



**COMMUNITY DEVELOPMENT**  
12453 Hwy 92  
Woodstock, GA 30188  
770-592-6000 [www.woodstockga.gov](http://www.woodstockga.gov)

**Preliminary/ Final Plat Submittal Application  
(for a subdivision with more than 7 lots)**

Date: \_\_\_\_\_ Project Name: \_\_\_\_\_

Project Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Total Acreage: \_\_\_\_\_ Parcel ID Number: \_\_\_\_\_

_____ <b>Final Plat Review:</b>	\$150	Submit a digital copy of plat and as-builts
_____ <b>Revision to Plat:</b>	\$150	Submit a digital copy and any comment revisions

**Final Plat Submittal Checklist:**

- \_\_\_\_\_ 1. One (1) digital copy of final plat
- \_\_\_\_\_ 2. One (1) digital copy of water, sewer, and storm as-builts
- \_\_\_\_\_ 3. Digital copy, CAD file in .dwg format for GIS review after plat has been approved and recorded at Cherokee County Clerk of Court office

Applicant: \_\_\_\_\_

Applicant email: \_\_\_\_\_ Phone: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_

*No plat of a subdivision of land within the City shall be recorded by the Clerk of Superior Court of Cherokee County unless the plat has received minor or major plat approval or is an exempt subdivision of land as defined by Ordinance 3.102.*

## Preliminary/ Final Plat Review Specifications

The preliminary plat shall be prepared by a licensed surveyor, landscape architect or civil engineer. Depending on the magnitude of the proposed development, it may be necessary to show the required information on more than one (1) sheet. The plat shall be drawn at a scale no smaller than one hundred (100) feet to an inch and include where applicable:

1. Proposed subdivision and street names
2. Name and address of subdivider
3. Preliminary plat certificates
4. Graphic scale, north point, date, total acres being subdivided and zoning district
5. A location map including all land which the applicant proposes to subdivide and all land immediately adjacent, extending three hundred (300) feet therefrom, or of that directly opposite thereto, extending three hundred (300) feet from the street frontage of such opposite land. The lot pattern of surrounding development shall be shown within that area located within three hundred (300) feet of the proposed development
6. The location and dimensions of all exterior boundaries lines, existing rights-of-way, easements, streams, drainage structure, buildings, lakes, etc.
7. Topography by contours:
  - a. For land that slopes less than approximately two (2) percent show spot elevations at all breaks in grade along all drainage channels or swales and at selected points not more than one hundred (100) feet apart in all directions;
  - b. For land that slopes more than approximately two (2) percent:
    - i. If the ground slope is regular, show contours with an interval of not more than five (5) feet, or
    - ii. If the ground slope is irregular, show contours with an interval of not more than two (2) feet; and
  - c. Elevations shall be tied to a benchmark which is approved by the City; and
8. The proposed layout and dimensions of lots, street, recreation areas, easements (whether public or private); and
9. The calculations used in determining the drainage area and size of each drainage tile shall be submitted as an attachment to the plat.
10. Labeling of utilities and all public infrastructure for dedication to the City.

## **PREREQUISITES TO THE SUBMISSION OF A FINAL PLAT**

Before a final plat is submitted to the Community Development Department or review one (1) of four (4) criteria must have been met. These criteria are:

1. No public improvements are necessary on the part of the subdivider;
2. The proposed public improvements which were approved in the preliminary plat have been completed in accordance with the provisions;
3. A surety has been posted with the Community Development Department;
4. All necessary improvements for access, utilities, and storm water have been completed for the area defined by the final plat if they are to be maintained in part or total as private. All underground power and gas service (if used) shall be run for a minimum of twenty (20) lots, or the entire phase, whichever is less, prior to plat sign-off by the Development Process Committee. Power and gas are not required to be "active" at time of final plat, but line must be stubbed for each unit/building. Phone and cable are not required to be installed as prerequisite to final plat sign-off.

## **APPLICATION, PROCEDURES, REQUIREMENTS**

The final plat shall be prepared in accordance with this article and:

1. Application filled out and payment attached
2. One digital copy submitted for review
3. All private and public infrastructure must be installed as outlined in Article VI, or surety posted. The subdivider must contact the Public Works Department for an inspection of the site to evaluate the completion of construction. Subdividers must complete all non-surety bound construction prior to the approval of a final plat.
4. All planned open space and common areas with the scope of the final plat area must be completed prior to the approval of the final plat.

## **Specification for Final Plats, Combination Plats, and Condominium Plats:**

This section governs all specifications of final plats for property subdivision, including combination plats for assemblages of property, and condominium plats.

The final plat shall be prepared by a surveyor, landscape architect or civil engineer who is licensed to practice in Georgia, affixing the respective seal, signed and dated. The plat shall be drawn at a scale no smaller than one hundred (100) feet to an inch and shall include:

\_\_\_ Name of subdivision and street names;

\_\_\_ Name, address and license number of surveyor;

\_\_\_ Be drawn in permanent ink on reproducible material to a scale of not less than one (1) inch equals one hundred (100) feet on a sheet or sheets not exceeding seventeen (17) by twenty (20) inches;

\_\_\_ Date of plat drawing, graphic scale, north point, notation as to the reference of bearings and indication whether bearing shown are calculated from angles turned or taken from compass readings;

\_\_\_ Location of tract (land district and land lot) giving total acreage;

\_\_\_ Location sketch;

\_\_\_ Index map where more than one (1) sheet is required to present plat;

\_\_\_ Courses and distances to the nearest existing street intersections, benchmarks, or other recognized permanent monuments (not less than three (3)) which shall be accurately described on the plat;

\_\_\_ Exact boundary lines of the tract, to be indicated by a heavy line giving distances to the nearest one-hundredth (0.01) foot and angles to the nearest minute, which shall be balanced and closed with an error of closure not to exceed one (1) to five thousand (5,000). The error of closure shall be stated on the plat;

\_\_\_ City, County or land lot lines accurately tied to the lines of the subdivision by distance and angles when such lines traverse the subdivision;

\_\_\_ Street center lines showing angles of deflection and standard curve data of intersection, radii, length of tangents and arcs, and degree of curvature with basis of curve data, width of roadway, right-of-way width, and easement width and whether public or private;

\_\_\_ Lot lines with dimensions to the nearest one-hundredth (0.01) foot, necessary internal angles, arcs, and chords and tangent or radii of rounded corners;

\_\_\_ Building setback lines, any zoning buffers, with dimensions, or note indicating none required, as applicable;

\_\_\_ Lots or sites numbered in numerical order and blocks lettered alphabetically;

\_\_\_ Location, dimensions, and purpose of all drainage structures and of any easements; including slope easements, and public service utility right-of-way lines, and any areas to be reserved, donated, or dedicated to public use or sites for other than residential use with notes stating their purpose and limitations; and of any areas to be reserve by deed covenant for common uses of all property owners;

\_\_\_ Accurate location, material description of monuments and markers;

\_\_\_ Places for final plat certificates and statements as specified in Article VI (a separate plat cover sheet for all but the Development Process Committee certificate is recommended);

\_\_\_ Declarations of covenants and restrictions applicable to the subdivision; and

\_\_\_ A copy of the deeds for dedication of public areas to the appropriate public agency(s), if applicable;

\_\_\_ Zoning information including the current zoning district and all applicable zoning conditions, variances, and/or conditional use permits. The adopted ordinance, or final letter in the case of variances, shall be provided on the final plat;

\_\_\_ Certificates for the final plat shall be provided as follows:

**Owner's acknowledgment:**

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 to the City of Woodstock for the use of the public forever, all streets, alleys, parks, watercourses, drains, easements and public places hereon shown for the purpose and consideration herein expressed.

**Engineer's certificate:**

It is hereby certified that all engineering requirements of the City of Woodstock Land Development Ordinance have been fully complied with.

**Surveyor's certificate:**

I hereby certify that the plan shown and described hereon is a true and correct survey made on the ground under my supervision, that the monuments have been placed as shown hereon, and is to the accuracy and specifications required by the City of Woodstock Land Development Ordinance.

**Final Plat approval by the City of Woodstock Development Process Committee:**

This plat having been submitted to the City of Woodstock Development Process Committee and having been found to comply with the City of Woodstock Land Development Ordinance, including but not limited to Article III Land Development Standards, along with any applicable approved zoning conditions or variances, now therefore is approved for recording in the office of the clerk of superior court of Cherokee County, Georgia. This final plat approval does not constitute the final acceptance by the City of Woodstock of the improvements proposed to be dedicated to the City.

**Certificate of approval of water system:**

I hereby certify that the water system outlined on the final subdivision plat entitled, "\_\_\_\_\_" has been installed in accordance with the requirements of the City of Woodstock, or surety has been filed to guarantee said installation.

**Certificate of approval of sewer system:**

I hereby certify that the sewer system outlined on the final subdivision plat entitled, "\_\_\_\_\_" has been installed in accordance with the requirements of the City of Woodstock, or surety has been filed to guarantee said installation.

**Final plat revisions:**

Revisions to the recorded final plat shall be approved by the Chairperson of the Development Process Committee. All changes shall be noted on the recorded plat with a statement of what revisions were made.

Sample: "This plat supersedes the plat recorded in Plat Book \_\_\_\_\_, page \_\_\_\_\_. The revisions made are: \_\_\_\_\_"

Revision of an approved plat shall be submitted to the subdivision administrator with a fee in the amount established by the board of commissioners per plat for approval and recording.

*In addition to the above requirements, condominium plats shall also include:*

\_\_\_ Limits of ownership;

\_\_\_ Finished floor elevation of each floor in each building;

\_\_\_ Copies of floor plans and elevations with the finished floor elevation labeled to match plat and site plan (as applicable).

\_\_\_ Must contain a verified statement, sealed by a Georgia registered architect or professional engineer, certifying that such plat fully and accurately depicts the layout, location, ceiling and floor elevations, unit numbers and dimensions of the units, as built.

\_\_\_ One (1) set of as-builts (full-size sheets), including CAD files provided electronically.

\_\_\_ Any and all other requirements as determined by the Community Development Department. The Community Development Department may waive some of the above requirements wherein public infrastructure is not included as part of the subdivision of property.

**Final Plat Approval**

Once the final plat review is complete, having addressed all comments issued by the Development Review Committee, the applicant shall submit one (1) digital final set for

execution. Thereafter, the plat will be placed on the agenda of the Development Process Committee for consideration. Upon approval of the Development Process Committee, the Chairperson of the Development Process Committee and Public Works Director will affix respective signatures on the final plat, enabling recording of the final plat with the Cherokee County Clerk of Courts.

Upon recording the final plat, the applicant shall submit one (1) digital and one (1) hardcopy to the Community Development Department for storage.