



CITY OF ALPHARETTA FINAL SUBDIVISION PLAT

- (1) Process for Approval - Prior to the application for final subdivision plat approval; all storm water drainage and detention facilities, water and sewer utilities, street base, sidewalks, and curbing construction required for approval of the Final Subdivision Plat shall have been property installed and completed in accordance with this Ordinance.

The Community Development Department shall be responsible for the coordination and approval of all final subdivision plats.

- (a) Application for a final subdivision plat approval shall be made to the Community Development Department. The application shall include:
 - 1) Application in the form furnished by the Community Development Department requesting final subdivision plat review.
 - 2) 3 copies of final subdivision plat prepared in conformance with the specifications in this Ordinance.
 - 3) One copy of as-built drawings pursuant to the requirements of this Ordinance, sealed by a land surveyor registered in the State of Georgia, including location, elevations and all other relevant information for improvements within the public right of way.
 - 4) Payment of all final subdivision plat application and review fees.
- (b) Ten (10) days following the application deadline, the Community Development & engineering Departments shall indicate in a written memorandum all comments related to compliance with this Ordinance and conditions of zoning approval.
- (c) The owner shall be responsible for all of the plan review comments prior to the resubmission of the revised final subdivision plat. All revisions to previous submittals shall be noted in the revision block and dated.
- (d) Proof of payment for street lights shall be provided to the City Engineer, prior to his approval of the final subdivision plat. At a minimum, this proof shall be in the form of a letter from the approved utility provider.
- (e) Payment for materials and installation of traffic control devices shall be made to the City Engineer in accordance with the traffic engineering requirements in this Ordinance. Payment of the cost of street striping or required signalization, if required and not completed by the owner, shall also be received by the City Engineer prior to approval of the final subdivision plat.
- (f) Provide one set water and sewer as-builts with proof of approval by Fulton County Development Services Department.
- (g) The Community Development Department shall not sign the final subdivision plat until all requirements of this Ordinance and other applicable regulations have been met. The final subdivision plat shall be accompanied by a bond, letter of credit, or other acceptable surety providing for the maintenance of all installations and improvement required by this Ordinance in the subdivision for a period of twelve (12) months following the date of final approval of the public improvements. The maintenance period may be extended by the Director at the request of the owner, provided it is in the best interest of the City.



- (h) Once the Director has approved the final subdivision plat and all other affected departments and agencies of government as required have certified compliance, the Community Development Department shall certify by signature on the original of the final subdivision plat that all of the requirements of this Ordinance, and the conditions of zoning approval have been met, and that all other affected departments have approved the plat. The final subdivision plat shall not be deemed approved until the CERTIFICATE OF FINAL PLAT APPROVAL has been signed by the Community Development Department, City Engineer and the Fulton County Health Department.
- (i) The owner shall be responsible for recording the approved final plat at Fulton County; and shall provide to the Community Development Department a reproducible Mylar copy showing the stamp of the Fulton County Court Clerk, and twenty (20) full size copies.
 - (2) Standards for Approval - The Final Subdivision Plat shall be clear and legible at a minimum scale of 100 feet to the inch. The Director may approve other scales as appropriate. The maximum sheet size shall not exceed 42"x30". The maximum size acceptable for recording is 17"x22", or as required by the Fulton County Superior Court Clerk. If the complete plat cannot be shown on one sheet, then said final subdivision plat shall be shown on several sheets with an index map indicated on each sheet. The minimum sheet size shall not be less than 17"x22". All letters, numbers and other information shall be legible on the recorded copy. There shall be sufficient space available for the certificates as required. Graphic standards shall comply with the Georgia Plat Act.

The final subdivision plat shall conform substantially to the preliminary subdivision plat and it shall constitute only that portion of the approved preliminary subdivision plat which the owner proposes to record and develop at any one time, provided that such portion conforms to the requirements of this Ordinance. Any substantial deviation from the Preliminary Plat shall require revision and approval of the Preliminary Plat.

(2) Maintenance Bond

- (a) Following issuance of Final Development Inspection Approval and prior to approval of the final subdivision plat or issuance of a certificate of occupancy, a maintenance bond in a form acceptable to the Director is required. The owner shall be responsible for maintenance/public improvements for one (1) year from the date of Final Development Inspection Approval, or longer if requested by the City Engineer. A performance bond may be required if deemed necessary by the City Engineer.
 - 1) The value of the Maintenance Bond shall be determined by the Director based on the dollar value of the improvements and the requirements of the City.

(3) Acceptance of Public Improvements

- (a) Prior to expiration of the maintenance bond, a final inspection of the public improvements shall be conducted by the City Engineer.
- (b) The owner shall correct all defects or deficiencies in materials or workmanship.
- (c) The maintenance bond shall not be released until the City Engineer is satisfied that all public improvements are in conformance with the specification of this Ordinance.

- (d) The City shall not accept the public improvements into perpetual maintenance until such time as said improvements are certified by the City Engineer as being in conformance with the specification of this Ordinance.

CITY OF ALPHARETTA COMMUNITY DEVELOPMENT

TO:

NO. OF PAGES: 1

PROJECT: FINAL PLAT

FILE NUMBER:

DATE:

The final plat must include the following:

1. Name of the subdivision, unit number and street names.
2. Name, address, and phone number of owner of record.
3. Name, address and phone number of each professional firm associated with a portion of the final plat (engineers, surveyors, etc.).
4. Site acreage.
5. Site zoning, case numbers, zoning conditions and date of approval for any applicable rezoning, master plan, variance, or special use permit affecting this site.
6. Land District, Land Section, and Land Lot.
7. Name of the former subdivision, if any, or all the entire final subdivision plat if it has been previously subdivided.
8. Location map.
9. Date the final subdivision plat drawing, graphic scale, north point, notation as to the reference or bearings to magnetic, true north, or grid north, and indication whether bearings shown are calculated from angles turned.
10. Courses and distances to the nearest Fulton County GIS monument.
11. Boundary lines of the property, to be indicated by a heavy line, giving distances to the nearest one hundredth (1/100) foot and bearing to the nearest second, which shall be balanced and closed with an error of closure not to exceed one (1) to ten thousand (10,000). The error of closure shall be stated.
12. City and Fulton County political boundary lines accurately tied to the lines of the property by distance and angles when such lines traverse the subdivision.
13. Locations, widths, and names of all streets and alleys within and immediately adjoining the final subdivision, address numbers, the location and widths of all public crosswalks, sidewalks, greenway trails and other public rights of way.
14. Street centerlines showing angles of deflection and standard curve data, radii, length of tangents and arcs, and degree of curvature with basis of curve data.
15. Lot lines with dimensions to the nearest one-tenth (1/10) foot, and bearing to the nearest second radii of rounded corners, as necessary to describe each lot.
16. Front and rear setback lines with dimensions.
17. Location of all buffers, landscape strips, greenway easements, and no access easements, etc., are required by this Ordinance.
18. When lots are located on a curve or when side lot lines are at angles other than ninety (90) degrees, the lot width at the building line shall be shown.
19. Lots or sites numbered in numerical order and blocks lettered alphabetically.

20. Location and size of all drainage structures, location, dimension and purpose of any easements, including slope easements, if required, public and private service utility right-of-way lines, fire hydrants and water mains.
21. Any areas to be reserved, donated, or dedicated to public use or sites for other than residential use with notes stating their purpose and limitations; and of any lands to be reserved by deed covenant for common uses of all property owners. Include statement that all common areas are to be maintained by the homeowners.
22. Statement "The City of Alpharetta does not enforce restrictive covenants."
23. Provide the following statement & information: "This final subdivision plat is subject to the covenants set forth in the separate document(s) attached hereto, dated _____, which hereby becomes a part of this final subdivision plat".
24. Extent of the 100 year floodplain and a flood plain chart showing the area within and outside the floodplain for a/each lot containing any portion of the 100 year floodplain. Provide minimum finished floor elevation for adjacent lots.
25. Provide dwg. File showing streets, land lots and property lines.
26. Townhouse & condominium projects-Show that a mandatory Homeowner's Association has been established and that utility accounts have been established for the entire project under one account.
27. Certificate of Final Subdivision Plat Approval - Each final subdivision plat shall carry the following certificates printed or stamped on the plat.

(a) Approval from the Fulton County Health Department.

(b) Surveyor's Certificate.

It is hereby certified that this plat is true and correct and was prepared from an actual survey of the property by me or under my supervision; that all monuments shown thereon actually exist or are marked as "future" and will be placed during construction of the improvements shown on this plat; and their location, size, type, and material are correctly shown.

By: _____

Registered Georgia Land Surveyor Survey No. _____

Date: _____

(c) Owner's Certificate of Dedication and Acknowledgement:

(STATE OF GEORGIA)
(COUNTY OF FULTON)

The owner of record of the land shown on this plat and whose name is subscribed thereto, in person, or through a duly authorized agent, hereby acknowledges that this final subdivision plat was made from an actual survey, dedicates to the City of Alpharetta the complete ownership, and use of all streets (_____ acres), public water

facilities, storm drains, easements (_____ acres), greenway easements (_____ acres), and other public facilities and appurtenances thereon shown (_____ acres).

Subdivider: _____

Date: _____

Owner: _____

Date: _____

(d) Certificate of Final Subdivision Plat Approval

The Community Development Department of the City of Alpharetta, Georgia, certifies that this plat complies with all requirements of the City of Alpharetta Zoning requirements.

Community Development Department Date

Engineering Department Date



FINAL PLAT ENGINEERING DESIGN CHECKLIST

FP # _____		
1 st Review _____	2 nd Review _____	Date Approved _____
Project Name _____	Project Location _____	
Reviewer <u>Robert Stachler 678-297-6218</u>	Designer _____	
Contact _____	Phone _____	Fax _____
<i>* This section to be filled in by City of Alpharetta Engineering Department</i>		

STANDARD SUBMISSION REQUIREMENTS

Provide this completed checklist signed, dated, sealed and certified by a Professional Engineer in the State of Georgia. *Community Development will forward this checklist to the Engineering / Public Works Department.*

9 Denotes no action required

X Or underline denotes action required

N/A Denotes not applicable to this project

I, the undersigned, hereby certify that I am a Professional Engineer in the State of Georgia and that each element of this checklist was considered and addressed in accordance with all applicable regulations, codes, standards, guidelines, ordinances, and policies.

Signature and Seal of Applicant

Submission of this checklist does not relieve the applicant from his/her responsibility to comply with all applicable regulations, codes, standards, guidelines, ordinances, and policies.

The Department of Engineering / Public Works reserves the right to revise this checklist periodically as the need arises.

PLAT REQUIREMENTS

- A. _____ Vicinity Map
1. _____ Scale
 2. _____ Site perimeter outlined and labeled. (hatching to distinguish site)
 3. _____ Street names
 4. _____ North Arrow
- B. _____ Title Block
1. _____ Name or project/subdivision
 2. _____ Name, address, phone number of firm responsible for preparing the plan
 3. _____ Date original plan was prepared
 4. _____ Scale
 5. _____ Sheet number
 6. _____ Revision date
- C. _____ General Notes
1. _____ Tax parcel number
 2. _____ Site acreage
 3. _____ Boundary Survey with date and source
 4. _____ Name of former subdivision if previously subdivided
 5. _____ Name, address, phone number of subdivider or owner of record
 6. _____ Flood hazard statement with most current (FEMA) FIRM panel number (6/22/98).
- D. _____ Boundary Information
1. _____ Perimeter tract boundary lines with bearing and distance. (bearing to the nearest minute, and distance to the nearest one-tenth foot)
 2. _____ Error of closure
 3. _____ Bearing and distances to the nearest existing street intersection, benchmark, or other recognized permanent monument. (min. 3 monuments with descriptions.)
- E. _____ Municipal or county land lot lines accurately tied to the subdivision
- F. _____ Street centerline data. Include curve data (i.e.; radii, length of tangent, length of curve, chord, degree of curvature, angle of deflection)
- G. _____ Individual lot lines with dimensions to the nearest one-tenth foot, bearings, and distances.
- H. _____ Natural site features and land cover including drainage channels, water bodies, wetlands, flood plains, steep slopes, stream buffers, etc.
- I. _____ Adjacent property owners
- J. _____ Names, widths and right-of-way of all streets
- K. _____ Delineation and labeling of all existing or proposed easements including emergency drainage, sanitary sewer, stormwater management access / maintenance, public service utility right-of-ways, and off-site easements, etc.
1. _____ Label type and size of storm piping, storm structure tops and inverts
 2. _____ Show 20' emergency drainage easement on all storm piping
 3. _____ Show 10' access easement around detention pond

- L. _____ Delineation and labeling of land to be reserved or dedicated for public use or land to be used for purpose other than single-family dwelling
- M. _____ Existing and proposed location of sewer pipes and structures with top and invert elevations. Provide copy of sanitary sewer as-built drawings.
- N. _____ Location of all permanent structures, such as retaining walls

ADDITIONAL REQUIREMENTS

- A. _____ Ensure maps and drawings bear signature and seal of professional engineer, and site surveys bear signature and seal of licensed surveyor.
- B. _____ Signature line for approval from City of Alpharetta Engineering/ Public Works Department.
- C. _____ **Drainage Note:**

The owner of record, on behalf of himself (itself) and all successors in interest, specifically releases City of Alpharetta from any and all liability and responsibility for flooding or erosion from storm drains or from flooding from high water of natural creeks, river or drainage features. A drainage easement is hereby established for the sole purpose of providing for the emergency protection of the free flow of surface waters along all watercourses as established by these regulations and the Director of Public Works. Said Director may conduct emergency maintenance operations within this easement where emergency conditions exist. Emergency maintenance shall be the removal of trees and other debris, excavation, filling and the like necessary to remedy a condition, which in the judgment of said Director is potentially injurious to life, property or the public road or utility system. Such emergency maintenance, conducted for the common good, shall not be construed as constituting a continuing maintenance obligation on the part of City of Alpharetta nor an abrogation of City of Alpharetta’s right to seek reimbursement for expenses from the owner/s of the property/ies of the lands that generated the conditions.

- D. _____ The owner’s acknowledgement and dedication of the following:
 Public Streets _____ Acres
 Storm Sewer Easements _____ Acres
 Sanitary Sewer Easements _____ Acres
 Public Parks – Open Spaces _____ Acres

- E. _____ **Engineering Certificate : (signed, sealed, and dated)**

“It is hereby certified that this plat is true and correct and was prepared from an actual survey of the property by me or under my supervision; that all monuments shown thereon actually exist or are marked as ‘future’ and will be placed during construction of the improvements shown on this plat; and their location, size, type, and material are correctly shown; and that all engineering requirements of the Land Subdivision Regulations of Alpharetta, Georgia, have been fully complied with.”

By: _____ Registered P.E. No. _____

Or By: _____ Registered R.L.S. No. _____

- F. _____ Provide as-built certification for any detention facilities. Include as-built drawing(s) of pond(s).
- G. _____ Call for an inspection 678-297-6200.
- H. _____ Additional Comments: