

Fee Amount: _____ Receipt No: _____

Five Copies of Plat submitted

Mylar submitted:

Final Plat Application
Planning Department - Athens-Clarke County Unified Government

In addition to the requirements of the Development Regulations, we ask that you complete the following:

Subdivision Name					
Subdivision Section					
Subdivision Location					
Zoning		Tax Parcel Number		Total Acres	
Total number of lots identified on final parcel (including 'parent' parcel)					

The proposed parcels are served by:			
Public Water and Sewer?	<input type="checkbox"/>	Public Water and Septic	<input type="checkbox"/>
Recombination Plat	<input type="checkbox"/>	Well and Septic	<input type="checkbox"/>
		Public Swimming Pool	<input type="checkbox"/>

Owner Information

Name			
Address			
City			
State		Zip	
Phone Number			

Professional Representative

Name			
Address			
City			
State		Zip	
Phone Number			
Fax Number			
e-mail address			

Owner/ Representative Signature: _____ Date _____

Final Plat Application

Procedure for approval. A final plat may not be filed until any zone change necessary for the development has been adopted. A staff permit procedure, as defined in this title, shall be used for approval of final plats.

The final plat may be filed in phases as approved on the preliminary plat. If the final plat or the first phase of the preliminary plat is not approved within 18 months from the date of the approval of the preliminary plat, then the approval of the plan is terminated and void and of no effect whatsoever. Extensions may be granted as a staff permit procedure.

Contents. The final plat shall contain a scale map or maps showing the following for the development in addition to all other requirements for maps and plats under state law:

- a) Location of all thoroughfares and walks, their widths and nature of their improvements, and whether they are to be public or private.
- b) The location, layout, and servicing of all off-street parking areas.
- c) The property boundary lines.
- d) The individual lot lines of each parcel that is to be created for separate ownership.
- e) The location of all easements and apparent encroachments.
- f) Common open areas and spaces, and the particular uses intended for them.
- g) Areas proposed to be conveyed, dedicated, reserved or used for parks, scenic ways, open space, playgrounds, schools or public buildings.
- h) The date, scale, north point, and legend.
- i) Legal description of the tract boundaries.
- j) Name and address of the owner, subdivider, and surveyor.
- k) Reference points of existing surveys identified, related to the plat by distances and bearings, and referenced to a field book or map as follows:
 1. Stakes, monuments, or other evidence found on the ground and used to determine the boundaries of the subdivision.
 2. Adjoining corners of adjoining subdivisions.
 3. Other monuments found or established in making the survey of the subdivision or required to be installed by provisions of this title.
- l) The exact location and width of streets and easements intersecting the boundary of the tract.
- m) Lines with dimensions, bearings or deflection angles, radii, arcs, points of curvature and tangent bearings for tract, lot, and boundaries and street bearings. All distances shall be shown to the nearest 1/100 of a foot. No ditto marks shall be used.
- n) The width of the portion of streets being dedicated, and the width of any existing right-of-way and the width on each side of the centerline. For streets on curvature, curve data shall be provided based on road right-of-way line.
- o) Easements denoted by fine dotted lines, clearly identified and, if already of record, its recorded reference; if an easement is not definitely located of record, a statement of the easement, the width of the easement, its length and bearing and sufficient ties to locate the easement with respect to the subdivision must be shown; if the easement is being dedicated by the map, it shall be properly referenced in the owner's certificate of dedication.
- p) Lot numbers beginning with the number "1" and continuing consecutively without omission or duplication throughout each block of the subdivision.

6. A certificate signed by the public works director as follows:

I hereby certify that all required improvements necessary to provide all streets and other required public improvements in accordance with plans submitted to Athens-Clarke County by the subdivider's professional representatives have been satisfactorily completed or have been adequately guaranteed in an amount sufficient to secure satisfactory installation.

All drainage and access easements shown are the maintenance responsibility of the property owner per ACC policy.

Public Works Director

Date

- u) Survey requirements.
 - 1. An arrow shall be shown to indicate the principal meridian, and a notation shall be made as to the reference of bearings to magnetic north, astronomic north, or grid north. A grid north reference shall indicate the zone.
 - 2. The coordinates of the boundary of the subdivision and showing the error of closure, if any.
 - 3. The computation of all distances, angles, and courses shown on the final map.
 - 4. Ties to existing monuments, proposed monuments, adjacent subdivisions, and street corners.
- v) Discovery of error and omissions. When an error is discovered on a recorded survey, the surveyor shall make corrections and re-submit the corrected plat.
- w) Tax parcel identification number of subject property.
- x) Zoning classification of subject property.
- y) Any landmark trees designated under the procedures of section 8-7-8 and any existing Athens-Clarke County trees as defined in section 8-7-14.

Criteria for final plat approval. Final plat approval shall be granted upon finding of conformance with the requirements of this development ordinance and, if filed, the approved preliminary plat and site plan.

Substantial conformance shall exist when comparison of the preliminary plat with the final plat shows that:

- a) The number of dwelling units vary no more than ten percent of those shown on the approved preliminary plat, but in no case shall the number of units exceed those permitted in the preliminary plat.
- b) The yard depths and distances between main buildings vary no more than ten percent of those shown on the approved preliminary plat, but in no case shall these distances be reduced below the minimum established within this development ordinance.
- c) The open spaces vary no more than ten percent of that provided on the preliminary plat.
- d) That the additional standards which resulted in the awarding of bonus points in the preliminary plat approval have been included in the final plat with substantial detail to ensure that the performance level committed to in the preliminary plat will be achieved.

Any substantial amendment to an approved final plat shall follow a staff permit procedure, as defined in this title, and be reviewed in accordance with the criteria established in section 9-26-2 B.6.

If the final plat is approved without the initial approval of a preliminary plat, pursuant to section 9-26-2 A.1, no subsequent final plat may be approved for any portion of the property described in the initial final plat for a period of 12 months from its approval. This time limitation shall not apply to plats that do not create additional lots.

Recordation. The planning department shall be responsible for filing all final plats in the office of the clerk of superior court. Otherwise, any plat approval by Athens-Clarke County departments shall be void. Except as otherwise provide by O.C.G.A. Section 15-6-67(d), the clerk of superior court shall not file or record a final plat of a subdivision until such plat has been approved by the directors of public works, public utilities, planning department, or their authorized designees. No building permit shall issue for the construction of any building or structure in a subdivision unless such building or structure is located on a lot shown on a final plat that has been recorded by authorized agents of the planning department with the director approvals required herein shown on the final plat.

Final Plat Surveying Requirements

Information. In addition to that otherwise specified by law, the following information shall be shown on the final plat:

1. The date, scale, north point, and legend.
2. Legal description of the tract boundaries and the file number of the subdivision.
3. Name and address of the owner, subdivider, and surveyor.
4. Reference points of existing surveys identified, related to the plat by distances and bearings, and referenced to a field book or map as follows:
 - a. Stakes, monuments, or other evidence found on the ground and used to determine the boundaries of the subdivision.
 - b. Adjoining corners of adjoining subdivisions.
 - c. Other monuments found or established in making the survey of the subdivision or required to be installed by provisions of this Title.
5. The exact location and width of streets and easements intersecting the boundary of the tract.
6. Lines with dimensions, bearings or deflection angles, radii, arcs, points of curvature and tangent bearings for tract, lot, and boundaries and street bearings. All distances shall be shown to the nearest one-hundredth (1/100) of a foot. No ditto marks shall be used.
7. The width of the portion of streets being dedicated, and the width of any existing right-of-way and the width on each side of the centerline. For streets on curvature, curve data shall be based on the street centerline and, in addition to centerline dimensions, the radius and central angle shall be indicated.
8. Easements denoted by fine dotted lines, clearly identified and, if already of record, its recorded reference; if an easement is not definitely located of record, a statement of the easement, the width of the easement, its length and bearing and sufficient ties to locate the easement with respect to the subdivision must be shown; if the easement is being dedicated by the map, it shall be properly referenced in the owner's certificate of dedication.
9. Lot numbers beginning with the number "1" and continuing consecutively without omission or duplication throughout each block of the subdivision.
10. Block numbers (alphabetical with the "A" and continuing consecutively without omission or duplication throughout the subdivision.) The numbers shall be solid, of sufficient size and thickness to stand out and so placed as not to obliterate any figure. Block numbers in addition to a subdivision of the same name shall be a continuation of the numbering in the original subdivision.

11. Land parcels to be dedicated for any purpose, public or private, to be distinguished from lots intended for sale.
12. Building envelope lines and the height restrictions, if any. The setback lines, if any, are to be made a part of the subdivision restrictions. All Environmental Areas required in Chapter 8-6 of the Athens-Clarke County code shall be shown, including FEMA Flood Hazard areas.
13. Any open space areas shall be dedicated on the plat to a homeowners association and reserved to that use by covenant, shall be dedicated to Athens-Clarke County as public open space, or may have a conservation easement dedicated to Athens-Clarke County or a land trust recognized by the State of Georgia.
14. The following certificates which may be combined where appropriate.
 - a. A certificate signed and acknowledged by all parties having record title interest in the land, consenting to the preparation and recording of the plat.
 - b. A certificate signed and acknowledged as above, dedicating all parcels of land shown on the final plat and intended for any public use, except those parcels which are intended for the exclusive use of the lot owners in the subdivision, their licensees, visitors, and servants.
 - c. A certificate signed by the surveyor responsible for the survey and final map (the signature of the engineer or surveyor to be accompanied by their seal).
 - d. All other certifications now or hereafter required by law.

Survey requirements.

1. Basis of bearing determined by solar observation, Polaris observation or true bearing determined from the National Oceanic and Atmospheric Administrator Survey Net.
2. All monuments shall be minimum diameter of five-eighths inch (5/8") for iron pins and a minimum inside diameter of one-half inch (1/2") for iron pipes.
3. All monuments shall be clearly identified with the surveyor's name and/or registration number.
4. Witness corners may be set when it is impractical or impossible to set a monument on its true position providing course and distance is given to the true position.

Discovery of Error and Omissions. When an error is discovered on a recorded survey, the surveyor shall make corrections and re-submit the corrected plat.

Supplemental information.

The following shall accompany the final plat:

1. Sheets and drawings showing the following:
 - a. Traverse data including the coordinates of the boundary of the subdivision and showing the error of closure, if any.
 - b. The computation of all distances, angles, and courses shown on the final map.
 - c. Ties to existing monuments, proposed monuments, adjacent subdivisions, and street corners.
 - d. A copy of any deed restrictions applicable to the subdivision.
 - e. Plans for the disposition, development, and maintenance of any common open space, including legal agreements related thereto.
 - f. That the additional standards which resulted in the awarding of bonus points in the Preliminary Plat approval have been included in the Final Plat with substantial detail to ensure that the performance level committed to in the Preliminary Plat will be achieved.

Improvements.

A. Improvement Procedure. In addition to other requirements, improvements installed by the subdivider either as a requirement of these regulations or at subdivider's own option shall conform to the requirements of this Title and improvement standards and specifications followed by Athens-Clarke County. The improvements shall be installed in accordance with the following procedure:

1. Work shall not begin until plans have been checked for adequacy and approved by Athens-Clarke County. To the extent necessary for evaluation of the subdivision proposal, the plans may be required before approval of the final map.
2. Work shall not begin until Athens-Clarke County has been notified in advance, and if work has been discontinued for any reason, it shall not be resumed until Athens-Clarke County has been notified.
3. Improvements shall be constructed under the inspection and to the satisfaction of Athens-Clarke County. The Athens-Clarke County Transportation and Public Works Director may require changes in typical sections and details if unusual conditions arise during construction to warrant the change in the public interest.
4. All underground utilities, sanitary sewers, and storm drains installed in streets shall be constructed prior to the surfacing of such streets. Stubs for service connections for all underground utilities and sanitary sewers shall be placed to such lengths as will obviate the necessity for disturbing the street improvements when service connections are made.
5. A reproducible map showing all public improvements as built shall be filed with the Transportation and Public Works Director upon completion of such improvements.

B. Improvement Requirements. Improvements to be installed at the expense of the land divider are as follows:

1. Interior Streets. All interior streets shall be graded for the entire improvement width, and roadways shall be improved with paving, curbs, gutters, and drainage. The subdivider shall improve the extension of all subdivision streets to the centerline of existing streets with which subdivision streets intersect.

2. Exterior Unimproved Streets. When part of a proposed subdivision or major land partition abuts an existing unimproved street, the property owner, or a representative, shall satisfy the minor land partition improvement requirements and sign an agreement in favor of improving said street in the future to full Athens-Clarke County standards as outlined in this Section.
 3. Structures. Structures specified as necessary by Athens-Clarke County, for drainage, access, and public safety shall be installed.
 4. Improvements to be installed or provided by subdividers include all items required by the Transportation and Public Works Director at the time of the subdivider's plat and construction plan and specification approval.
 5. Sewers. Sanitary sewer facilities including laterals connecting with the existing Athens-Clarke County sewer system shall be installed to serve each lot. No septic tanks will be permitted within Athens-Clarke County, except in the AR and RS-25 zones. Drainage facilities shall be installed as required by the Athens-Clarke County Transportation and Public Works Director.
 6. Water. Water mains and services, fire hydrants of design, layout, and locations approved by the Director of Public Utilities as conforming to Athens-Clarke County standards shall be installed.
 7. Street Trees. Street trees shall be installed according to the street design standards contained in this Section, or may be bonded and installed at the time of construction of structures on the site.
 8. Monuments. Upon completion of street improvements, monuments shall be re-established and protected in monument boxes at every street intersection and at all points of intersection, or at all points or curvature and points of tangency of street center lines.
- C. Underground Utilities - Required. All on site utility lines, including but not limited to electric, communications, street lighting, and cable television, shall be installed underground, except as provided in "D" below. For the purpose of this section, appurtenances and associated equipment such as, but not limited to, surface-mounted transformers, pedestal-mounted terminal boxes and meter cabinets, terminations for concealed ducts in an underground system, and street lighting structures and fixtures may be placed above ground. This section does not apply to utility lines that do not provide service to the area being subdivided.
- D. Underground Utilities - Exceptions. Subdivisions of less than 5 lots or in the AR zone shall not be required to provide underground utilities, provided that all new service for residential uses shall have installed a service panel and stubbed conduit to convert to underground utilities at a future date.
- E. Underground Utilities - Rules and Regulations. The Commission may, by resolution, adopt rules and regulations governing the installation and allocation of costs for underground utility extensions.
- F. Safety Street Lighting. Safety street lighting shall be provided by the developer in new subdivisions and in private developments of five (5) acres or more. Developer shall bear all costs except wiring, maintenance and energy. The amount and intensity of illumination provided for street lighting shall be in accordance with the standards established by the Director of Transportation and Public Works.

Agreement for Improvements.

Improvements and guarantees. Before the final plat is signed by the public works director and the public utilities director and planning director, or their authorized designees, all applicants shall be required to complete or provide improvement guarantees for all the street, utility and other improvements as required in these regulations.

Bond.

The subdivider shall file with the agreement, to assure full and faithful performance thereof, one of the following:

1. An irrevocable letter of credit payable to Athens-Clarke County in the event the agreement for improvements is not performed.
2. A surety bond executed by a surety company authorized to transact business in the state.
3. Cash.

This bond shall meet the requirements of the Section 9-26-5-C of the Athens-Clarke County Development Regulations.

If you have any questions regarding the application or procedures,
please call the Planning Staff at (706) 613-3515,
e-mail at acczone@co.clarke.ga.us
or write them at
120 W. Dougherty Street; Athens, GA 30601

Final Plat Checklist / Worksheet
Planning Department
Athens-Clarke County Unified Government

- Contents.** The Final Plat shall contain a scale map or maps and a written document showing the following for the development:
 - A topographic map at the interval supplied by the Athens-Clarke County Planning Department.
 - Location of all thoroughfares and walks, their widths and nature of their improvements, and whether they are to be public or private.
 - If streets are to be built in the development, road cross sections and profiles, clearly indicating the locations of final cuts and fills, and final road grades.
 - The location, layout, and servicing of all off-street parking areas.
 - The property boundary lines.
 - The individual lot lines of each parcel that are to be created for separate ownership.
 - The location of easements for water lines, fire hydrants, sewer and storm sewer lines, trails and the location of the electric, gas, and telephone lines, telephone cable and lighting plans.
 - Landscaping and tree planting plans with the location of the existing trees which are to be retained, and the method by which they are to be preserved.
 - Common open areas and spaces, and the particular uses intended for them.
 - Areas proposed to be conveyed, dedicated, reserved or used for parks, scenic ways, playgrounds, schools or public buildings.
 - A plat showing all new lots, suitable for recording, meeting the standard for Final Plats (Section 9-26-5 See also page 6 of this application) contained in this ordinance. This may be filed after construction of the subdivision is completed.
 - Final Plans for improvements meeting the standards for Improvement Plans (Section 9-26-6 See also page 8 of this application) contained in this ordinance.
 - Zoning Classification
 - Tax Parcel #

Substantial conformance shall exist when comparison of the Preliminary Plat with the Final Plat shows that:

- The number of dwelling units vary no more than ten (10%) percent of those shown on the approved Preliminary Plat, but in no case shall the number of units exceed those permitted in the Preliminary Plat.
- The yard depths and distances between main buildings vary no more than ten (10%) percent of those shown on the approved Preliminary Plat, but in no case shall these distances be reduced below the minimum established within this Development Ordinance.
- The open spaces vary no more than ten (10%) percent of that provided on the Preliminary Plat.

Certifications

- Owner's
- Final Surveyors
- Planning Department
- Public Utilites
- Public Works
- Health Department

Final Plat Surveying Requirements

Information. In addition to that otherwise specified by law, the following information shall be shown on the final plat:

- The date, scale, north point, and legend.
- Legal description of the tract boundaries and the file number of the subdivision.
- Name and address of the owner, subdivider, and surveyor.
- Reference points of existing surveys identified, related to the plat by distances and bearings, and referenced to a field book or map as follows:
 - Stakes, monuments, or other evidence found on the ground and used to determine the boundaries of the subdivision.
 - Adjoining corners of adjoining subdivisions.
 - Other monuments found or established in making the survey of the subdivision or required to be installed by provisions of this Title.

- The exact location and width of streets and easements intersecting the boundary of the tract.
- Lines with dimensions, bearings or deflection angles, radii, arcs, points of curvature and tangent bearings for tract, lot, and boundaries and street bearings. All distances shall be shown to the nearest one-hundredth (1/100) of a foot. No ditto marks shall be used.
- The width of the portion of streets being dedicated, and the width of any existing right-of-way and the width on each side of the centerline. For streets on curvature, curve data shall be based on the street centerline and, in addition to centerline dimensions, the radius and central angle shall be indicated.
- Easements denoted by fine dotted lines, clearly identified and, if already of record, its recorded reference; if an easement is not definitely located of record, a statement of the easement, the width of the easement, its length and bearing and sufficient ties to locate the easement with respect to the subdivision must be shown; if the easement is being dedicated by the map, it shall be properly referenced in the owner's certificate of dedication.
- Lot numbers beginning with the number "1" and continuing consecutively without omission or duplication throughout each block of the subdivision.
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- Land parcels to be dedicated for any purpose, public or private, to be distinguished from lots intended for sale.
- Building envelope lines and the height restrictions, if any. The setback lines, if any, are to be made a part of the subdivision restrictions. All Environmental Areas required in Chapter 8-6 of the Athens-Clarke County code shall be shown, including FEMA Flood Hazard areas.
- Any open space areas shall be dedicated on the plat to a homeowners association and reserved to that use by covenant, shall be dedicated to Athens-Clarke County as public open space, or may have a conservation easement dedicated to Athens-Clarke County or a land trust recognized by the State of Georgia.
- The following certificates which may be combined where appropriate.
 - A certificate signed and acknowledged by all parties having record title interest in the land, consenting to the preparation and recording of the plat.
 - A certificate signed and acknowledged as above, dedicating all parcels of land shown on the final plat and intended for any public use, except those parcels which are intended for the

exclusive use of the lot owners in the subdivision, their licensees, visitors, and servants.

- A certificate signed by the surveyor responsible for the survey and final map (the signature of the engineer or surveyor to be accompanied by their seal).
- All other certifications now or hereafter required by law.

Survey requirements.

- Basis of bearing determined by solar observation, Polaris observation or true bearing determined from the National Oceanic and Atmospheric Administrator Survey Net.
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Supplemental information.

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 - Plans for the disposition, development, and maintenance of any common open space, including legal agreements related thereto.
 - That the additional standards which resulted in the awarding of bonus points in the Preliminary Plat approval have been included in the Final Plat with substantial detail to ensure that the performance level committed to in the Preliminary Plat will be achieved.

Improvements.

- Improvement Procedure. In addition to other requirements, improvements installed by the subdivider either as a requirement of these regulations or at subdivider's own option shall conform to the requirements of this Title and improvement standards and specifications followed by Athens-Clarke County. The improvements shall be installed in accordance with the following procedure:
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- Monuments.** Upon completion of street improvements, monuments shall be re-established and protected in monument boxes at every street intersection and at all points of intersection, or at all points or curvature and points of tangency of street center lines.

- Underground Utilities - Required.** All on site utility lines, including but not limited to electric, communications, street lighting, and cable television, shall be installed underground, except as provided in "D" below. For the purpose of this section, appurtenances and associated equipment such as, but not limited to, surface-mounted transformers, pedestal-mounted terminal boxes and meter cabinets, terminations for concealed ducts in an underground system, and street lighting structures and fixtures may be placed above ground. This section does not apply to utility lines that do not provide service to the area being subdivided.
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- Underground Utilities - Rules and Regulations.** The Commission may, by resolution, adopt rules and regulations governing the installation and allocation of costs for underground utility extensions.
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Agreement for Improvements.

Improvements and guarantees. Before the final plat is signed by the public works director and the public utilities director and planning director, or their authorized designees, all applicants shall be required to complete or provide improvement guarantees for all the street, utility and other improvements as required in these regulations.

Bond.

The subdivider shall file with the agreement, to assure full and faithful performance thereof, one of the following:

- An irrevocable letter of credit payable to Athens-Clarke County in the event the agreement for improvements is not performed.
- A surety bond executed by a surety company authorized to transact business in the state.
- Cash.

This bond shall meet the requirements of the Section 9-26-5-C of the Athens-Clarke County Development Regulations.

- Other. Please check comments from Preliminary plat -- see if additional information was required.**