



## Final Plat Application Checklist

A final plat of a subdivision is presented as an accurate depiction of the layout of the subdivision that has been constructed so that it can be properly recorded and then used as a permanent reference for the sale of the property included within the subdivision. Sec. 11.07 of the Unified Development Code outlines all standards and requirements for submitting a final plat. The following items need to be submitted in order to process this application. Once all items have been received by the City of Douglasville's Community Development Department, the plat may be placed on the agenda for approval.

- Completed Application Form**
- \$100.00 Fee + \$50.00/Subsequent Page**
- 2 copies of the plat (sheet size 18x24, scale of 100 feet to one inch or larger)**
  - Name of the subdivision and unit or phase number
  - Names, addresses, and telephone numbers of the property owner of record and the developer or subdivider
  - Name, address, and telephone number each professional firm associated with the portion of the subdivision depicted on the final plat
  - Date of plat and survey, north arrow and graphic scale
  - Subdivision location including land lot(s) and land district(s), area in acres, internal and abutting zoning, proposed number of lots and area represented in tabular format showing associated square footage
  - A location sketch or vicinity map positioning the subdivision in relation to the surrounding area
  - Field-run boundary survey of the subdivision property perimeter showing actual bearings in degrees, minutes and seconds and distances in feet and hundredths of a foot along all lines and the bearing and distances to an existing street intersection or other recognized permanent landmark
  - Municipal or county jurisdictional lines
  - Locations, widths, and names of all streets within and immediately adjoining the plat and all other public or utilities easements or rights-of-way
  - Street centerlines
  - Lot lines with complete dimensions
  - Building setback lines with dimensions
  - Lots numbered in numerical order, blocks lettered alphabetically, and addresses as established by the city
  - Location, material and size of all drainage pipes, location and type of all drainage system appurtenances, location and extent of detention ponds with 100-year event level noted, the location, material and size of all water and sewer mains and appurtenances, the location of all fire hydrants, and the location, width and purpose of any easements, including slope easements
  - Location of any areas to be reserved, donated, or dedicated to public use with notes stating their purpose and limitations. Location of any areas to be reserved by private deed covenant for common use of all property owners or dedicated to a homeowner's association
  - A statement of restrictive covenants or conservation easements
  - Accurate location, material, and description of property corner or line monuments or markers. All monuments and markers shall be in place prior to approval of the final plat
  - Extent and elevation of the regulated floodplain within the subdivision
  - Individual lots, which are deemed by the community development department as requiring site plans, shall be designated in a readily identifiable manner. No part of any lot shall contain state waters, conservation easements or other permanently protected areas, or the required undisturbed buffers for those areas.
  - Certificates and statements specified in these regulations

Case No.

**Applicant**

Name \_\_\_\_\_

Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone # \_\_\_\_\_

E-mail Address \_\_\_\_\_

**Owner**

Name \_\_\_\_\_

Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone # \_\_\_\_\_

E-mail Address \_\_\_\_\_

**Project**

Project Name \_\_\_\_\_

Project Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Land Lot(s) \_\_\_\_\_ District \_\_\_\_\_ Section \_\_\_\_\_

Parcel #(s) \_\_\_\_\_

Property Size in Acres \_\_\_\_\_ Number of Lots \_\_\_\_\_

Project Owner \_\_\_\_\_

**Application Approved for Staff Review**       **Application Rejected**

\_\_\_\_\_  
Zoning Administrator

\_\_\_\_\_  
Date