



**CITY OF PEACHTREE CORNERS  
COMMUNITY DEVELOPMENT**

147 Technology Parkway, Suite 200,  
Peachtree Corners, GA 30092  
Tel: 678.691.1200 | [www.peachtreecornersga.gov](http://www.peachtreecornersga.gov)

**EXEMPTION PLAT CHECKLIST**

(AKA MINOR SUBDIVISION PLAT)

1. The final plat shall be legible and must meet the standards of the Georgia Plat Act.
2. Provide name or title for all maps or plats. The name of the former subdivision, Deed Book and Page number shall be stated on all sheets, if applicable.
3. Provide the following: City, County, District, and Land Lot; Date of plat preparation and each individual revision of record.
4. Provide zoning district, zoning case number(s), and the zoning conditions.
5. Provide the name, phone, and address of the owner of record.
6. Provide the name and address of the sub-divider.
7. Provide a north arrow (state plane GA West) and graphic scale on all sheets. Show all land lot lines, district lines, and city and county boundaries labeled appropriately with words and figures. Provide distances and bearings on all boundary or lot lines. Lot lines with dimensions, internal angles, arcs, chords, and tangents, or radii of rounded corners.
8. Provide lot summary including number of lots, lot areas, area(s) within stream buffers and/ or flood plain and total area.
9. Show lot address and front, rear, and side setback lines with dimensions. State minimum lot width at building line in notes and show on plan
10. Provide a site location sketch on the site plan. Provide bearing and distance of the nearest two (2) Gwinnett County GIS monuments to the point of beginning (P.O.B) of the property boundary. Label the Gwinnett County monuments with Gwinnett County ID, elevation and its corresponding northing and easting. Label monument ID numbers. Provide electronic file of plat.
11. Provide the closure precision of the survey data shown on the plat as follows: "This plat has been calculated for closure and is found to be accurate within one foot in \_\_\_\_\_ feet."  
Provide the reference for angular bearings shown on the plat.
12. Show land lot lines.
13. Provide a copy of the F.I.R.M. panel and the F.I.R.M. panel front cover on the plat. Show and label the location of the site. Show the limits of the floodplain on the site plan, if applicable. Include the following statement under the F.I.R.M. panel:
14. "According to the F.I.R.M. of Gwinnett County, panel number \_\_\_\_\_, dated \_\_\_\_\_, a portion of this property (is) or (is not) located in a Special Flood Hazard Area."
15. Locate all fire hydrants and provide GPS coordinates, if applicable.

16. Provide the width to the centerline of the right-of-way and the right-of-way width. Show the angles of deflection and standard curve data of intersection, radii, length of tangents, arcs, and degree of curvature with basis of curve data for all roads on a curve. Label the names of all streets and alleys within and immediately adjoining the plat and the exact location and widths of all crosswalks.
17. Label R/W and edge of pavement. Label road as public or private. If private, provide statement "to be maintained by \_\_\_\_\_".
18. Show stream buffers (50' Undisturbed + an additional 25' impervious setback), zoning buffers, easements, 100-yr floodplain and other applicable setbacks.
19. If any portion of the plat is within the boundaries of the Metropolitan River Protection Act, indicate the River Corridor case number, and show by lot the maximum amount of permitted impervious surface and land disturbance by vulnerability category as well as the total lot area of each lot. The following statement, written in at least 12 point type, shall be shown on the plat:
20. "The property shown on this plat is subject to the regulations of the Metropolitan River Protection Act and the Certificate approved by the City of Peachtree Corners or Gwinnett County (RC \_\_\_\_\_). The maximum amounts of clearance and impervious surface allowed for each lot are listed here on. The owners, heirs, or assignees of each individual lot are solely responsible for compliance with the approved certificate. For further information, contact the City of Peachtree Corners Community Development Department".
21. All lots on septic systems must comply with the Gwinnett County Health Department requirements prior to submittal to this department.
22. Provide location of all drainage structures and all easements.
23. Add this note to plat:
24. "City of Peachtree Corners and Gwinnett County personnel and/or agents shall have free and total access to and across all easements."
25. Label areas to be reserved, donated, or dedicated to public use. Label areas to be reserved by deed covenant for common uses of all property owners
26. Provide statement:  
"This plat is subject to the covenants set forth in the separate documents(s) as recorded in Deed Book \_\_\_\_\_, Pages(s) \_\_\_\_\_, which hereby becomes a part of this plat."
27. Provide note: The City of Peachtree Corners does not enforce Protective Covenants.
28. The following certificates shall appear on all Plats whereon the Intermediate Regional Flood (I.R.F.) zone is known to exist:  
FLOOD HAZARD

The Intermediate Regional Flood (I.R.F.) areas shown herein were determined by the Professional Engineer whose stamp and signature are affixed hereto. The City of Peachtree Corners does not, by approving this plat, warrant their accuracy, and does not imply that land outside the areas of flood hazard shown will be free from flooding or flood damage. Further, the City of City of Peachtree Corners does not by approving this plat nor accepting the public improvements therein, assumes maintenance of the flood carrying capacity of the flood areas or watercourses. Maintenance shall remain the responsibility of the owner(s) of the land upon which they exist. The owner of a lot or parcel that contains a flood hazard area is required to submit a site plan to the City of City of Peachtree Corners prior to the initiation of any improvements to the lot or parcel. The site plan shall include the location and elevation of the I.R.F. within the lot or parcel and the existing and proposed improvements. Approval of the site plan by the City of Peachtree Corners is required prior to the issuance of a building permit.

29. The following drainage statements shall appear on all plats:

DRAINAGE - The owner of record on behalf of himself (itself) and all successors in interest specifically releases the City of Peachtree Corners 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 City of Peachtree Corners Regulations and the Director of the Department of Community Development. 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 staff and 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 the City of Peachtree Corners nor abrogation of the City of Peachtree Corners' right to seek reimbursement for expenses from the owner(s) of the property (ies) or the lands that generated the conditions.

NOTE: Stream Buffers are to remain in a natural and undisturbed condition.

NOTE: Structures are not allowed in drainage easements.

30. The name of the land surveyor, registration number, and seal shall be affixed to the plat under the surveyor's signature. The following certificate shall appear on all plats:

SURVEYOR'S CERTIFICATE

"It is hereby certified that this Minor Subdivision Plat is true and correct and was prepared from an actual survey of the property, made by me or under my supervision; that all monuments shown hereon actually exist, or are marked as "Future", and their location, size, type and material is correctly shown."

\_\_\_\_\_

Surveyor's Name & Number

31. OWNER'S ACKNOWLEDGEMENT (this must be the owner of record).

OWNER'S ACKNOWLEDGEMENT:

STATE OF GEORGIA

(CITY OF PEACHTREE CORNERS)

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 plat was made from an actual survey, and that there are no dedications of land, easements or infrastructure to the public as part of this plat.

\_\_\_\_\_

Typed Name of Subdivider

\_\_\_\_\_

Typed Name of Owner of Record

\_\_\_\_\_

Signature of Subdivider

\_\_\_\_\_

Signature of Owner of Record

\_\_\_\_\_

Date

\_\_\_\_\_

Date

32. MINOR SUBDIVISION PLAT APPROVAL

The Director of the Community Development Department of The City of Peachtree Corners, Georgia, or her designee, certifies that this plat complies with the City of Peachtree Corners Zoning Ordinance, Conditions of Zoning, City of Peachtree Corners Development Regulations.

\_\_\_\_\_

Community Development Department

\_\_\_\_\_

Date

33. Once the plat has been approved, the applicant records the final plat with Gwinnett County Clerk of Superior Court then returns the recording reference to the City.