriptions: partners, board of directors, chief executive officer, chief operations officer, president or members]*.

By: _____

Title: _____

Date: _____

[Insert full name and address of developer, specifically, the name of any sole proprietorship, partnership, corporation or LLC and name(s) and phone and facsimile numbers of signer(s)]

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal, the day and year last above written.

Notary Public

My commission expires: _____

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INFRASTRUCTURE QUANTITIES FORM

Please complete this form by providing the quantities and/or linear footage of the Infrastructure contained in this development. THE FINAL PLAT CANNOT BE RECORDED WITHOUT THIS FORM COMPLETED AND RETURNED TO OUR OFFICE.

SUBDIVISION NAME: _____

DATE: _____

ROADWAY: _____ Linear Feet

CURB & GUTTER: _____ Linear Feet

SIDEWALK: _____ Linear Feet

PAVEMENT: _____ Square Yards

CATCH BASINS: _____ Quantity

JUNCTION BOXES/STORM MANHOLES: _____ Quantity

WEIR INLETS/DROP INLETS: _____ Quantity

DETENTION FACILITIES: _____ Quantity

STORM DRAIN PIPE: _____ Size/Linear Feet
 _____ Size/Linear Feet
 _____ Size/Linear Feet
 _____ Size/Linear Feet
 _____ Size/Linear Feet

_____ **P.E. or R. L. S. #** _____
 (Signature of Engineer or Surveyor is Required)

 (Signature of Owner is Required)



WATER & SEWER AVAILABILITY ACKNOWLEDGEMENT

We, the undersigned, hereby state that lot shown on the plan for the project known as _____

Lying in Land Lot _____, of the _____ District, DeKalb County, Georgia, are provided with services for connection to the public water and Sanitary sewer systems.

This the _____ day of _____, 20_____.

X _____
OWNER

X _____
ENGINEER/SURVEYOR/CONTRACTOR

(TWO SIGNATURES ARE REQUIRED)