



**CITY OF PEACHTREE CORNERS  
COMMUNITY DEVELOPMENT**

310 Technology Parkway  
Peachtree Corners, GA 30092

Tel: 678.691.1200 | [www.peachtreecornersga.gov](http://www.peachtreecornersga.gov)

**FINAL SUBDIVISION PLAT REQUIREMENTS**

The Final Plat shall be clearly and legibly drawn in black ink on tracing cloth or other permanent reproducible material. The scale of the Final Plat shall be 100 feet to one inch (1" equals 100') or larger. Sheet size shall not exceed 48 inches by 36 inches. (Any sheet that is larger than 17 inches by 22 inches must be photographically reduced to no more than 17 inches by 22 inches in order to be recorded with the Clerk of the Superior Court.)

The Final 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 (tie point) 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.

The Final Plat shall substantially conform to the Preliminary Plat and it may constitute only that portion of the approved Preliminary Plat, which the subdivider proposes to record at any one time, if such portion conforms to the requirements of these Regulations, and said portion is consistent with the public health, safety, or welfare. Any substantial deviation from the Preliminary Plat shall require revision and re-approval of the Preliminary Plat.

**Process for Approval Process for Approval** - Prior to the application for final subdivision plat approval; all storm water drainage and detention facilities, water and sewer utilities, street base, sidewalks, and curbing construction required for approval of the Final Subdivision Plat shall have been properly installed and completed in accordance with this Ordinance.

Application for a final subdivision plat approval shall be made to the Community Development Department. The application shall include:

1. Application in the form furnished by the Community Development Department requesting final subdivision plat review.
2. 3 copies of final subdivision plat prepared in conformance with the specifications in this Ordinance.
3. One copy of as-built drawings pursuant to the requirements of this Ordinance, sealed by a land surveyor registered in the State of Georgia, including location, elevations and all other relevant information for improvements within the public right of way.
4. Payment of all final subdivision plat application and review fees.

Ten (10) days following the application deadline, the Community Development & Public Works Departments shall indicate in a written memorandum all comments related to compliance with the ordinance and conditions of zoning approval.

The owner shall be responsible for all of the plan review comments prior to the resubmission of the revised final subdivision plat. All revisions to previous submittals shall be noted in the revision block and dated.

Proof of payment for street lights shall be provided to the Public Works Department, prior to his approval of the final subdivision plat. At a minimum, this proof shall be in the form of a letter from the approved utility provider.

Payment for materials and installation of traffic control devices shall be made to the city in accordance with the traffic engineering requirements in this ordinance. Payment of the cost of street striping or required signalization, if required and not completed by the owner, shall also be received by the city prior to approval of the final subdivision plat.

Provide one set water and sewer as-builts with proof of approval by Gwinnett County Department of Water Resources.

The Community Development Department shall not sign the final subdivision plat until all requirements have been met. The final subdivision plat shall be accompanied by a bond, letter of credit, or other acceptable surety providing for the maintenance of all installations and improvement required in the subdivision for a period of twelve (12) months following the date of final approval of the public improvements. The maintenance period may be extended by the Director at the request of the owner, provided it is in the best interest of the City.

Once the Director has approved the final subdivision plat and all other affected departments and agencies of government as required have certified compliance, the final subdivision plat will be accepted by the Mayor and City Council at the regularly scheduled meeting. Once the final subdivision plat has been accepted, the Community Development Department shall certify by signature on the original of the final subdivision plat that all of the requirements of the ordinance, and the conditions of zoning approval have been met, and that all other affected departments have approved the plat. The final subdivision plat shall not be deemed approved until the CERTIFICATE OF FINAL PLAT APPROVAL has been signed by the Community Development Department, Public Works Director and the Gwinnett County Health Department.

The owner shall be responsible for recording the approved final plat at Gwinnett County; and shall provide to the Community Development Department a reproducible Mylar copy showing the original stamp of the Gwinnett County Court Clerk, and two (2) full size copies.

**The Final Plat shall contain the following information:**

1. Name of the subdivision, unit number, Land District, and Land Lot number, acreage.
2. Name, address, and telephone number of owner of record and the subdivider (if not the owner).
3. Name, address, and telephone number of each professional firm associated with the portion of the subdivision within the Final Plat (engineer, surveyor, landscape architect, etc.).
4. 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.
5. Location sketch of tract showing major surrounding features.
6. Name of former subdivision, if any or all of the Final Plat has been previously recorded.
7. Case number and date of approval for any applicable rezoning, Special Use Permit, Variance or Waiver affecting the property.
8. Location and dimension of any buffer, landscape strip, special setback, no-access easement, etc., required by the Zoning Resolution or these Regulations.
9. 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. The Plat shall have a closure precision of 1 foot in no less than 10,000 feet.
10. Municipal 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.

11. Locations, widths, and names of all streets and alleys within and immediately adjoining the plat, the location and widths of all internal public crosswalks, and all other public rights-of-way.
12. 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).
13. 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.
14. Building setback lines along streets with dimensions.
15. When lots are located on a curve or when side lot lines are at angles other than 90 degrees, the lot width measured in accordance with the provisions of the Zoning Resolution may be required to be shown, if deemed necessary by the Department for clarity.
16. Lots numbered in numerical order and blocks lettered alphabetically.
17. Location and size of all drainage pipes, location and extent of detention ponds, the location and size of all public water mains and fire hydrants, and the location, dimensions, and purpose of any easements, including construction or slope easements if required.
18. Location of any areas to be reserved, donated, or dedicated to public use with notes stating their purpose and limitations.
19. 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.
20. 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.
21. Accurate location, material, and description of monuments and markers (all monuments shall be in place prior to approval of the Final Plat.)
22. All information required under the Georgia Metropolitan River Protection Act for recording of plats, if applicable.
23. Extent of the 100-year floodplain and a floodplain chart showing the area within and outside the floodplain for each lot containing any portion of the 100-year floodplain. Origin of the floodplain data shall be indicated.
24. Street address numbers and block number designations for street names signs on abutting streets, where appropriate.
25. Individual lots shall be designated HLP (House Location Plan), RDP (Residential Drainage Plan) and/or RDS (Residential Drainage Study) if such are required by the Department to be approved prior to issuance of a building permit.
26. All other notes or notations as may be required by the Department.
27. If any lands are shown as the Final Plat for dedication to Peachtree Corners other than street rights-of-way or easements, a Warranty Deed transferring title to said land in fee simple, in a form acceptable to the Director, shall be submitted with the Final Plat application.
28. If any lands are shown on the Final Plat for dedication to a Property Owners Association in order to meet the minimum park or open space requirements of these Regulations, a copy of the deed of transfer for such dedication and a copy of the instrument of incorporation of the Property Owners Association shall be submitted with the Final Plat application.

29. 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: \_\_\_\_\_

30. Owner's Acknowledgement (this must be the owner of record signed in BLACK ink).

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 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

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

**To the City of Peachtree Corners:**

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

31. City of Peachtree Corners Final Plat Approval:

The Community Development Department certifies that this plat complies with the Zoning Resolution and the Development Regulations, and that it has been approved by all other operation City Departments, as appropriate. This plat is approved subject to the provisions and requirements of the Development Performance and Maintenance Agreement executed for

this project between the Owner and the City of Peachtree Corners.

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City of Peachtree Corners Community Development Department                      Date

32. Gwinnett County Environmental Health Department Certification (for Subdivisions Served by Septic Tanks):

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: \_\_\_\_\_

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ENVIRONMENTAL HEALTH DEPARTMENT

33. Public Notice – Drainage:

Every residential Final Plat shall contain the following statement:

*NOTE : Peachtree Corners assumes no responsibility for overflow or erosion of natural or artificial drains beyond the extent of the street right-of-way, or for the extension of culverts beyond the point shown on the approved and recorded subdivision plat.*

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

*NOTE: Structures are not allowed in drainage easements.*

Every nonresidential Final Plat shall contain the following statement:

*NOTE: Peachtree Corners assumes no responsibility for overflow or erosion of natural or artificial drains beyond the extent of the street right-of-way, or for the extension of culverts beyond the point shown on the approved and recorded subdivision plat. 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.*

34. Every Final Plat for a subdivision zoned R-ZT or R-TH and proposing single-family detached houses on fee-simple ownership lots shall contain the following statement:

*NOTE: Lot layout plan is required on each lot to be approved by the Department prior to a building permit being issued. This lot layout plan must be drawn to scale on a copy of a certified boundary survey of the lot. It must show all proposed improvements and easements on the lot and must indicate compliance with the requirements of the Zoning Resolution or conditions of zoning approval. It shall be the builder's responsibility to ensure that the house is staked out on the site to match the approved lot layout plan.*

35. House Location Plans (HLP):

On any Final Plat containing a lot for which a House Location Plan approval will first be

required prior to issuance of a building permit, the following statement shall be included:

#### HLP - HOUSE LOCATION PLAN

A House Location Plan shall be required to be approved by the Department prior to issuance of a Building Permit on those lots labeled "HLP". A House Location Plan is a scale drawing submitted by the builder at the time of permit. It is not required that this plan be prepared by an authorized registered professional. The purpose of this plan is to ensure that the house is properly located on the lot. Please refer to the Peachtree Corners Development Regulations or contact the Peachtree Corners Department of Planning and Development for further information.

36. Residential Drainage Plan (RDP) or Study (RDS): On any Final Plat containing a lot for which a Residential Drainage Plan (RDP) or Residential Drainage Study (RDS) will first be required prior to issuance of a Building Permit, the following statement shall be included, as applicable:  
RDP - RESIDENTIAL DRAINAGE PLAN RDS - RESIDENTIAL DRAINAGE STUDY  
A Residential Drainage Plan or Residential Drainage Study must be approved by the Storm Water Management Division of the Department of Public Utilities prior to issuance of a Building Permit on those lots labeled "RDP" or "RDS", respectively. Please refer to the Development Regulations and contact the Department of Public Utilities for further information.