



GIS CHECK LIST - LAND DISTURBANCE PERMITS (LDPs) REVISION

Revised: 2/25/2025 7:08 PM

() **Add a Cover Sheet:**

Include name as "Land Disturbance Permit" (include parent parcel + parent parcel address)

project/AP number (generated after submitting in ePortal)

Format of project/AP number:

LDP – AP # 1251111

() Add a Scope of Work block to indicate the purpose of the project (*example: Scope of Work – The purpose is to develop multifamily development consisting of 200 senior living units and 300 multifamily units, infrastructure, grading.*)

parcel identification number in format of XX XXX XX XXX (spaces in between,
ie. 18 001 02 005)

() **Add** the owner(s) name and mailing address.

If you have other plat reviews or LDP reviews associated with the property, add a REFERENCES BLOCK section On Coversheet. The REFERENCES BLOCK section should not include the current application number for THIS PROJECT. The purpose is to reference all other associated/related projects

Below is an EXAMPLE Format:

Reference:

Combination – AP # 1266666

Sketch Plat – AP # 1242222

Demolition Permit # - AP # 3089999

Final Plat – AP # 1288888

Final Phase 1, REV 1 – AP # 1299999

Is there going to be any demolition involved in this project? If yes, a Demolition Plan must be submitted for review with this plan set. If no, a statement must be put on the cover sheet to this effect.

() **Existing Condition Sheet:**

Show all property boundary lines for each parcel in continuous solid, bold heavy weighted line types.

All parcel boundaries should reflect bearings and distances

Add a point of beginning (starting point usually located on a corner of the parent parcel)

If bearings & distances differ from DeKalb GIS ArcMap, current surveys of record (**recorded file preferred**) are acceptable in-lieu of Existing Condition Sheet.

() Demolition Sheet: show all demolished or relocated structures (if applicable).

() Addressing Table (copy and paste the completed GIS addressing spreadsheet table)

() **Add a Proposed Conditions/Site Plan Sheet:**

Show all property boundary lines for each parcel in continuous solid, bold heavy weighted line types.

All parcel boundaries should reflect bearings and distances

IF LDP revision regards a townhome or subdivision, display each stormwater detention facility/detention pond as a parcel with continuous solid, bold heavy weighted line types along with bearings and distances.

NOTE: IF review regards a townhome or subdivision within a municipality, ask municipality if they require each stormwater detention facility/detention pond to display as a unique parcel. *If municipality requires each stormwater detention facility/detention pond to display as a unique parcel, display each stormwater detention facility/detention pond as a parcel with continuous solid, bold heavy weighted line types along with bearings and distances.*

If municipality does not require each stormwater detention facility/detention pond to display as a unique parcel, then DO NOT display stormwater detention facility/detention pond with solid bold lines and bearings and distances.

Add a point of beginning (starting point usually located on a corner of the parent parcel)

Label each proposed tract/lot as 1, 2, 3, etc.

Label each open space (common area) as "Open Space 1", "Open Space 2", "Open Space 3", etc.

Label each stormwater detention facility/detention pond sequentially, for example "Stormwater Detention Facility 1", "Stormwater Detention Facility 2", "Stormwater Detention Facility 3", "SDF 1", "SDF 2", "SDF 3", "Detention Pond 1", "Detention Pond 2", "Detention Pond 3", "Stormwater Detention Facility A", "Stormwater Detention Facility B", "Stormwater Detention Facility C", "SDF A", "SDF B", "SDF C", "Detention Pond A", "Detention Pond B", "Detention Pond C"

All parcel boundaries for the Open Spaces should reflect bearings and distances

Please include square footage/acreage

Type assigned address numbers (determined by DeKalb GIS after 1st review) on drawing in site plan

Type apartment units numbers, retail suites numbers on drawing in site plan. i.e. 1001,1002, 1003, A01, A02, A03 etc. on drawing in site plan

Type street names

Type “(Public)” next to street name if the right of way is a public right of way

Type “(Private)” next to street name if the right of way is a private right of way

- () A professional engineer, surveyor, architect or landscape architect currently registered in the State of Georgia must seal, sign and date all sheets of the plans

- () In the documents folder within ProjectDox, applicant must upload:

AutoCAD file

- () Provide an autocad file AutoCAD file with the following items:
- Tied into **State Plane GA West NAD 83 Coordinate US Survey Feet System; .shp file preferred.) Other files can be accepted (.dwg, .shp, .dxf or .dgn).**
 - **No blocks**, in order to display the address labels in ArcMap. Note: Previous customers have successfully exploded the block of the address text in their autocad file as a simple MText in order for the address numbers to display in ArcMap.
 - Apartment number text that is aligned to **read true north**
 - Apartment numbers on specific floors as a **separate layer**
 - Example: Floor 1 as a separate layer, displaying only apartments on floor 1
 - Example: Floor 2 as a separate layer, displaying only apartments on floor 2
 - Example: Floor 3 as a separate layer, displaying only apartments on floor 3
 - Display street names

- () **CAD requirements**

1) Include Line Layers:

- ☐ Boundary lines for parcels
- ☐ Right of Ways

- ☐ Centerlines
- ☐ Improvements to property should exist on its own layer (i.e. building structures)

2) Labels for the following:

- ☐ Addresses
- ☐ Metes and Bounds (if using a line or curve chart, ensure that each one is displayed)
- ☐ Lot numbers
- ☐ Street names
- ☐ Improvements such as building structure labels

3) Only select (turn on) the following layers in the autocad file:

- ☐ Boundary lines for parcels with metes & bounds
- ☐ Right of Ways
- ☐ Centerlines
- ☐ Addresses
- ☐ Lot numbers
- ☐ Street names

In order to expedite the address entry process, it helps if the CAD file only shows the above layers turned on. This way GIS will easily identify the layers that are needed to efficiently enter the approved addresses. Addresses for apartments and commercial suites are entered after receiving the approved batch stamped LDP review by applicant.

****PARCEL MAP CHANGES MUST BE APPROVED PRIOR TO APPROVAL OF ANY
LDP OR FINAL PLAT REVIEWS****