

Chief Executive Officer
Lorraine Cochran-Johnson

DEPARTMENT OF PLANNING & SUSTAINABILITY

Director
Juliana A, Njoku

FINAL PLAT APPLICATION

Date: _____

APPLICATION FEES:

1ST REVIEW - \$100
2ND REVIEWS - \$200 PER SHEET
3RD & SUBSEQUENT REVIEWS - \$200 PER SHEET

RECORDING FEES:

\$100+\$20 PER LOT
\$210 PER TRAFFIC SIGN

FOURTEEN (14) COPIES OF THE FINAL PLAT AND 4 COPIES EACH OF STORM AND W&S AS-BUILT STAPLED SEPARATELY, MUST ACCOMPANY ALL APPLICATIONS.

CONTACT DEPT. OF WATERSHED MANAGEMENT FOR THEIR REQUIREMENTS.

PLEASE PRINT ALL INFORMATION

PROJECT NAME _____
PROJECT LOCATION _____ DCR# _____
_____ AP# _____ DIST/LL _____ # LOTS _____ PHASE/UNIT _____
MYLAR _____ 14 COPIES _____

APPLICANT/ AGENT AUTHORIZED TO RECEIVE ALL NOTIFICATIONS:

NAME _____ PHONE _____
(Last) (First)
ADDRESS _____ CITY _____ STATE _____ ZIP _____
E-MAIL _____
SIGNATURE OF APPLICANT _____ DATE _____
PAGES _____ RECORDING FEE _____ RECEIPT# _____ DATE PAID _____

ADDITIONAL DOCUMENTATION RECEIVED WITH APPLICATION

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

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.

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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.