



## **FINAL & EXEMPTION PLAT CHECKLIST**

### **GENERAL INFORMATION**

1. The plat, application, and other documents should be uploaded to [ePlan Solutions, Inc. \(ePs\)](#) to initiate a city review. Once an account is created with ePs, the [Plat Application](#) should be uploaded under the "Open Files" tab. The plat itself should be uploaded under the "Submittals" tab. Plat revisions should use the [Plat Revision Application](#). Fees can be paid online. The city will publish comments on ePs and will notify the applicant. Once all the comments have been corrected, the city will instruct the applicant to submit two paper copies for signatures and recording.
2. Any plat associated with development activity and infrastructure installation should be submitted along with stormwater system as-builts, sureties, maintenance agreements, and other applicable End of Development items. See bottom of [Land Development Webpage](#). An exemption plat is typical for subdivisions of five or fewer lots or for combination plats. Some of the following checklist items may not apply to all plat submittals.
3. The plat shall be drawn clearly and legibly in black ink at 1" = 100' or larger. If the complete survey, notes, and statements cannot be shown on one sheet, then several sheets shall be used with an index map indicated on each sheet. The required sheet size is 17" x 22".
4. The plat shall be based on a certified boundary survey delineating the entirety of the property contained within the Final Plat and tied to a point of reference with the same degree of accuracy as the boundary survey itself. The survey shall have an accuracy of no less than 1 in 10,000 and shall meet all requirements of Georgia Law regarding the recording of maps and plats.
5. Proof of payment for streetlights shall be provided to the Public Works Department, prior to approval of the final subdivision plat. At a minimum, this proof shall be in the form of a letter from the approved utility provider.
6. Once the city has approved the plat, the applicant will record it with the Gwinnett County and send the city a recorded version.

### **REQUIRED PLAT INFORMATION**

1. Name of the subdivision, unit/lot/block numbers and county approved addresses, land district, land lot, city/county boundaries, total and lot acreages/SF, lot impervious SF. Provide lot numbers, street names, addresses, lot size, and impervious areas in a chart.
2. Name, address, and telephone number of owners of record and the subdivider (if not the owner).
3. Name, address, and telephone number of each professional firm associated with the Final Plat (engineer, surveyor, landscape architect, etc.). Include the name of the land surveyor, registration number, and seal.
4. Standard notes and any notes unique or of specific importance to the property. Any notes or notations as may be required by the Departments. Gwinnett County approvals for and new water and/or sewer connections.
5. Date of plat drawing, graphic scale, north point; notation as to the reference of bearings to magnetic, true north or grid north, and indication whether bearings shown are calculated from angles turned. Provide all distances and bearings for boundary and lot lines.
6. F.I.R.M panel and number on the front cover on the plat. Show and label the location of the site. Include all floodplain boundaries and zones. Show the Base Flood Elevation (BFE) and Lowest Floor Elevation (LFE) allowed on lots in or adjacent to flood zones or detention areas. Provide the detention pond 25- and 100-year elevations and volumes on the plat.

7. Location sketch of tract showing major surrounding features. Provide bearing and distance to the nearest two Gwinnett County GIS monuments to the POB of the property boundary. Label the monuments with ID, elevation, and northing and easting information.
8. Name of former subdivision, if any or all of the Final Plat has been previously recorded. Provide previous plats and reference recording information.
9. Case number and date of approval for any applicable rezoning, Special Use Permit, Variance or Waiver affecting the property. Provide current zoning and zoning or variance conditions on the plat. Provide adjacent properties zoning and ownership information.
10. Boundary lines of the tract, to be indicated by a heavy line, giving distances to the nearest one- hundredth foot and bearings to the nearest second. Bearing and distance to designated tie point shall be shown.
11. Location and dimension of any buffer, landscape strip, building setbacks, minimum lot width at building line, all easements, stream buffers, floodplains, septic fields, etc. Show all existing infrastructure, buildings, and site lighting.
12. County or City jurisdictional lines approximately tied to the lines of the subdivision by distance and angles when such lines traverse or adjoin the subdivision; land lot lines traversing or adjoining the subdivision shall also be indicated.
13. Locations, widths, and names of all streets, alleys, and sidewalks within and immediately adjoining the plat, the location and widths of all internal public crosswalks, and all other public rights of way (ROW). Clearly show existing and proposed ROW locations and dimensions; ROW to ROW, ROW to C/L, ROW to B/C. Label all private streets as Access/Utility Easements. Show and label all existing conditions including property lines, subdivisions, sidewalks, driveways, streets, ROW, utilities, etc. along the property frontage on both sides of the road.
14. Street centerlines showing angles of deflection and standard curve data including radii, length of arcs and tangents between curves, point of curvature (PC) and point of tangency (PT). Label distance of roadway centerlines to existing and proposed ROW. Show line of sight and certification at subdivision entrance. Provide roadway profile for all new roads. Clearly show and label all roadway improvements including sidewalks, curb and gutter, signal improvements, turn lanes lengths and tapers, pavement marking, signs, new pavement or overlays. Show radius of cul-de-sac to edge of pavement and ROW.
15. Lot lines with dimensions to the nearest one-tenth of a foot and bearings to the nearest second, and radii of rounded corners, as necessary to delimit each lot.
16. Location and size of all drainage pipes and structures, detention ponds, water quality structures, water and sewer lines, hydrants, lift stations and their associated easements. Include 20' access easements to and 10' around detention areas.
17. Location of any areas to be reserved, donated, or dedicated to public use with notes stating their purpose and limitations.
18. 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.
19. A statement of private covenants if any, and they are brief enough to be put directly on the plat; otherwise, if covenants are separately recorded, a statement as follows:  
This plat is subject to the covenants set forth in the separate document(s) attached hereto dated \_\_\_\_\_, which hereby become a part of this plat, and which were recorded and signed by the owner.
20. Accurate location, material, and description of monuments and markers (all monuments shall be in place prior to approval of the Final Plat.)
21. All information and charts required under the Georgia Metropolitan River Protection Act for recording of plats, if applicable.

#### **REQUIRED CERTIFICATIONS & STATEMENTS**

22. Public Notice – FLOOD HAZARD  
The flood hazard areas shown herein were determined by the Professional Surveyor/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 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 watercourse. 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 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 base floodplain 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.

23. Include the following statement under the F.I.R.M panel:  
"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."

24. Add this note to the plat:  
City of Peachtree Corners and Gwinnett County personnel and/or agents shall have free and total access to and across all easements.

25. Public Notice – 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 Directors. Said Directors 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 Corner's right to seek reimbursement for expenses from the owner(s) of the property(ies) or the lands that generated the conditions. Peachtree Corners does not assume the responsibility for the maintenance of pipes in drainage easements beyond the City right-of-way.

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

NOTE: Structures are not allowed in drainage easements.

26. Final Registered Land Surveyor's Certificate:  
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 shown hereon 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, this plat has been calculated for closure and is found to be accurate within one foot in \_\_\_\_\_.

By: \_\_\_\_\_  
REGISTERED GEORGIA LAND SURVEYOR  
REG NO: \_\_\_\_\_  
DATE OF EXPIRATION: \_\_\_\_\_

27. OWNER'S ACKNOWLEDGEMENT: *(for final plats)*.  
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 dedicates to the public, as noted below, the complete ownership and use of all improvements constructed or to be

constructed in accordance with this plat, and dedicates to the use of the public forever the following:

**To Gwinnett County;**

Public Sewer/Water Easements \_\_\_\_\_ acres

**To the City of Peachtree Corners:**

Public Street Right-of-Way \_\_\_\_\_ acres

Drainage Easements \_\_\_\_\_ acres

Public Parks \_\_\_\_\_ acres

Public Access/Pedestrian Easements \_\_\_\_\_ acres

\_\_\_\_\_  
Typed Name of Subdivider

\_\_\_\_\_  
Typed Name of Owner of Record

\_\_\_\_\_  
Signature of Subdivider

\_\_\_\_\_  
Signature of Owner of Record

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

28. OWNER'S ACKNOWLEDGEMENT: **(for exemption plats).**

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

29. City of Peachtree Corners Final **(or Exemption, if applicable)** Plat Approval **(initial approvals):**

The Director of the Public Works Department, or their designee certifies that this plat complies with the City of Peachtree Corners Zoning Ordinance, Conditions of Zoning, and the Development Regulations, and that it has been approved by all other City Departments, as appropriate.

\_\_\_\_\_  
City of Peachtree Corners Public Works Department

\_\_\_\_\_  
Date

30. Gwinnett County Environmental Health Department Certification **(for septic subdivisions):**

The lots shown hereon have been reviewed by the Environmental Health Department. Each lot is to be reviewed by the Environmental Health Department and approved for septic tank installation prior to the issuance of a building permit.

THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_\_.

BY: \_\_\_\_\_

TITLE: \_\_\_\_\_

ENVIRONMENTAL HEALTH DEPARTMENT