



Chief Executive Officer
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178 Sans Street
Decatur, GA 30030

DEPARTMENT OF PLANNING & SUSTAINABILITY

Director
Juliana A. Njoku

REVISED FINAL PLAT APPLICATION

Date: _____

APPLICATION FEES:

1ST REVIEW - \$100 per plat sheet to be recorded

2ND & SUBSEQUENT REVIEWS - \$200 PER SHEET

RECORDING FEES:

\$100+\$20 PER LOT

\$210 PER TRAFFIC SIGN

FOUR (4) COPIES OF THE REVISED FINAL PLAT AND SUPPORTING MATERIAL, MUST ACCOMPANY ALL APPLICATIONS.
If infrastructure changes are proposed call to discuss before submittal. First review fee and recording fees are due.

PLEASE PRINT ALL INFORMATION

PROJECT NAME _____

PROJECT LOCATION _____ Application # _____

DIST/LL _____ # LOTS/UNITS _____ PHASE/UNIT _____ MYLAR _____ COPIES _____

Number of public street intersections proposed _____ Preceding final plat number _____

APPLICANT/ AGENT AUTHORIZED TO RECEIVE ALL NOTIFICATIONS:

Name _____ Email _____
(Last name) (First name)

Address _____

City _____ State _____ Zip _____ Phone _____

Signature _____

Number of pages to be recorded _____ Initial fees paid _____

DESCRIBE THE CHANGES TO THE IMMEDIATELY PRECEDING FINAL PLAT:

Property Owner				Surveyor			
Address				Address			
City	State	ZIP		City	State	ZIP	
Tel #	Mobile #			Tel #			
Fax #	E- Mail			Fax #	Mobile #	E- Mail	
Developer				Engineer			
Address				Address			
City	State	ZIP		City	State	ZIP	
Tel #	Email			Tel #		Email	

DEPARTMENT OF PLANNING & SUSTAINABILITY

FINAL PLAT PROCEDURES AND REQUIREMENTS

Only alter the items described in the scope of revision relative to the prior recordation.

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.
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.