



# City of Dawsonville

## FINAL PLAT CHECKLIST

PROJECT NAME \_\_\_\_\_  
PERMIT/PROJECT # \_\_\_\_\_ REVIEW DATE \_\_\_\_\_  
REVIEWED BY \_\_\_\_\_

Please address all items marked with an "X" below, as well as any additional comments on this checklist or on the redlined plans. Please return this checklist and the redlined plans when resubmitting in order to speed up the revised plan review.

### GENERAL INFORMATION:

1. \_\_\_\_\_ Show proposed width of right of way of feet from centerline along \_\_\_\_\_ for the entire frontage as shown on the approved preliminary construction plans.
2. \_\_\_\_\_ Note "House location plan (HLP) will be required for each lot.
3. \_\_\_\_\_ Note "Irrigation systems are prohibited on all existing and proposed City right of way and considered to be a violation of the City Ordinance prohibiting unpermitted right of way encroachments."
4. \_\_\_\_\_ Note "City of Dawsonville shall not be responsible for maintenance of any pipes, ditches, detention ponds or other structures within any drainage easement beyond the city right-of-way."
5. \_\_\_\_\_ Note "No structures, fences or other obstructions may be located within a access, storm drainage, water line or sewer line easement without prior approval by the City of Dawsonville."
6. \_\_\_\_\_ Provide a note stating the disposition of the property regarding the flood plain. State the source (FIRM Panel Number and date) and show flood elevations and boundaries if applicable.
7. \_\_\_\_\_ Note "A 10-foot private drainage easement shall exist on all side and rear yards centered on the property line to allow for proper drainage of rear and side yard to street and or inlets".
8. \_\_\_\_\_ Note "residential driveways shall not exceed maximum slope of 10 percent per article VI sec 109.54".
9. \_\_\_\_\_ Show project benchmark with its elevation.
10. \_\_\_\_\_ Show location of traffic signs and label type of sign.
11. \_\_\_\_\_ Provide verification from the Power Company of payment for underground power.
12. \_\_\_\_\_ Provide lighting plan with proposed locations, at minimum each intersection and 150 ft along street.
13. \_\_\_\_\_ Provide verification of payment for street signs.
14. \_\_\_\_\_ Private streets label access and utility easement width.
15. \_\_\_\_\_ Show location of proposed sidewalks and handicap ramps.
16. \_\_\_\_\_ Label min heated square feet floor area of houses.
17. \_\_\_\_\_ Attach zoning conditions.
18. \_\_\_\_\_ Show location of street entrance monument, if applicable. Monument must setback 10' off r/w and block out



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easement if not part of common area.

- 19. \_\_\_\_\_ Provide As-Built sight distance certification.
- 20. \_\_\_\_\_ Label street addresses.
- 21. \_\_\_\_\_ Signature required over surveyor's seal.
- 22. \_\_\_\_\_ All construction to be completed as required on the approved preliminary construction plans. Punchlist will be provided to the Developer. Developers must schedule a final punch list inspection and obtain a release from the inspector prior to approval of the final plat.

\_\_\_\_\_  
(P&Z Inspector)

\_\_\_\_\_  
(Utilities Inspector)

## DRAINAGE:

- 23. \_\_\_\_\_ Show location, size, profile, hydrologic grade line and type of pipe for all storm drainage. Include cumulative drainage area at all discharge's pipes.
- 24. \_\_\_\_\_ Provide note on the cover sheet with the required water quality treatment devices.
- 25. \_\_\_\_\_ A signed/sealed statement by a Professional Engineer certifying that the as-built storm drainage system will function as designed/engineered in the approved construction drawings.
- 26. \_\_\_\_\_ Show minimum 20' drainage easement on all storm drain pipes, drainage swales, watercourses, water quality devices and detention ponds as shown on the approved construction plans.
- 27. \_\_\_\_\_ Show a 20' access easement from public right-of-way to all detention ponds. Show access easements around the ponds and water quality devices.
- 28. \_\_\_\_\_ 100-year upstream headwater elevation at pipe inlets and drop inlets to be shown by labeling elevation and outlining contours at that elevation. This contour shall be labeled as a drainage easement if it extends outside of the 20' drainage easement.
- 29. \_\_\_\_\_ Show 100-year flood boundaries with elevation(s).
- 30. \_\_\_\_\_ Provide an as-built topographic map of the detention area, and a stage/storage table showing the volume of the pond. Include 100-year ponding elevation, limits and volume on plan. Include minimum five (5) foot high fence with minimum twelve (12) foot wide gate around pond, as applicable.
- 31. \_\_\_\_\_ Provide an as-built detail of the outlet control structure. Details shall match that in approved as-built hydro report.
- 32. \_\_\_\_\_ A signed/sealed statement by a Professional Engineer that the as-built detention/water quality pond provides the storage volume and outflow rates as hydrology by the using the design conditions and hydrology statement.  
The engineer must submit a signed and sealed statement to the City of Dawsonville for review and approval. \_\_\_\_\_  
required prior to scheduling final plat sign-off.  Approval
- 33. \_\_\_\_\_ Execute attached stormwater management/BMP maintenance agreement.
- 34. \_\_\_\_\_ Provide a signed copy of a stormwater operation, maintenance and long-range plan.

## COVER SHEET REQUIREMENTS:



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35. \_\_\_\_\_ Specify proposed name of subdivision and development phase.
36. \_\_\_\_\_ Name(s) of Developer(s)/Owner(s)
37. \_\_\_\_\_ Engineer's/surveyor's name, address, and phone number
38. \_\_\_\_\_ Provide lot size square footage and acreage.
39. \_\_\_\_\_ Label open space and common area acreage
40. \_\_\_\_\_ Note total number of lots.
41. \_\_\_\_\_ Note density.
42. \_\_\_\_\_ Provide building setbacks.
43. \_\_\_\_\_ Plans should include an area six (6) inches by seven (7) inches on the front page of each set of plans for reviewer's stamp.

### PLAT REQUIREMENTS:

44. \_\_\_\_\_ The plan sheets shall be no larger than 24" x 36."
45. \_\_\_\_\_ Provide a box of not less than three (3) inches square in the upper left-hand corner which shall be reserved for the clerk to append filing information OCGA 15-6-67(b)

### SITE PLAN:

46. \_\_\_\_\_ Label current adjoining property owner names and zoning districts
47. \_\_\_\_\_ Label adjoining subdivision names and phase or unit, lot lines, lot numbers
48. \_\_\_\_\_ Delineate and label State waters and Jurisdictional waters.
49. \_\_\_\_\_ Show proposed boundaries including:
  - Bearings, distances, and directions
  - Reference to PINS
  - Street right-of-way's
  - Lot lines and dimensions
50. \_\_\_\_\_ Adjust front build line to begin at minimum 30 ft lot width.
51. \_\_\_\_\_ Corner Lots – the lot line with the less street frontage shall be considered the front for purposes of designation of the side and rear lines.
52. \_\_\_\_\_ Delineate and label all walls, retaining walls, entrance walls.



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53. \_\_\_\_\_ Delineate and label pavement widths.
54. \_\_\_\_\_ The postal kiosk must not be located within the R.O.W.

### PROVIDE THE FOLLOWING FOR EACH PHASE AND PROJECT TOTAL:

55. \_\_\_\_\_ SEC 113-37(21) The final plat shall contain the 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.
56. \_\_\_\_\_ Sec 113-37(22) The final plat shall contain a statement of private covenants, if any, and if they are brief enough to be put directly on the final plat; otherwise, if covenants are separately recorded, a statement as follows: "This plat is subject to the covenants set forth in the separate documents) attached hereto dated \_\_\_\_\_, which hereby become a part of this plat, and which were recorded on \_\_\_\_\_."
57. \_\_\_\_\_ Sec 113-37(26) The final plat shall contain a tabulation of the areas of street rights-of-way, stormwater easements, sanitary sewer easements, potable water easements, and other public facilities to be dedicated to the city. Provide area tabulation for utility easement if private roads.

### OPEN SPACES AND COMMON AREAS:

58. \_\_\_\_\_ Delineate and label "open space" & "common areas"; specify acreage and square footage.
59. \_\_\_\_\_ Common area tracts must be accessible.

### WATER DISTRIBUTION SYSTEM

60. \_\_\_\_\_ Sign and sealed statement "I certify the water distribution system and/or sanitary sewer system depicted by this As-Built Drawing was constructed in accordance with the plans approved by the City of Dawsonville. The information submitted on this As-Built drawing is to the best of my knowledge and belief, true, accurate and complete".
61. \_\_\_\_\_ Water lines shown on the final plat must reflect as built conditions.
62. \_\_\_\_\_ Provide 3 sets of signed/sealed as-builts water main.
63. \_\_\_\_\_ Pipe size and material must be noted on the Final plat.
64. \_\_\_\_\_ Provide actual fire flow verification at each fire hydrant. Residential min 1,000 GPM.

### SANITARY SEWER

65. \_\_\_\_\_ Sanitary sewer easements must be shown on the final plat and As-built's.
66. \_\_\_\_\_ The sanitary sewer lines shown on the final plat must reflect as built conditions.
67. \_\_\_\_\_ Provide 3 sets of signed/sealed as-builts sanitary sewer pipe profiles.



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68. \_\_\_\_\_ A utility easement agreement must be executed and recorded for all sanitary sewer lines located outside of the rights-of-way of the streets or roads dedicated to City of Dawsonville. An exclusive easement must be recorded for all water and sanitary sewer constructed within private roads or easements. Copies of the agreement form are available upon request. Legal descriptions of the easement(s) and exhibits must be attached to the executed agreement in a form suitable for recording.

69. \_\_\_\_\_ If the Grantor of the easement is a corporation, the corporate seal must be affixed where indicated on the form and signed by the president of the corporation. In the event the Grantor is not the president of the corporation, the grantor must provide documentation to prove that the individual signing the agreement has the authority to grant the easement to City of Dawsonville or an additional signature from another corporate officer. In the case of limited partnerships, two signatures are required from the partners attesting to the authority to convey title to the easements.

70. \_\_\_\_\_ In the event a pumping station is part of the sanitary sewer system, the pumping station site, including access road, must be dedicated to City of Dawsonville by deed and appropriate documents must also accompany the plat submitted for recording.

71. \_\_\_\_\_ Provide original easement and full title opinion for offsite water and sewer lines.

### WATER AND SEWER NOTES REQUIRED ON COVER SHEET OF FINAL PLAT

72. \_\_\_\_\_ Upon recording of this plat, all sanitary sewer easements are dedicated to City of Dawsonville Water & Sewer

73. \_\_\_\_\_ Note the water source is City of Dawsonville Water and Sewer

74. \_\_\_\_\_ Note the sanitary sewer source is City of Dawsonville Water and Sewer

75. \_\_\_\_\_ The developer/contractor is responsible for maintenance and utility locating of all water and sewer infrastructure until maintenance bond is released.

### PROVIDE THE FOLLOWING CERTIFICATIONS STATEMENTS

76. \_\_\_\_\_ It is hereby certified that this plat is true and correct as to the property lines and all improvements shown thereon and was prepared from an actual survey of the property made by me or under my supervision; that all monuments and markers shown thereon actually exist, and their location, size, type and material are correctly shown. The field data upon which this plat is based has a closure precision of one foot in feet and an angular error of per angle point and was adjusted using rule. This plat has been calculated for closure and is found to be accurate within one foot in

Georgia Land Surveyor: \_\_\_\_\_ Date: \_\_\_\_\_

77. \_\_\_\_\_ The owner of the land shown on this plat and whose name is subscribed thereto, and in person or through a duly authorized agent, acknowledges that this plat was made from an actual survey, and dedicates by this Declaration to the use of the public forever all streets, street rights-of-way, sanitary sewers and appurtenances, sanitary sewer easements, potable water mains and appurtenances, potable water easements, storm drains and appurtenances within street rights-of-way, and other public facilities and appurtenances thereon



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shown for the purposes therein expressed.

Owner: \_\_\_\_\_ Date: \_\_\_\_\_

78. \_\_\_\_\_ The lots shown hereon have been reviewed by the Dawson County Health Department and with the exception of lots are approved for development. Each lot is to be reviewed by the Health Department and approved for septic system installation prior to the issuance of a building permit.

Health Department Official: \_\_\_\_\_ Date: \_\_\_\_\_

79. \_\_\_\_\_ This subdivision has been reviewed by the Planning Commission and the City and found to be in compliance with the Zoning Ordinance, Development Regulations and Subdivision Regulations. The Mayor and City Council hereby approve this Final Plat, subject to the provisions and requirements of the City's regulations.

Mayor: \_\_\_\_\_ Date: \_\_\_\_\_

City Engineer: \_\_\_\_\_ Date: \_\_\_\_\_

## SUPPLEMENTAL INFORMATION

80. \_\_\_\_\_ A performance bond for those required improvements not yet completed (e.g., pavement topping), if such a delay in completion of required improvements is permitted by the administrative officer. The performance bond shall be:

- Conditioned upon the faithful performance by the subdivider or developer of all work required within a specified time.
- Payable to, and for the indemnification of, the city.
- In an amount equal to the cost of construction of the required improvements not yet completed, plus an additional ten percent of said costs, as calculated by the city engineer.
- With surety by a company entered and licensed to do business in the state; and
- Approved as to form and content by the city attorney.

81. \_\_\_\_\_ A maintenance bond, cash deposit, escrow account or other guarantee/instrument of financial security as approved by the city attorney to ensure maintenance of required improvements in the subdivision for a period of one year, payable to the city and in the amount of twenty percent of the city engineer's estimate of actual construction cost. If, upon being notified of failure of required improvements, the subdivider does not correct the deficiency or commence work within ten days of notice, it shall be deemed to be a failure on the bond, and the city shall have the right to make the necessary repairs, either by public work or by private contract, and the bond or instrument of financial security shall be liable for the full amount of the cost of said repairs, as determined by the city engineer.

82. \_\_\_\_\_ Water, sewer, storm drainage and infrastructure plan review fee \$40.00 per lot with less than 50 lots and \$1,000.00 minimum or \$25.00 per lot with more than 50 lots.

83. \_\_\_\_\_ Water usage for filling and flushing water lines shall be \$6.78 per 1,000 gallons. Page 128 Sec 9.03 specifications.

84. \_\_\_\_\_ Development fee \$10.00 per lot and \$100.00 minimum.