



Final Plat Submittal Application

Date: _____ Development Name: _____ Project Number: _____ (staff)

Use: _____ Zoning: _____ Bldg SF/Units: _____ Site Location: _____

Acreage: _____ District: _____ Section: _____ Land Lot: _____ Parcel ID Number(s): _____

Review Type:

- Final Plat:** \$750: Submit digitally through ePlan OR Provide 2 Full Size Plats Required for Review
- Plat Revision:** \$400: Submit digitally through ePlan OR Provide 2 Full Size Plan Sets Required for Review

Owner & Surveyor Contact Information:

Owner Information

Name: _____

Address: _____

Phone: _____

Email: _____

Check if Recipient of Comments

Surveyor Information

Name: _____

Address: _____

Phone: _____

Email: _____

Check if Recipient of Comments

Procedures & Guidelines

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 properly installed and completed in accordance with the City of Alpharetta's Unified Development Code.

- (1) 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) Two (2) copies of final subdivision plat prepared in conformance with the specifications in this Ordinance.
 - 3) One (1) 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 two (2) full size copies.
 - (1) 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.



Community Development Review Checklist

Final Plat Case #: _____ (staff only)
Project Name: _____ Project Location: _____
Contact: _____ Phone: _____ Email: _____
1st Review: _____ 2nd Review: _____ 3rd Review: _____ Approved _____
Reviewer: Brian Borden Phone: 678-297-6076 Email: bborden@alpharetta.ga.us

- _____ 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 the portion of the final plat (engineers, surveyors, etc.).
- _____ 4. Site acreage.
- _____ 5. Site zoning, case numbers and conditions for zoning actions affecting the site, including rezoning, master plans, variances and conditional use permits.
- _____ 6. Land District, Land Section and Land Lot.
- _____ 7. Name of the former subdivision, if any, or of the entire plat if it has been previously subdivided.
- _____ 8. Location map.
- _____ 9. Date of the final plat drawing, graphic scale, north point, notation as to the reference or bearings to magnetic, true 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 plat, 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 any buffer, landscape strip, greenway easements, no access easements, etc.
- _____ 18. When lots are located on a curve or when side lot lines are 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 an easements, including slope easements, 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. Provide as a note, "The City of Alpharetta does not enforce restrictive covenants."
- _____ 23. Provide the following statement and 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 floodplain chart showing the area within and outside the floodplain for each lot containing any portion of the 100-year floodplain. Provide minimum finished floor elevation for adjacent lots.



- _____ 25. Provide .dwg file(s) showing streets, land lots and property lines.
- _____ 26. Provide a GIS shapefile of the storm water system. See the attached Appendix A for requirements.
- _____ 27. Once recorded, provide a PDF with the recorded final plat.
- _____ 28. Townhouse & condominium projects must show that a mandatory Homeowner's Association has been established and that utility accounts have been established for the entire project under one account.
- _____ 29. 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: _____



Final Plat Engineering Design Checklist

Final Plat Case #: _____ (staff only)
Project Name: _____ Project Location: _____
Contact: _____ Phone: _____ Email: _____
1st Review: _____ 2nd Review: _____ 3rd Review: _____ Approved _____
Reviewer: Osmany Ordonez Phone: 678-297-6076 Email: oordinez@alpharetta.ga.us

Standard Submission Requirements

Provide this completed checklist sign, dated, sealed and certified by a Professional Engineer in the State of Georgia. Fully annotate checklist items with page numbers and locations of where each checklist line item may be found.

Special Operations and Maintenance Agreement for Homeowner’s Associations or Other Associations

Please refer to Section 3.3.D.2 Special Operations and Maintenance Agreement for Homeowner’s Associations or Other Associations for storm water escrow account requirements. Per this code requirement, “Prior to plat recordation, the developer shall pay into the escrow account an amount equal to 15 percent of the initial construction costs of the BMPs.”

Certification Statement

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



1. 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.
- _____ 3. Date original plan was prepared.
- _____ 4. Scale.
- _____ 5. Sheet number.
- _____ 6. Revision Date.

_____ C. General Notes.

- _____ 1. Tax parcel ID number.
- _____ 2. Site acreage.
- _____ 3. Boundary survey with date and source.
- _____ 4. Name of former subdivision, if previously subdivided.
- _____ 5. Name, address and 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 and 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, floodplains, 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, 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.

2. 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
Stormwater Sewer Easements	_____	Acres
Sanitary Sewer Easements	_____	Acres
Public Parks – Open Space	_____	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). A digital copy is required.

G. Call for an inspection 678-297-6070.

H. Additional comments:



Appendix A: GIS Shapefile

STORM SYSTEM AS-BUILT
ELECTRONIC SUBMITTAL CHECKLIST

LDP # _____

Project Name _____ Project Location _____

CD or FLASH DRIVE REQUIREMENTS

- A. _____ Project name and city permit number must be labelled on CD or Flash Drive
- B. _____ All items must be geospatially located on state plane coordinates
- C. _____ GIS shapefiles of the following should be submitted.
 - 1. _____ All stormwater structures (i.e. Manholes, catch basins, drop inlets, headwalls, OCS, etc.) must be shown as points.
 - 2. _____ All stormwater structures should include a ‘notes’ attribute in which the following data must be provided: Type of structure, top elevation, inverts in, inverts out.
 - 3. _____ All stormwater pipes, conveyances, ditches must be shown as lines. If the pipes end in structures, they must be snapped to the structure.
 - 4. _____ All stormwater pipes should include a ‘notes’ attribute in which the following data must be provided: Pipe material, pipe size (in feet), inverts.
 - 5. _____ All stormwater BMPs (wet ponds, dry ponds, sand filters, infiltration trenches, bioretention, porous / pervious pavement, rain gardens, cisterns, green roofs, enhanced swales, etc.) must be shown as points.
 - 6. _____ All stormwater BMPs should include a ‘notes’ attribute in which the following data must be provided: Type of BMP, final plat date, volume of
 - 7. _____ Centerline of roadways (with notes attribute indicating public or private)
 - 8. _____ All lot lines, property lines, right-of-way lines.
- D. _____ Metadata should be provided for all GIS shape files
- E. _____ Name, address, phone number and email of contact person / firm submitting file should be included along with project name and city permit number in a word document on the CD or Flash Drive.