



Johns Creek

www.JohnsCreekGA.gov
678-512-3200
11360 Lakefield Drive, Johns Creek, GA 30097

Date: ____ / ____ / ____
Permit No.: _____
Fee: \$ _____

FINAL PLAT & AS-BUILT APPLICATION

SUBDIVISIONS

TYPE

Description of proposed development (please check one):

- Residential
- Commercial

Final Plat Fee

\$350 + \$5/lot

PROJECT

Name of Project or Subdivision (note name of former Subdivision, if any)

LDP#

Property Address

Suite/Apt #.

Johns Creek GA
City State

State

Zip Code

Property ID / PIN

Zoning

Zoning Case No.

Total Acreage

Disturbed Acreage

Owner of Record (Company / Individual)

Owner Email

Owner Address

Suite/Apt #.

City

State

Zip Code

APPLICANT

Applicant Name

Company

Mailing Address

Suite/Apt #.

City

State

Zip Code

Phone

Cell Phone

Fax Phone

E-mail (for sending review comments)

I hereby certify that all information provided herein is true and correct.

Applicant Signature: Property Owner or Owner's Representative

Date



www.JohnsCreekGA.gov
 778-512-3200
 11360 Lakefield Drive, Johns Creek, GA 30097

Date: ___ / ___ / ___
 Permit No.: _____
 Fee: \$ _____

FINAL PLAT REVISION APPLICATION

TYPE	SUBDIVISIONS		Final Plat Fee \$350 + \$5/lot	
	Description of proposed development (please check one):		LDP #: _____	
	<input type="checkbox"/> Residential		FP #: _____	
	<input type="checkbox"/> Commercial			

PROJECT	Name Of Project or Subdivision (note name of former Subdivision, if any)				Lot #
					GA
	Property Address	Suite/Apt #.	City	State	Zip Code
	Property ID / PIN	Zoning	Zoning Case No.	Total Acreage	Acreage and Square Footage to be Disturbed
	Owner of Record (Company / Individual)			Owner Email	
	Owner Address	Suite/Apt #.	City	State	Zip Code

APPLICANT	Applicant Name				
	Company				
	Mailing Address	Suite/Apt #.	City	State	Zip Code
	Phone	Cell Phone	Fax Phone	E-mail (for sending review comments)	

REVISION INFO	<u>Description of Revision:</u>				

I hereby certify that all information provided herein is true and correct.

FINAL PLAT/AS-BUILT APPLICATION & CHECKLIST

SUBDIVISIONS

OVERVIEW

This packet contains the information required to prepare and submit plans for a City of Johns Creek As-Built & Final Plat recording for subdivision projects. Submittal deadline is **Tuesday by 11:00 am** to receive plan review comments/approval by Wednesday of the following week. Water & sewer as-builts must be approved by Fulton County. Storm system as-builts are required and are reviewed and approved by the City of Johns Creek.

PACKET CONTENTS

	Page No.
1. Application.....	1
2. Minimum Submittal Checklist <i>(items that must be provided to begin review)</i>	4
3. Plan Review Process Flow Chart.....	5
4. As-Built Checklist.....	7
5. Final Plat Checklist.....	9
6. Final Plat Recording Checklist <i>(items that must be provided for recording of the final plat)</i>	18
7. Additional Required Documents Checklist & Instructions.....	19

The City of Johns Creek reserves the right to change this packet and/or review criteria deemed necessary at any time.

FEE SCHEDULE FOR PLATS

FINAL PLAT (New Plats & Revisions)

\$350 plus \$5 per lot

TELEPHONE NUMBERS

City of Johns Creek..... **(678) 512-3200**

Fulton County Environmental Health Services..... (404) 332-1801

Water Meters, Septic Tank Permits (Residential & Commercial),
Water Well Permits, Community Swimming Pools

Call Before You Dig..... (800) 282-7411 or 811

Georgia Department of Transportation..... (404) 986-1094

Fulton County Water / Sewer..... (404) 730-7399

Fulton County Clerk of Superior Court..... (404) 730-5305

2. MINIMUM SUBMITTAL CHECKLIST

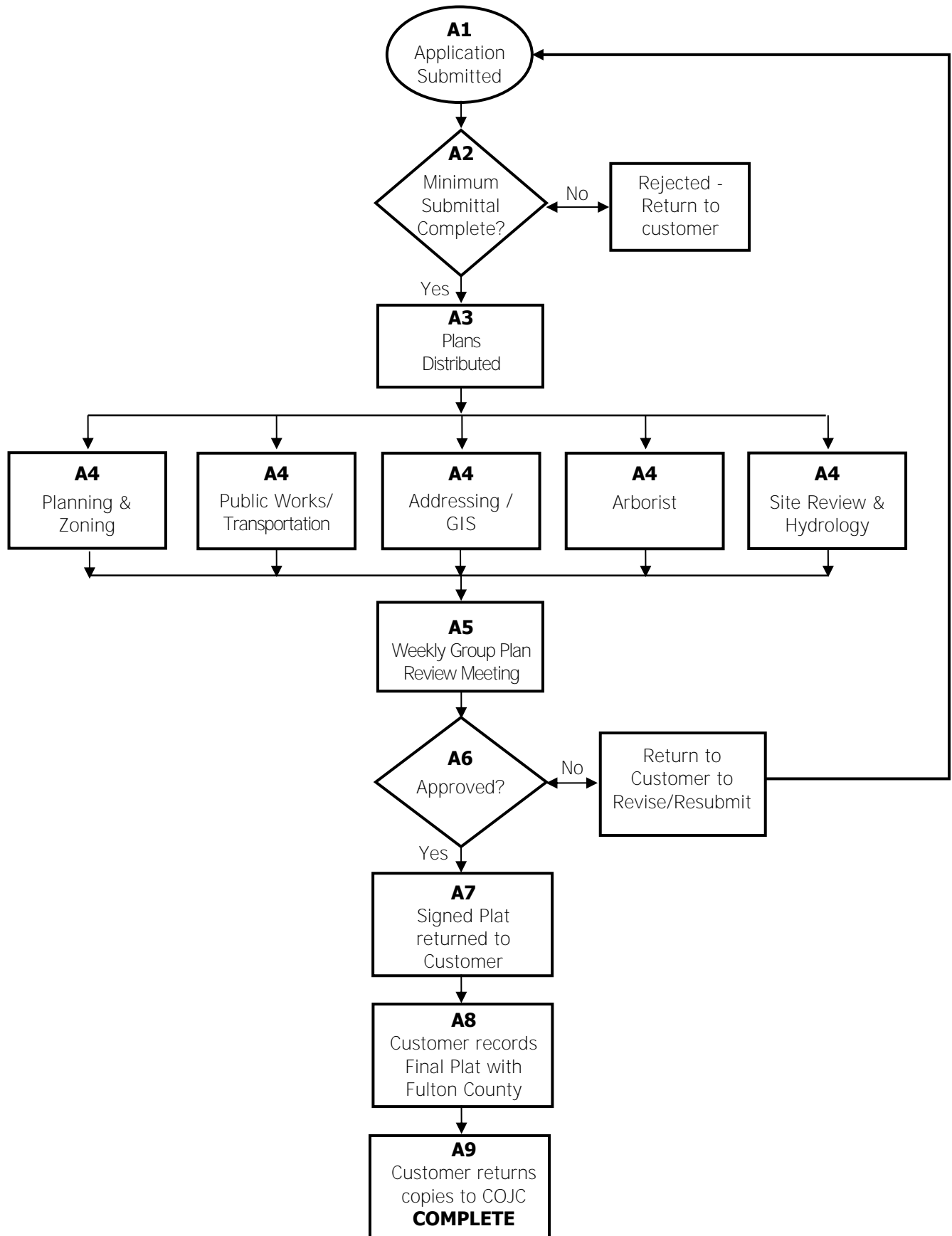
When submitting plans for review, provide **all** items listed below. If not applicable, please explain justification to plans intake personnel upon submittal. Incomplete applications **will not** be accepted into the review process. Additional documents are also required prior to approval of plat – see page 19.

Reviewed By: _____ Phone: _____ Accepted / Denied

Provide completed As-Built & Final Plat Permit Application and Review fee (\$350.00 Plus \$5.00 per lot)

1. If resubmitting, provide all red-line comments.
2. Provide four (4) sets of storm system as-builts, **bearing the design professional's seal and signature**. Maximum sheet size shall be 30" x 42".
 - As-built Stormwater Management Facility
 - Storm drainage system as-builts: plan & profile
 - Roadway improvements as-builts: plan & profile
 - As-built Flood Study if required
 - As-built Hydrology Study and
 - Recorded Stormwater Maintenance Agreement
3. Provide Seven (7) sets of plats, **bearing the design professional's seal and signature**. Maximum sheet size shall be 17" x 22".
 - Cover Sheet
 - Zoning Conditions
 - Final Plat Site Plan
 - Utility Plan
 - Right of Way Dedication
 - Road Improvements Sheet (if applicable)
 - Street Lighting Plan (if applicable)
 - Location Map
 - Total & Disturbed Acreage and number of lots
 - North arrow (state plane GA West) and graphic scale
 - Project name/address
 - **Owner's** name/address/phone
 - Design Firm name/address/phone
 - FEMA map
 - **Owner's Acknowledgement**
 - **Director's Approval Signature Block**
 - Revision Statement and signature block, if applicable. If revising, provide separate letter detailing revisions.

3. AS-BUILT & FINAL PLAT PLAN REVIEW PROCESS



3. AS-BUILT & FINAL PLAT PLAN REVIEW PROCESS - Continued

- A1 Application submittal**
 - A2 Minimum submittal complete**
 - A3 Plans Coordinator distributes plans for review**
 - A4 Concurrent reviews**
 - A5 Weekly group plan review meeting**
 - A6 Plans approved**
 - A7 Signed plat returned to customer**
 - A8 Customer records final plat with Fulton County**
 - A9 Customer returns copies to COJC**
-

A1 Application Submittal

Submittal deadline is **Tuesday by 11:00 am** to receive plan review comments/approval by Wednesday of the following week.

A2 Minimum Submittal Complete

The applicant is required to submit the items listed on the Minimum Submittal Checklist. Note the Sanitary Sewer As-builts and Water As-builts must be approved Fulton County.

A3 Plans Coordinator - Plan Distribution

Plans Coordinator separates and prepares plans for routing to each department. Plans are distributed on Tuesday at the end of the weekly group plan and review session.

A4 Concurrent Reviews

The following departments will review plans concurrently: Planning & Zoning, Public Works/Traffic, Addressing/GIS, Arborist, and Site/Land Development. Note: after Site had performed their review, the Land Development Inspector will perform a site inspection, generate a Field Deficiencies list and verify bond/surety amounts.

A5 Weekly Group Plan Review Meeting

Comments for each department are discussed and documented during the weekly Tuesday afternoon group meeting. The generated comments along with the red-lines, if applicable, will be given to the Plans Coordinator.

A6 Plans Approved

The plans coordinator will notify the applicant the next day, i.e., Wednesday, of the status of their submittal. If comments were generated, they along with any red-lines will be returned to the customer for resubmittal. See next section for approved plans.

A7 Approved Final Plat returned to Customer

After all City requirements have been satisfied, the signed plat will be available from the Plans Coordinator for pick-up by the Customer on Wednesday.

A8 Customer Records Final Plat

The customer is required to record the final plat with the Clerk of Superior Court, Fulton County, 136 Pryor Street, Atlanta, GA 30303. Applicant will need to follow the enclosed Final Plat Recording Checklist to ensure proper recording.

A9 Customer returns copies to City of Johns Creek

See the Final Plat Recording Checklist for sizes and quantities of recorded final plat copies required to be submitted to the Plans Coordinator. The Plans Coordinator will forward the copies to the appropriate parties, including the Records Manager who will send out notification to the city's Address Contact Notification Distribution List (utility companies, government agencies, mapping companies, etc.).

4. AS-BUILT CHECKLIST

Reviewed By: _____ Phone: _____ Accepted / Denied

Applicant **COJC** *Please check each item only if complete and included*

- | | Applicant | COJC | |
|-----|-----------|------|---|
| ___ | ___ | ___ | 1. Provide Professional Engineer's seal and signature on As-Built drawings for stormwater management facilities. |
| ___ | ___ | ___ | 2. Fulton County water as-built approval required |
| ___ | ___ | ___ | 3. Fulton County sanitary sewer as-built approval required |
| ___ | ___ | ___ | 4. List project name including a.k.a./f.k.a, the City of Johns Creek Land Disturbance Permit (L.D.P.) number and HTE number. |
| ___ | ___ | ___ | 5. Provide North Arrow (state plane GA West) |
| ___ | ___ | ___ | 6. Indicate engineer's name, address, and phone number. Dates of revision shall be included and plans shall be signed and sealed by a Professional Engineer. |
| ___ | ___ | ___ | 7. Depict Land Lot, Districts, Section, City, and County. |
| ___ | ___ | ___ | 8. List owner's name, address, and telephone number and 24 hour contact name/local phone. |
| ___ | ___ | ___ | 9. The as-built submittal shall be to scale on 24" x 36" sheets. Include a location map. |
| ___ | ___ | ___ | 10. Street names shall match that of the final plat/LDP. |
| ___ | ___ | ___ | 11. Show all new improvements: |
| ___ | ___ | ___ | A. Building/structure, parking lot with striping, sidewalks and/or trails, outdoor lighting, etc. |
| ___ | ___ | ___ | B. Right-of-Way improvements including roadway expansion, curb & gutter, sidewalks, striping, etc. |
| ___ | ___ | ___ | 12. Show all building setback lines, zoning buffers, and landscape strips. |
| ___ | ___ | ___ | 13. Show all adjacent property lines, subdivisions, and existing buildings. |
| ___ | ___ | ___ | 14. Show all pipe crossings (storm drainage, sanitary sewer, water, and sewer laterals) on plan and profile views. |
| ___ | ___ | ___ | 15. Indicate type of pipe, size, slope, and length of sanitary sewer, storm drainage system, and water. Delineate centerline of all streams, local and state stream buffers, and 100-yr floodplain. |
| ___ | ___ | ___ | 16. All manholes indicated with identification, station number, top elevation, invert elevations (in and out). |
| ___ | ___ | ___ | 17. Show ALL easements (water, sanitary sewer, drainage, access, utility, combination, etc.). All public easements must be recorded and clearly shown as such. All storm drain lines and conveyances shall have a twenty (20) feet drainage easement shown. |
| ___ | ___ | ___ | 18. All internal angles in the direction of flow shall be shown on sewer lines. Show and indicate direction of flow on sewer lines. |
| ___ | ___ | ___ | 19. Sewer laterals shall be provided for each lot. Laterals from street sanitary sewer lines must extend at least ten and one-half (10.5) feet behind back of curb. On commercial projects, show all clean-outs. |
| ___ | ___ | ___ | 20. Show all storm drainage systems, including profile of storm pipes and detention ponds, and all offsite drainage easements. All storm drain lines and conveyances shall have a twenty (20) feet drainage easement shown. |
| ___ | ___ | ___ | 21. Provide two (2) X, Y coordinates at opposing points of the property boundaries or course and distance to the nearest two (2) Fulton County or Johns Creek G.I.S. Monuments (must state monument I.D. number) |



-
- ___ ___ 22. Show the following on detention ponds:
- ___ ___ A. 6 ft. fence, 10 ft. inside access easement, 20 ft. landscape strip around pond, and a 20 ft. access easement leading to pond.
- ___ ___ B. Outlet structure with dimensions.
- ___ ___ C. Indicate 25-yr. and 100-yr. storm elevations, volume of pond and how detention is provided if no pond is on site.
- ___ ___ 23. Provide an As-Built Hydrology Study signed and sealed by Professional Engineer. Study must indicate and state that the stormwater management facility(s) functions as designed per the land disturbance permit and that all stormwater management requirements of the City of Johns Creek have been met.
- ___ ___ 24. All alterations and/or field changes must be reflected on as-built prior to final approval.
- ___ ___ 25. Performance and Maintenance Sureties (included in packet) are required prior to final approval of as-builts per Required Document Checklist (for residential subdivision projects).
- ___ ___ 26. Provide a copy of the FIRM panel map on the front sheet. Show and label the location of the site.
- ___ ___ 27. Stormwater Facilities Maintenance Agreement: recorded with the Clerk of Superior Court of Fulton County showing the Deed Book and Page Number on the Final Plat.
- ___ ___ 28. Provide the following Drainage Notes (per the Development Regulations Article 10):
- A. The owner of record, on behalf of himself (itself) and all successors in interest, specifically releases the City of Johns Creek from any and all liability and responsibility for, and the City of Johns Creek assumes no liability, but rather expressly disclaims any liability for: flooding or erosion from storm drains; flooding from high water of natural creeks, river or drainage features; maintenance of pipes, culverts or structures located outside of public right-of-way; or maintenance 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 these regulations and the Director of Public Works. Said Director 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 said 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 Johns **Creek nor an abrogation of the City of Johns Creek's right to seek** reimbursement for expenses from the owner/s of the property/ies of the lands that generated the conditions.
- B. **Stream Buffers are to remain in a natural and undisturbed condition.**
- C. **Structures are not allowed in drainage easements.**

5. FINAL PLAT CHECKLIST

Reviewed By: _____ Phone: _____ Accepted / Denied

GENERAL INFORMATION

1. The final plat shall be drawn clearly and legibly in black ink at a recommended scale of 1" = 10' to 1"=100'. The scale shall be stated as "1" inch to _____ ft. and shown graphically. If the complete plat cannot be shown on one sheet, then said plat shall be shown on several sheets with an index map indicated on each sheet. The recommended sheet size shall be 17" x 22" with a minimum character height of .08 inches. Plats recorded and filed at Fulton Superior Court must meet the standards of the "Georgia Plat Act". The Clerk of Superior Court can and will reject your document if it is not legible or does not meet Georgia Plat Standards.
2. Provide a name or title for all maps or plats. The name of the former subdivision, Deed Book and Page number shall be stated on all sheets, if applicable.
3. Provide the following: City, County, District, and Land Lot; Date of plat preparation and each individual revision of record.
4. The name of the land surveyor, registration number, and seal shall be affixed to the plat under the surveyor's signature.
5. Provide the name, phone, and address of the owner of record.
6. Provide the name and address of the sub-divider.
7. Provide a north arrow (state plane GA West) and graphic scale on all sheets.
8. Show all land lot lines, district lines, and city and county boundaries labeled appropriately with words and figures.
9. Provide distances and bearings on all boundary or lot lines.
10. Provide in the notes the reference for the angular bearings shown on the plat.
11. Provide a site location sketch and the course and distance to the nearest existing street intersections, benchmarks, or other recognized permanent monuments which shall be accurately described on the plat. Tract boundaries shall be determined by accurate survey in the field. Provide course and distance to the nearest two (2) Fulton County Monuments (must state monument I.D. number).
12. Provide a copy of the F.I.R.M. panel and the F.I.R.M. panel front cover on the plat. Show and label the location of the site.
13. Provide in the notes the total number of lots and acreage of the tract of land being subdivided.
14. Locate all fire hydrants and provide GPS coordinates.

REQUIRED CERTIFICATIONS AND STATEMENTS

1. Provide the closure precision of the survey data shown on the plat as follows: "This plat has been calculated for closure and is found to be accurate within one foot in _____ feet."
2. FINAL PLAT APPROVAL

The Director of the Community Development Department of The City of Johns Creek, Georgia, certifies that this plat complies with the City of Johns Creek Zoning Ordinances, Conditions of Zoning, and the City of Johns Creek Development Regulations as amended.

Director,
Department of Community Development

Date

3. If applicable, provide revision statement with signature block. Original approval signatures are needed for revisions.

5. FINAL PLAT CHECKLIST- Continued

4. **OWNER'S ACKNOWLEDGEMENT (this must be the owner of record signed in BLACK ink).**

Note: all dedications may not be applicable.

OWNER'S ACKNOWLEDGEMENT:

STATE OF GEORGIA

(CITY OF JOHNS CREEK)

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 Fulton County or the City of Johns Creek, 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 Fulton County	
Public Sewer/Water Easements	_____acres
To the City of Johns Creek	
Public Street Right-of-Way	_____acres in fee
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

5. **FLOOD HAZARD**

The Intermediate Regional Flood (I.R.F.) areas shown herein were determined by the Professional Engineer whose stamp and signature are affixed hereto. The City of Johns Creek 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 Johns Creek does not by approving this plat nor accepting the public improvements therein, assumes maintenance of the flood carrying capacity of the flood areas or watercourses. 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 Johns Creek prior to the initiation of any improvements to the lot or parcel. The site plan shall include the location and elevation of the I.R.F. within the lot or parcel and the existing and proposed improvements. Approval of the site plan by the City of Johns Creek is required prior to the issuance of a building permit.

6. **DRAINAGE**

The owner of record on behalf of himself (itself) and all successors in interest specifically releases the City of Johns Creek 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 these Regulations and the Director of the Department of Public Works. Said Director 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 Johns Creek nor abrogation of the City of Johns Creek's right to seek reimbursement for expenses from the owner(s) of the property (ies) or the lands that generated the conditions.**

5. FINAL PLAT CHECKLIST- Continued

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

NOTE: Structures are not allowed in drainage easements.

7. THE CERTIFICATE OF RECORDING

<p>Certification as to Recording</p> <p>This is to certify that this plat has been recorded in Plat Book _____ Page _____ of Fulton County. Recorded on _____ 20 _____. Clerk, Superior Court Fulton County, Georgia</p>

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

“According to the F.I.R.M. of Fulton County, panel number 13121C, dated June 28, 1998, a portion of this property (is) or (is not) located in a Special Flood Hazard Area.”

9. APPROVAL OF DEPARTMENT OF HEALTH – choose the appropriate stamp for your project: Provide Health Department signature block on plat. On septic systems, the Department of Health must sign plat.

**PLATS WITH 5 OR FEWER LOTS
LOTS**

PLATS WITH 6 OR MORE

FULTON CNTY DEPARTMENT OF HEALTH AND WELLNESS ENVIRONMENTAL HEALTH SERVICES	
<p>This development is approved provided the following required improvements are in compliance with the Fulton County Code of Ordinances, Chapter 34, Article IV. DRINKING WAER and Article XI. SEWAGE DISPOSAL.</p>	
<u>WATER SUPPLY</u>	<u>SEWAGE DISPOSAL</u>
<input type="checkbox"/> Public Water Supply	<input type="checkbox"/> Public Sanitary Sewerage System
<input type="checkbox"/> Individual Onsite Water Supply(ies)	<input type="checkbox"/> Individual Onsite Sewage Management System(s)
_____ Date	_____ Fulton County Department of Health and Wellness
_____ Revision Date	_____ Fulton County Department of Health and Wellness

OR

FULTON CNTY DEPARTMENT OF HEALTH AND WELLNESS ENVIRONMENTAL HEALTH SERVICES	
<p>This development is approved provided the following required improvements are in compliance with the Fulton County Code of Ordinances, Chapter 34, Article IV. DRINKING WAER and Article XI. SEWAGE DISPOSAL.</p>	
<u>WATER SUPPLY</u>	<u>SEWAGE DISPOSAL</u>
<input type="checkbox"/> Public Water Supply	<input type="checkbox"/> Public Sanitary Sewerage System
<input type="checkbox"/> Individual Onsite Water Supply(ies)	<input type="checkbox"/> Individual Onsite Sewage Management System(s)
<p style="text-align: center;"><u>CONDITIONS OF APPROVAL</u> <u>CONDITIONS OF APPROVAL</u></p>	
<input type="checkbox"/> Type "A"	<input type="checkbox"/> Type "A" <input type="checkbox"/> Type "C"
<input type="checkbox"/> Type "B"	<input type="checkbox"/> Type "B" <input type="checkbox"/> Type "D"
_____ Date	_____ Fulton County Department of Health and Wellness
_____ Revision Date	_____ Fulton County Department of Health and Wellness

10. Add this note to plat:

“City of Johns Creek and Fulton County personnel and/or agents shall have free and total access to and across all easements.”

ZONING

1. Provide the zoning case number and all conditions of zoning on the plat and clearly indicate compliance with conditions showing all required natural buffers, landscape strips, and deceleration lanes on the plat. Provide adjacent **properties'** zoning classification.
2. Provide the current zoning for the property or tract of land being platted and zoning case number (if any). The following data shall also be stated on the plat:

Front Setback	_____	feet
Rear Setback	_____	feet
Side Interior Setback	_____	feet
Side Corner Setback	_____	feet
Minimum Heated Floor Area	_____	feet
Parking Space(s)/Dwelling Unit	_____	spaces
Minimum required Lot Area	_____	square feet
Minimum required Lot Frontage	_____	feet
Min. required Lot Width at Building Line	_____	feet

3. Provide a typical lot detail to include minimum dwelling size, sidewalk location, proposed rights of way, setbacks, etc.
4. Revise corner and rear yard setbacks as per redline comment on irregularly shaped lots.
5. Provide in the notes the total acreage of the entire site to the nearest 1/100 of an acre, and the total number of lots. Provide on plan view the area of each lot or parcel in square feet.
6. If any portion of the plat is within the boundaries of the Metropolitan River Protection Act, indicate the River Corridor case number, and show by lot the maximum amount of permitted impervious surface and land disturbance by vulnerability category as well as the total lot area of each lot. The following statement, written in at least 12 point type, shall be shown on the plat:

"The property shown on this plat is subject to the regulations of the Metropolitan River Protection Act and the Certificate approved by the City of Johns Creek or Fulton County (RC _____). The maximum amounts of clearance and impervious surface allowed for each lot are listed here on. The owners, heirs, or assignees of each individual lot are solely responsible for compliance with the approved certificate. For further information, contact the City of Johns Creek Community Development Department".

7. Show 20 foot landscape strip around detention ponds.
8. Show a 20 foot graded and stabilized vehicular access easement to all detention ponds. A 10-foot graded access easement shall completely encircle the detention pond unless otherwise permitted through the Community Development Department. Use a 30-foot combined easement when combined with a sanitary or drainage easement.

TRANSPORTATION

General

Provide the following the City of Johns Creek with every Final Plat submittal if applicable:

Dedication Plan

1. R/W dedication tables of area dedicated. Ensure polygons for frontage dedication is independent of polygon for subdivision internal street dedicated and that each polygon is closed. Show entire area of polygon
2. Provide course and distance to the nearest two (2) Fulton County Monuments (must state monument I.D. number).
3. Label distance of centerline of roadway to existing and proposed right-of-way
4. Label all private streets as Access Easement/Utility Easement
5. Show and label all lines and curves of roadway centerlines
6. Show line of sight at entrance(s) to subdivision.

Roadway Improvement Plan

7. Centerline line and curve data for all streets
8. Roadway Profile for all new roads
9. Clearly show and label all roadway improvements including turn lanes, pavement marking and signs. Include improvements on all streets along frontage.
10. Show and label all drainage structures
11. Provide a compact disc as a DXF, DGN or DWG file format of corrected/approved plans.

Roadway

12. Show and state all names for all subdivision streets and front road. Label the existing right of way and proposed right of way or access/utility easements (private roads).
13. Show and label all existing conditions including property lines, subdivisions, driveways, streets and alleys, utilities, pavement striping, etc. along the property frontage on both sides of the road. Include existing conditions to the next roadway intersection past property lines.
14. Label centerline line data for all roads (subdivision and existing roadway).

Sample Street Centerline Line Chart

Street Centerline Line Chart		
<i>Line</i>	<i>Length</i>	<i>Bearing</i>
CL1	255.05'	S68°38'06"W
CL2	41.25'	S68°38'06"W
CL3	96.56'	S49°18'01"W

15. Label centerline curve data: showing angles of deflection and standard curve data including radii, length of arcs and tangent between curves, point of curvature (P.C) and point of tangency (P.T.) for subdivision and front road.

Sample Street Centerline Curve Chart

Street Centerline Curve Chart				
<i>Curve</i>	<i>Arc</i>	<i>Radius</i>	<i>Chord</i>	<i>Chord Bearing</i>
CC1	50.62'	150.00'	50.38'	S68°38'06"W
CC2	29.58'	350.00'	29.57'	S68°38'06"W
CC3	33.08'	350.00'	33.07'	S68°38'06"W

5. FINAL PLAT CHECKLIST- Continued

16. Show profile of all new public roadways. At a minimum include:
 - Stationing
 - Vertical curve data
 - Grades for all tangents
 - All intersecting street (Street name, station on mainline, station on intersecting street, elevation)
 - **Major cross drains greater than or equal to 48"**
 - PVT, PVI and PVC with stations and elevations
 - Existing ground showing
 - Low and high points with station and elevation
17. Label distance from back of curb to right of way. Show and state all names and right of way widths (existing and proposed) for all public streets (subdivision and front roads). Show dimensions for R/W to R/W, R/W to C/L, B/C to R/W.
18. Label centerline stationing of subdivision streets that corresponds to roadway profile information.
19. Label all tapers and storage lengths for all proposed turn lanes.
20. Label limits of new pavement and/or overlay on existing frontage road.
21. Label the intersection angle for all roads.
22. Show and label sidewalks/trail and curb and gutter along the entire property's road frontage. Show all sidewalk/trail and curb and gutter within the subdivision and label as future if not constructed.
23. Show sight distance lines as previously approved on the land development permit. Certify in writing that adequate horizontal and vertical sight distance exists in accordance with the provisions contained in the City of Johns Creek Subdivision Regulations. Statement should read as follows: This project is designed with adequate intersection sight distance for roadways approaching a minor or major thoroughfare. The regulated speed limit on _____ Street/Road is XX mph. The sight distance for the proposed Drive is in excess of XXX ft. in the _____ direction and in excess of XXX ft in the _____ direction along existing _____ Street/Road. The sight distance criteria are based on the time required for a vehicle to make a left turn from a stop-controlled approach (Case B1) as per guidelines of AASHTO "A Policy on Geometric Designs of Highways and Streets," 4th Edition, 2004, (Exhibit 9-55). The line of sight establishes the boundary of a sight triangle, within which there should be no sight obstruction.
24. Show radius of cul-de-sac to edge of pavement and to right-of-way.

Traffic

25. Show all pavement striping (crosswalks, edge lines, arrows) and signage as installed.
26. Show all signal improvements. Verify that all signal improvements are within the right-of-way.

Right of Way

27. Show proposed right of way lines as bold **and label "Dedicated R/W"** and existing right of way as grayscale and label "existing R/W".
28. Provide right-of-way miters with 20 ft legs at entrance(s) to subdivision and at all intersections within the subdivision.
29. Indicate location, dimensions, and purpose of any easements, including access/utility easements, slope easements, drainage easements, access easements, no access easements, landscaping easements, signage easements, sanitary sewer easements, wall easements, gate easements, sidewalk/trails easements etc.

5. FINAL PLAT CHECKLIST- Continued

30. Provide the following required Right-of-Way Dedication Documents for donation of right-of-way to the City per **Section 3.0 of the City's current Right-of-Way policy.**
- Right-of-Way Deed
 - Affidavit of Owner
 - Title opinion or vesting deed
 - Proof of authorization to sign for Corporation, LLC, Partnership, etc.
 - **Provide an 8 ½" x 11" reduction of "Dedication Plan" of the approved Final Plat. All text shall be legible. Additional 8 ½" x 11" sheets may be used if necessary to show all existing and proposed R/W line and curve data**

31. STATEMENT OF SLOPE EASEMENT

This plat is approved with the understanding that easement is granted the City of Johns Creek along all road frontage for the purpose of sloping cuts and fills as follows:

0' to 5' – not less than 3 to 1 slope

5' to 10' – not less than 2 to 1 slope

Utilities

32. **Provide approved "Street Lighting Plan" and show proof of payment to the Electric Provider for installation.**
33. Ensure utilities (poles, hydrants, box, etc.), concrete flumes or others are not obstructing the required ADA width for a sidewalk.
34. Show all private utility vaults located outside of public right of way.
35. Show all public service utility lines and any easements. Location must comply with Article 12 of the Development Regulations and must not cause a roadway hazard.

Maintenance

36. If applicable, add note **to final plat**, "Home Owners Association shall maintain all common areas".
37. **Label all common areas as "C.A."**

ADDRESSING - GIS

1. Please see Section 113-73 of the city code for general naming guidelines:
https://www.municode.com/library/ga/johns_creek/codes/code_of_ordinances?nodeId=PTIIC_OOR_CH113DERE_ARTVIIPR.
2. Cover Sheet:
 - a. Title (top, center) should contain the name and address of the development.
 - b. Add PIN(s) of all parcels affected by development
 - c. Add land lots
 - d. Add Zip code.
3. Title Blocks:
 - a. Add development name
 - b. Add address
 - c. Add land lots
4. North arrow to reference State Plane Georgia West on all applicable pages.
5. Provide overall site plan showing complete project on one page.
6. Provide a minimum of two points along the boundary, one being on the P.O.B. and the other being a point opposite the P.O.B., in either the State Plane Georgia West northing and easting (to a minimum of 4 decimal points) OR decimal degrees (to a minimum of 6 decimal points).
7. **Label all streets and designate if "public" or "private".**
8. Provide Address/Lot/Area chart showing all assigned addresses, including utility, common areas, detention ponds, and mail kiosks (template below).

ADDRESS CHART

PHASE NO.	LOT	STREET NO.	STREET NAME	ACRES	SQ. FT.

9. Label all addresses. Note: only one address allowed on corner lots, typically based on front yard as determined by zoning/development setback regulations.
10. Designate and uniquely label (CA1, CA2, etc.) all common areas on the plans and any common area utility locations that will need future permits (sprinkler system, electrical, etc.)
11. Provide location and address on the plans of any proposed mail kiosks and also provide the same information in the address chart.
12. Once LDP/FP is approved, provide a digital file or CD of the final drawings in DXF, DGN, or DWG file format in State Plane GA West. The file may be emailed to GIS contact.

5. FINAL PLAT CHECKLIST- Continued

SITE

1. Show Johns Creek tributary buffers, state water buffers, zoning buffers, easements, 100-yr floodplain and other applicable setbacks.
2. Provide bearings and distances on all off road sanitary sewer and permanent stormwater management facilities and drainage easements.
3. Show a 20-foot graded and stabilized vehicular access easement to all detention ponds. A 10-foot graded access easement shall completely encircle the detention pond unless otherwise permitted through the Community Development Department. Use a 30-foot combined easement when combined with a sanitary or drainage easement.
4. **Show 20' landscape strip** and fence around detention ponds.
5. Show and label the stormwater management facility outlet structure on the plan view.
6. Show the Lowest Floor Elevations (L.F.E.) on lots that have flood plain or a detention pond and provide a recorded copy of the Flood Plain Indemnification Agreement. The L.F.E. for flood plain lots shall be a minimum of 3 feet above the 100-year flood elevation; and the L.F.E. for detention pond lots shall also be a minimum of 3 feet above the 100-year High Water (H.W.) elevation. Show the 25-year and 100-year high water elevation and volumes of the detention pond(s) on the plat. Detention Ponds should be labeled as common areas or symbolically referred to as "C.A." **If any common areas are shown on the plat, a Mandatory Homeowner's Association shall be created and the incorporating documents submitted along with the final plat for review and approval prior to submittal to the Secretary of State. Said documents shall be recorded with the Clerk of Superior Court of Fulton County with the Deed Book and Page Number referenced on the plat. All private covenants, if any, shall also be submitted prior to recording and shall, once recorded, be referenced on the plat.**
7. Place Development Holds on appropriate lots as shown below. Include DH-HOLD Block.

DH-HOLDS

PLEASE NOTE THAT A CERTIFICATE OF OCCUPANCY HOLD MAY BE PLACED ON YOUR BUILDING PERMIT TO VERIFY THAT YOU HAVE COMPLIED WITH YOUR SUBMITTED SITE PLAN. A SITE INSPECTION WILL BE REQUIRED.

- DH-A** SITE PLAN IS REQUIRED SHOWING BUILDING AND DRIVEWAY LOCATION WITH DIMENSIONS OF THE LOT. SHOW ALL STRUCTURES, SETBACKS, EASEMENTS, SPECIMEN TREES, BUFFERS, AND PUBLIC INFRASTRUCTURE.
- DH-B** SITE PLAN REQUIRED SHOWING EXISTING AND PROPOSED CONTOUR GRADES, EROSION CONTROL MEASURES, ITEMS IN "A" ABOVE. A REGISTERED, LICENSED PROFESSIONAL ENGINEER, LICENSED LANDSCAPE ARCHITECT OR REGISTERED SURVEYOR MUST SIGN AND SEAL THE PLANS.
- DH-C** SITE PLAN IS REQUIRED SHOWING MINIMUM FINISHED FLOOR ELEVATION, I.R.F. ELEVATION AND CONTOUR LINE, 25 AND 100 YEAR ELEVATIONS OF THE DETENTION FACILITY, TOP OF BANK FOR STREAMS, DRAINAGE DITCH, AND ITEMS FOR DH-A HOLDS AS STATED ABOVE. A FINAL ELEVATION CERTIFICATE MUST BE COMPLETED BY THE PROPERTY OWNER OR REPRESENTATIVE AND SUBMITTED TO THE CITY DEPARTMENT OF COMMUNITY DEVELOPMENT AT THE TIME THE LOWEST FLOOR/FIRST FLOOR (REFERENCE LEVEL) IS ESTABLISHED, PRIOR TO FURTHER CONSTRUCTION OF THE BUILDING.
- DH-D** ONLY THE DIRECTOR OR THE SPECIFIC APPOINTEE REPRESENTING THE DIRECTOR MAY RELEASE THIS TYPE OF HOLD. A DH-D HOLD IS A GENERAL HOLD FOR A SPECIFIC PURPOSE NOT PREVIOUSLY COVERED BY THE PROCEEDING EXPLANATION BELOW.

6. FINAL PLAT RECORDING CHECKLIST

Once all of the review comments are satisfied, the following procedure will be used to record the final plat.

Reviewed By: _____ Phone: _____ Accepted / Denied

1. Provide the following to the City of Johns Creek Plans Coordinator for signature by the Director of Community Development:
 - A. Four (4) copies of the final plat
2. Plans Coordinator will return the following City of Johns Creek approved final plats to the applicant:
 - A. Three (3) copies of the final plat
3. Applicant records the final plat with Fulton County Clerk of Superior Court then submits the following copies to the City of Johns Creek Plans Coordinator for distribution to the Mayor, City Council and Records Manager:
 - A. One (1) full-size copy of the Fulton County approved/recorded final plat

7. ADDITIONAL REQUIRED DOCUMENTS CHECKLIST

The following required documents must be provided before approval and recording of the final plat. Instructions and templates for some of the following documents are on pages 19 - 47.

Reviewed By: _____ Phone: _____ Accepted / Denied

1. Health Department signature block on cover page of final plat: signed & dated
2. Performance Surety Calculation Form <http://www.johnscreekgga.gov/JCGA/Media/PDF-CD/LandDev/surety-performance-calculation.pdf> and Surety <http://www.johnscreekgga.gov/JCGA/Media/PDF-CD/LandDev/surety-performance-bond-template.pdf>
3. Maintenance Surety Calculation Form <http://www.johnscreekgga.gov/JCGA/Media/PDF-CD/LandDev/surety-maintenance-calculation-form.pdf> and Surety <http://www.johnscreekgga.gov/JCGA/Media/PDF-CD/LandDev/surety-maintenance-bond-template.pdf>
4. HOA Articles of Incorporation
5. HOA Declaration of Covenants
6. As-Built Hydrology Study signed and sealed by Engineer
7. Stormwater Facilities Maintenance Agreement: recorded with the Clerk of Superior Court of Fulton County showing the Deed Book and Page Number on the Final Plat. <http://www.johnscreekgga.gov/JCGA/Media/PDF-CD/LandDev/stormwater-facilities-maintenance-agreement.pdf>
8. As-Built Flood Plain Study (if applicable)
9. Provide set of Fulton County approved Sanitary Sewer As-builts plans & profiles
10. Provide set of Fulton County approved Water As-builts plans & profiles

7. ADDITIONAL REQUIRED DOCUMENTS INSTRUCTIONS

Section 8. Maintenance Surety Calculation Form

Use this calculation form to determine the amount of the maintenance surety (Cashier's Check, Letter of Credit, Insurance Bond). Once completed, submit forms to the City of Johns Creek for verification and approval prior to obtaining the official surety. The maintenance period is 24 months from the date of project approval. Following the maintenance period, the City of Johns Creek will conduct a final maintenance inspection.

Section 8. Performance Surety Calculation Form

Use this calculation form to determine the amount of the performance surety (Cashier's Check, Letter of Credit). This surety is required for all infrastructure and landscaping improvements that are yet to be installed per the original land disturbance permit. Once completed, submit forms to the City of Johns Creek for verification and approval prior to obtaining the official surety. Contact the City of Johns Creek for a final inspection once all improvements are installed.

Section 9. Surety Agreements

Once the surety calculation forms are submitted, verified, and approved by the City of Johns Creek, use one or more of the Surety Agreement Sample Forms to serve as a template for the official surety, which must be submitted on company letterhead.

Section 10. As-Built Hydrology Study signed and sealed by Engineer

Provide an As-Built Hydrology Study signed and sealed by Professional Engineer. Study must indicate and state that the stormwater management facility(s) functions as designed per the land disturbance permit and that all stormwater management requirements of the City of Johns Creek have been met.

Section 11. Stormwater Facilities Maintenance Agreement

This agreement, which shall be recorded among the deed records of the Clerk of Superior Court of Fulton County, states that all stormwater facilities will be maintained by the property owner. The following must be submitted and approved by the City of Johns Creek prior to recording:

- *Stormwater Maintenance Agreement* (pgs. 31-33 of this packet) plus **one** of the *signature and notary pages* (pgs. 34-37) depending on what type of ownership (Property Owner Corporation, Partnership, LLC, or Individual or Property Owned Jointly by Several Individuals)
- **Exhibit "A"** – Full Plat and Legal Description (**reduced to 8.5" x 11"**) of **entire property** showing extent of stormwater drainage system, detention facilities, and all pipes, channels, or other conveyances.
- **Exhibit "B"** – A short narrative describing the Maintenance and Inspections Schedule for the stormwater facilities. Include **method and frequency of inspections** (minimum 1/year) and the **person or entity responsible** for performing the inspections. Inspections shall be recorded on the *BMP Facility Operation and Maintenance Inspection Report for Pond Facilities* document (**Exhibit "D"**).
- **Exhibit "C"** – *Permanent Water Quality BMP and Access Easement Agreement* (pg. 38) plus **one** of the *signature and notary pages* (pgs. 39-42) depending on what type of ownership (Property Owner Corporation, Partnership, LLC, or Individual or Property Owned Jointly by Several Individuals)
- **Exhibit "1"** (from Exhibit "C") – Plat and Legal Description (**reduced to 8.5" x 11"**) of **Access Easement** referenced in *Permanent Water Quality BMP and Access Easement Agreement*.
- **Exhibit "D"** - *BMP Facility Operation and Maintenance Inspection Report for Pond Facilities*. This document must be included in the Stormwater Facilities Maintenance Agreement and recorded. Use this inspection form to conduct facility inspections and submit completed reports to the City of Johns Creek.