

LOT DIVISION/COMBINATION/BOUNDARY LINE ADJUSTMENT 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.

Project Name:

Date:

Address:

Parcel #:

Name of Design professional _____

Signature _____

Seal _____

Date: _____

GENERAL INFORMATION

Proof of Current Real Property Tax Payment

(Prior to August 1st, provide previous year tax receipt. After August 15th, provide current year tax receipt.)

A minimum of three (3) sheets must be provided: a cover sheet, an existing condition sheet, and a proposed condition sheet.

All sheets must have the seal and signature of the design professional; and the date of signature added to the seal

All sheets size must be a minimum of 11" x 17" or 24" x 36" (The digital stamp may not fit certain sheet sizes beyond those)

INFORMATION TO BE SHOWN ON THE COVER SHEET

IS ITEM ADDRESSED?

IF NO, EXPLAIN

1. Note: Receiving waters is	NO ☐	YES ☐	
2. Note: stating existing or absence of bury pit(s)	NO ☐	YES ☐	
3. Vicinity map	NO ☐	YES ☐	
4. Zoning case #(s) AND associated zoning conditions, if applicable	NO ☐	YES ☐	

5. Note: note whether electric service to be above aground or underground	NO ☐	YES ☐	
6. Embed certificate of conformity (see last page of checklist) on drawings	NO ☐	YES ☐	
7. Note: who will provide water and sewer service	NO ☐	YES ☐	
8. Table showing tax parcel #, address, and acreage/square footage of existing and proposed parcels	NO ☐	YES ☐	
9. Note: A 75' tributary buffer will be maintained on all state waters that are not approved for a buffer encroachment variance by DeKalb County or Georgia E.P.D.	NO ☐	YES ☐	
10. Note: The owner of the property is responsible for compliance with the Corps of Engineers' requirements regarding wetlands	NO ☐	YES ☐	
11. Surveyor's certification	NO ☐	YES ☐	
12. Surveyor's acknowledgment	NO ☐	YES ☐	
INFORMATION TO BE SHOWN ON THE <u>EXISTING CONDITION SHEET</u>	IS ITEM ADDRESSED?	IF NO, EXPLAIN	
13. Boundary Lines with courses and distances for existing parcel(s)	NO ☐	YES ☐	
14. Streets on or adjacent to tract	NO ☐	YES ☐	
15. Contour data	NO ☐	YES ☐	
16. Location of existing sewer main and water main in R-o-W and/or on property; with associated easement, if applicable.	NO ☐	YES ☐	

17. Show location of all existing features such as: - Flood plain limit (AE, A, X, etc.) with x-section & BFE - AFCF (area adjacent to future condition floodplain: 3 ft above BFE or 1 ft above future condition floodplain whichever is greater) - Future Conditions floodplain (if different from BFE) - State waters buffers - Transitional zoning buffers The County GIS map can be accessed here: https://arcg.is/P89a9	NO ☐	YES ☐	
18. Show any creek/state waters/stream with associated stream buffers (25' state's buffer and 75' County's buffer)	NO ☐	YES ☐	
19. Show location and information for all existing storm pipes, storm drain structures, all utilities (and labelled them as existing) and associated easements	NO ☐	YES ☐	
20. Show existing structures on property	NO ☐	YES ☐	
21. Show all building setback lines for existing parcel(s)	NO ☐	YES ☐	
22. Show owner's name and zoning of adjacent properties	NO ☐	YES ☐	
23. Show any applicable transitional buffers	NO ☐	YES ☐	
INFORMATION TO BE SHOWN ON THE <u>PROPOSED</u> <u>CONDITION SHEET</u>	IS ITEM ADDRESSED?		IF NO, EXPLAIN
24. Items 13 through 19, 21 and 22 above shall be shown on the proposed condition plat, as well	NO ☐	YES ☐	
25. Show Boundary Lines with courses and distances for proposed parcel(s)	NO ☐	YES ☐	

26. Show all building setback lines for proposed parcel(s)	NO ☐	YES ☐	
27. If floodplain on property(ies), show that not less than 70% of minimum lot size required by zoning district is outside of flood plain; with the exception that lots in the R-150 district shall conform to requirements of the R-100 district. {ex: if the lot is zoned R-75, the minimum lot size for R-75 is 10,000 sqft; the proposed parcel(s) must have at least 7,000 sqft outside from the floodplain, if there is a floodplain on the property}	NO ☐	YES ☐	
28. The lot size, width, depth, shape and orientation and the minimum building, setback, side yard, and rear yard lines shall be in accordance with requirements of the county zoning ordinance.	NO ☐	YES ☐	
29. Corner lots for residential use shall have an extra width of not less than fifteen (15) feet more than required for interior lots by the zoning ordinance for the zoning district within which they are located in order to provide appropriate front building setback from and orientation to both streets.	NO ☐	YES ☐	
30. Each proposed lot shall front upon a public street. If lot front a private street, an access easement shall be obtained and indicated on the plat.	NO ☐	YES ☐	
31. Through lots, reverse frontage and flag lots are prohibited	NO ☐	YES ☐	
32. Side lot lines shall be substantially at right angles or radial to street lines as they extend from the front lot line to the front building line	NO ☐	YES ☐	

DEPARTMENT OF PLANNING & SUSTAINABILITY

CERTIFICATE OF CONFORMITY

I, _____, the engineer/surveyor
for the Subdivision known as _____,
located in Land Lot _____ of the _____ District, hereby certify
that no lots platted within the subdivision are non-conforming or will result in any non-
conforming lots.

SIGNATURE

NAME (PLEASE PRINT)

ADDRESS

CITY, STATE, ZIP