

Final Plat/Minor Subdivision Application

An application for final plat/minor subdivision approval may be made when a preliminary plat of the proposed subdivision has been approved and construction of all required infrastructure is complete to ascertain its location as built or as exempted pursuant to the minor subdivision proceedings. A public notification sign is required to be posted for minor subdivisions. The sign must remain in place for at least 30 days before the date of approval of the minor subdivision plat.

Once an application has been received, staff will notify the applicant within seven days whether it has been accepted. Plans will be reviewed by DeKalb Water & Sewer and internally. You will receive notice whether amendments are required. While you may receive communication from one of those departments, all revisions shall be submitted through the Community Development permitting window rather than through each individual reviewer. Revisions submitted to the reviewers will not be considered received.

Please complete the following checklist and submit with your application. All boxes must be checked or marked not applicable (N/A) before an application is considered received. It will be at the discretion of the reviewers whether the items are not applicable for this project. Submit 3 hard copies and one electronic copy. For more information, please refer to Chapter 16 of the Code of Ordinances, Land Development.

- Sufficient data to determine readily and reproduce on the ground the location, bearings, and lengths of every right-of-way, street line, lot line, boundary line, and building line, whether curved or straight;
- Tract boundary lines, land lot and district lines, city and county limit lines, right-of-way lines of streets, easements and other rights-of-way and property lines of residential lots and other sites;
- All dimensions must be accurate to the nearest one hundredth of a foot and all angles accurate to the nearest second;
- Name and right-of-way width of each street including necessary right-of-way required by the city's plans, policies, codes, and requirements;
- Sidewalk and bike path locations and width;
- House numbers: numbers will be assigned by the city geographic information system department and placed on the final plat;
- Title, north arrow, date, scale, land lot numbers, and district numbers;
- Location, dimensions, and purpose of easements and areas to be dedicated to public use, common areas, or sites for other than residential use with notices stating their purpose and limitations;
- Special flood hazard area contour line and setback line required by this chapter, state waters/state streams, wetlands, and required stream buffers;
- Water and sewer utility locations, and the location and type of permanent stormwater management facilities and water quality facilities;
- Lots numbered in numerical order and blocks lettered alphabetically; all lot and block numerals shall be kept in a uniform sequence on all plats and units of the subdivision;
- Accurate location, material, and description of monuments and markers; within each subdivision set one monument on two front corners of the property adjacent to existing rights-of-way on interior streets, or as otherwise approved by the development director; each monument shall be a minimum four-inch diameter disk by twenty-four-inch high concrete monument with brass caps set flush with finished grade;
- Lots which shall not be built upon until detailed plans for grading and drainage have been approved by the community development director; and

- ❑ The final plat must comply with the requirements of the city zoning ordinance and all conditions of zoning for the subject property to be shown in the upper right corner of the final plat with text height at a minimum of 0.08 inch.

Design Standards:

- ❑ *Scale.* Final plats must be prepared at a scale of not more than 100 feet to one inch and must have a maximum sheet size of not more than 24 inches in width and 36 inches in length and a minimum sheet size of not less than 17 inches in width and 21 inches in length; and
- ❑ *Blank Space.* A blank space of 50 square inches must be provided on the final plat to allow room for any stamps, notes, approval, or denials as required to be placed thereon by city agencies and for the certification of the director of community development and approval or denial by the city manager.

Additional information to be filed with the final plat (mandatory):

- ❑ *Electronic CAD file* of lot boundaries, right-of-way boundaries, street centerlines, address points, and lot dimensions in separate layer in State Plane coordinates;
- ❑ *As-built Drawings.* Complete plans and profiles for all new streets depicting a street profile based on the centerline and 50 foot stations;
- ❑ *Third Party Inspections.* Street improvements inspections to be performed by a qualified third party for compliance with all applicable city standards and specifications—submit report;
- ❑ *Street Signs* must be paid and installed;
- ❑ *Payment* of all applicable fees (once final plat is approved);
- ❑ *Bonds.* Required as identified through review process;
- ❑ *Street Lighting Plan* for 2 or more lots (exempt if no utility improvements required);
- ❑ *Owner consent form.* The property owner must consent in writing to the proposed development in a consent affidavit provided by the Director of Community Development with the application;
- ❑ *Disclosure Statement (pg 6).* Before any final plat for any residential subdivision and any multiphase residential development may be submitted for review by the City, a disclosure statement, sworn to by the applicant under penalty of perjury before a notary public or other officer authorized to administer oaths, must be filed with the director of community development. The disclosure statement shall be in a form promulgated by the Director of Community Development and approved by the City Attorney;
- ❑ *Signature Blocks.* Include the following blocks on your plat submittal:

"This plat has been submitted to and accepted by the Community Development Director of the City of Dunwoody, Georgia and complies with all city zoning, environmental, and subdivision ordinances and regulations and all applicable state and federal laws.

Dated this _____ day of _____, _____.

By: _____

Community Development Director"

"This plat has been submitted to and accepted by the City Manager of the City of Dunwoody, Georgia, and has been approved as required by State law and City codes as meeting all conditions precedent to recording in the county superior court.

Dated this _____ day of _____, _____.

By: _____ / _____ / _____

[City Manager as designee of the City of Dunwoody]"

- ❑ *Surveyor's acknowledgment.*

The acknowledgements of the surveyor and property owner must be provided and certified on

the final plat in a form approved by the City.

"In my opinion, this plat, drawn by me or under my supervision, was made from an actual survey, and is a correct representation of the land platted and has been prepared in conformity with the minimum standards and requirements of law. _____ R.L.S. No. _____."

Owner's acknowledgment.

"I, _____, the owner of the land shown on this plat and whose name is subscribed hereto, acknowledges that this plat was made from an actual survey, and for value received the sufficiency of which is hereby acknowledged, do hereby convey all streets and rights-of-way, water mains and sewer lines shown hereon in fee simple to the City of Dunwoody, and further dedicate to the use of the public forever all alleys, parks, watercourses, drains, easements and public places hereon shown for the purposes and considerations herein expressed. In consideration of the approval of this development plan and other valuable considerations, the owner further releases and holds harmless the City of Dunwoody from any and all claims, damages or demands arising on account of the design, construction and maintenance of the property shown hereon; on account of the roads, fills, embankments, ditches, cross-drains, culverts, water mains, sewer lines, and bridges within the proposed rights-of-way and easements shown; and on account of backwater, the collection and discharge of surface water, or the changing of courses of streams.

"And further the owner warrants that he owns fee simple title to the property shown hereon and agrees that the City of Dunwoody shall not be liable to him, his heirs, successors or assigns for any claims or damages resulting from the construction or maintenance of cross-drain extensions, drives, structures, streets, culverts, curbs or sidewalks, the changing of courses of streams and rivers, flooding from natural creeks and rivers, surface waters and any other matter whatsoever. I further warrant that I have the right to sell and convey the land according to this plat and do hereby bind myself and owners subsequent in title to defend by virtue of these present.

"All roads have been properly designed and dedicated to accommodate any required parking in the right-of-way.

"In witness whereof, I have hereunto set my hand this _____ day of _____, _____."

(SEAL)

(Owner) _____

Witness: _____

Notary Public."

Revised Final Plat required signatures

"This revised plat has been submitted to the city manager of the City of Dunwoody, Georgia, and has been approved as required by state law and municipal codes as meeting all conditions precedent to recording in the county superior court. This plat is hereby approved subject to any protective covenants shown hereon.

Dated this _____ day of _____, _____

City Manager City of Dunwoody, Georgia"

FINAL PLAT APPLICATION



Community Development

4800 Ashford Dunwoody Road | Dunwoody, GA 30338
Phone: (678) 382-6800 | Fax: (770) 396-4828

Date: _____

* Project Information

Name of Subdivision: _____
Current Address: _____
Parcel ID(s): _____ Zoning: _____
Current Number of Parcels: _____ Proposed Number of Parcels: _____

* Applicant Information

Company/Organization: _____
Applicant Name: _____
Address: _____
Phone: _____ Cell: _____ Email: _____

* Owner Information Same as applicant

Company/Organization: _____
Owner Name: _____
Address: _____
Phone: _____ Cell: _____ Email: _____

* Terms & Conditions

To the best of my knowledge, application form is correct and complete. If additional materials are determined to be necessary, I understand that I am responsible for filing additional materials as specified by the City of Dunwoody Code of Ordinances. I understand that failure to supply all required information will result in the rejection of this application or revocation of a permit. I hereby indemnify and hold the City harmless from claims, demand or cause of action which may arise from activities associated with the approval.

Applicant's Name: _____

Applicant's Signature: _____ Date: _____

* Staff Use

Received by: _____ Date: _____ Notified within 7 days? <input type="checkbox"/> Yes <input type="checkbox"/> No Date: _____

Property Owner(s) Notarized Certification

The owner and petitioner acknowledge that this application form is correct and complete. By completing this form, all owners of the subject property certify authorization of the filing of the application and authorization of an applicant or agent to act on their behalf in the filing of the application including all subsequent application amendments.

*** Owner Authorization**

Company/Organization: _____
Owner Name: _____
Signature: _____
Sworn to and subscribed before me this _____ day of _____, 20_____
Notary Public:

*** Owner Authorization**

Company/Organization: _____
Owner Name: _____
Signature: _____
Sworn to and subscribed before me this _____ day of _____, 20_____
Notary Public:

*** Owner Authorization**

Company/Organization: _____
Owner Name: _____
Signature: _____
Sworn to and subscribed before me this _____ day of _____, 20_____
Notary Public:

Residential Subdivision Disclosure Statement

Any applicant for the final plat, intending to make written or oral representations to potential purchasers of homes in any residential subdivision and any multiphase residential development must submit the information specified herein.

- * Copies of all forms of conveyance to be used in selling lots to potential purchasers.
- * Copies of instruments creating any deed restrictions, easements and covenants applicable to the residential subdivision.
- * An estimated date of completion of the entire residential subdivision as well as each phase of the project.

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- * A statement of the average size of homes to be constructed in the subdivision, any specified style of architecture, landscaping, the type of construction materials to be used (i.e., brick, stone, stucco, pressboard, etc.) and the average size of lots (for each phase in a multiphase project).

- * A statement of the applicant's commitment to build any community amenities within the subdivision, including, but not limited to, a clubhouse, tennis courts or swimming pool (for each phase in a multiphase project).

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- * A statement of the general terms and conditions at which the applicant proposes to dispose of the lots and/or homes in the residential subdivision (for each phase in a multiphase project).

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- * A statement of all deed restrictions, easements and covenants applicable to the residential subdivision.

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- * A statement regarding whether there will be a mandatory membership in any homeowners association and if so, a copy of the budget for the association for its first year of operation including the estimated amount of the first year's assessments and the estimated amount of revenue to be subsidized by the developer.

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- * An explanation of the timing and method of transfer of control of the association to the homeowners where there is a mandatory membership in the homeowner's association governing the residential subdivision.

* Notarized Authorization

To the best of my knowledge, application form is correct and complete. If additional materials are determined to be necessary, I understand that I am responsible for filing additional materials as specified by the City of Dunwoody Code of Ordinances. I understand that failure to supply all required information will result in the rejection of this application or revocation of a permit or approval. These statements are sworn to by the applicant under penalty of perjury.

Applicant Name:

Applicant Signature:

Sworn to and subscribed before me this _____ day of _____, 20_____

Notary Public