

FINAL PLAT INFORMATION

FEE: Minor Subdivision (four lots and fewer) – \$75 base fee plus \$30 per lot

Major Subdivision (over four lots) – \$150 base fee plus \$30 per lot [not to exceed \$500] • Recombination – \$50

(Check with staff to determine exact fee – cash/card/check - make check payable to ACC · please print clearly)

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.

SECTION 9-26-2B 3.

The approval of a site review application for a subdivision shall be effective for three years from the date of the site review application approval. If a final plat is not approved for all or the first phase of the subdivision, the site review application approval shall expire and a new preliminary plat application shall be required. A written request may be filed with the Planning Director at least 30 days before the expiration date for a one year extension, which shall be granted upon a showing that a good faith attempt has been made to obtain approval of a final plat within the three-year period. Only one such extension shall be allowed.

CONTENTS

- a. 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:
- b. Location of all thoroughfares and walks, their widths and nature of their improvements, and whether they are to be public or private.
- c. The location, layout, and servicing of all off-street parking spaces.
- d. The property boundary lines.
- e. The individual lot lines of each parcel that is to be created for separate ownership.
- f. The location of all easements and apparent encroachments.
- g. Common open areas and spaces, and the particular uses intended for them.
- h. Areas proposed to be conveyed, dedicated, reserved or used for parks, scenic ways, open space, playgrounds, schools or public buildings.
- i. The date, scale, north point, and legend.
- j. Legal description of the tract boundaries.
- k. Name and address of the owner, subdivider, and surveyor.
- l. 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.

- 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.
- q. Block letters beginning with the letter “A” and continuing consecutively without omission or duplication throughout the subdivision. The letters shall be solid, of sufficient size and thickness to stand out and so placed as not to obliterate any figure. Block letters for lots that are part of additions to or in later phases of a subdivision of the same name shall be a continuation of the lettering in the original subdivision.
- r. Land parcels to be dedicated for any purpose, public or private, to be distinguished from lots intended for sale.
- s. 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 shall be shown, including FEMA flood hazard areas.
- t. The following certificates which may be combined where appropriate:

1. Owner’s acknowledgement and declaration:

I (we) hereby certify that I am (we are) the owner of the property shown and described hereon and that I (we) hereby adopt this plan of subdivision with my (our) free consent, having established the minimum building restriction lines, dedicate all rights-of-way, water and sewer easements, drainage easements, alleys, walks, parks, and other open spaces to public or private use as noted, and agree to provide either directly or indirectly for the maintenance of all common areas and outlets. I (we) further acknowledge that possession of the rights-of-way remains solely with the subdivider until such time as all bonds are released by Athens-Clarke County.

Subdivider	Owner
------------	-------

- 2. 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).
- 3. 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).

4. A certificate signed by the Planning Director as follows:

The plat has been approved in accordance with the Athens-Clarke County Subdivision Regulations.

Planning Director Date

5. A certificate signed by the public Utilities Director as follows:

I hereby certify that all required improvements necessary to provide water and/or sanitary sewer service from the Athens-Clarke County water distribution and/or sanitary sewer collection system(s), as noted, have been satisfactorily installed and have been accepted by Athens-Clarke county for ownership, operation, and maintenance, or improvement guarantees, in an amount sufficient to secure the satisfactory installation and dedication of the necessary improvements, have been provided.

Public Utilities Director Date

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 varies 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 performance level committed to in the 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. All final plats shall be filed through the digital portal to the office of the clerk of superior court. Upon final plat approval, the certifying surveyor shall cause such final plat as approved with all required signatures thereon to be recorded in the office of the clerk of the superior court of Athens-Clarke County at the applicant's expense. Within 14 days of final plat approval, the surveyor shall provide a digital copy of the plat bearing the recording information in such clerk's records to the director of the planning department. Except as may otherwise be provided by applicable law, the clerk of superior court shall not file or record a final plat of a subdivision until such plat has been approved by the department directors of public works, public utilities, the planning department, and the health department, or their authorized designees, as applicable. No building permits shall be issued 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 approved, recorded, and a digital copy provided to the planning department as provided herein.

FINAL PLAT SURVEYING REQUIREMENTS. 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
 - 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 any 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 each block of the subdivision.) The numbers shall be solid, of sufficient size and thickness to stand out and so placed as not to obliterate any figure.
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 licenses, 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 the seal).
- d. All other certifications now or hereafter required by laws.

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

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.
2. A copy of any deed restrictions applicable to the subdivision.
3. Plans for the disposition, development, and maintenance of any common open space, including legal agreements related thereto.
4. That the additional standards which resulted 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 subdividers 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
 2. Required before approval of the final map.
 3. 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.
 4. 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.

5. 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.
 6. 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 street 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 subdividers plat and construction
 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 five (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.

OTHER. Please check comments from Preliminary Plat – see if additional information was required.