



**CITY OF SUGAR HILL
CHECKLIST FOR
EXEMPTION PLATS**

Submittal Review #:
Submittal Date:
Reviewer:

PROJECT NAME: _____

PROJECT LOCATION: _____

TAX PARCEL #(s): _____

OK Revision Required N/A Not Applicable N/R Not Required ? Additional Information Required

ALL FINAL PLATS MUST INCLUDE:

Reviews

3rd	2nd	1st
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1

A. The Final Plat shall be **clearly** and legibly drawn in black ink on tracing cloth or other permanent reproducible material. The scale of the Final Plat shall be 100 feet to one inch (1" equals 100') or larger. Sheet size shall not exceed 42 inches by 30 inches. (Any sheet that is larger than 17 inches by 22 inches must be photographically reduced to no more than 17 inches by 22 inches in order to be recorded with the Clerk of the Superior Court, Gwinnett County.)

B. The Final Plat shall be submitted in an electronic copy to the Department of Planning and Development. Bounding coordinates for parcel to be subdivided shall be submitted in an Excel Spreadsheet. Electronic drawings shall be compatible with ESRI ArcGIS, AutoCAD 2000; in digital format as *.dxf, *.dwg, *.dgn or *.shp; prepared in North American Datum 1983 State Plane West and adjusted for Gwinnett County coordinates.

1. Detention ponds are to be shown on a separate layer named 'Det'.
2. Structures such as catch basins, drop inlets and yard inlets are to be shown on a separate layer named 'Inlet'.
3. Storm water pipes are to be shown on a separate layer named 'Pipe'.
4. Junction boxes are to be shown on a separate layer named 'Jnct'.
5. Structures such as headwalls and pipe outfalls are to be shown on a separate layer named 'Outlet'.
6. Parcel lines are to be shown as closed polygons on separate layer named 'PL'.
8. Gas utility lines are to be shown on separate layer named 'Gas' with annotation for pipe size and material.

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C. Development Regulations 11.5.3 Required Record drawings

1. Storm water systems, storm water management facilities, drainage improvements, systems, pipes and channels. Provide stormwater maintenance agreement for shared detention pond.
2. Bridges and culverts.
3. Sanitary sewer systems. (in accordance with the requirements of the Gwinnett County Department of Water Resources).
4. Water system. (in accordance with the requirements of the Gwinnett County Department of Water Resources).
5. Streets. Street centerlines showing angles of deflection and standard curve data. Also indicate pavement width and pavement structure (individual thickness of wearing course, binder course, base and/or sub-base).
6. Curbs and gutter, sidewalks, multi-purpose trails, bicycle facilities, and recreation improvements on property dedicated to the public.
7. Signage in public right-of-way
9. Modifications to the 100 year floodplain (if any).
10. Any other improvements subject to maintenance, supervision, or dedication by/to the city.



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Reviews

3rd	2nd	1st	2 GENERAL:
			A. The Final Plat shall be based on a certified boundary survey delineating the entirety of the property contained within the Final Plat, and tied to a point of reference (tie point) with the same degree of accuracy as the boundary survey itself. The survey shall have an accuracy of no less than 1 in 10,000, and shall meet all requirements of Georgia Law regarding the recording of maps and plats.
			B. The Final Plat shall substantially conform to the Preliminary Plat and it may constitute only that portion of the approved Preliminary Plat which the subdivider proposes to record at any one time, provided that such portion conforms to the requirements of these regulations, and said portion is not inconsistent with the public health, safety, or welfare. Any substantial deviation from the Preliminary Plat shall require revision and re-approval of the Preliminary Plat.
			C. Name of the subdivision, unit number, Land District, and Land Lot number.
			D. Name, address, and telephone number of owner of record, and the subdivider (if not the owner).
			E. Name, address, and telephone number of each professional firm associated with the portion of the subdivision within the Final Plat (engineer, surveyor, landscape architect, etc.).
			F. Date of plat drawing, graphic scale, north point; notation as to the reference of bearings to magnetic, true north or grid north, and indication whether bearings shown are calculated from angles turned.
			G. Location sketch of tract showing major surrounding features.
			H. Name of former subdivision, if any or all of the Final Plat has been previously recorded.
			I. Case number and date of approval for any applicable rezoning, Special Use Permit, Variance or Waiver affecting the property.
			J. Location and dimension of any buffer, landscape strip, special setback, no-access easement, etc., required by the Zoning Ordinance or these Regulations.
			K. Boundary lines of the tract, to be indicated by a heavy line, giving distances to the nearest one-hundredth foot and bearings to the nearest second. Bearing and distance to designated tie point shall be shown. The Plat shall have a closure precision of 1 foot in no less than 10,000 feet.
			L. Municipal or County jurisdictional lines approximately tied to the lines of the subdivision by distance and angles when such lines traverse or adjoin the subdivision; land lot lines traversing or adjoining the subdivision shall also be indicated.
			M. Locations, widths, and names of all streets and alleys within and immediately adjoining the plat, the location and widths of all internal public crosswalks, and all other public rights-of-way.
			N. Street center lines showing angles of deflection and standard curve data including radii, length of arcs and tangents between curves, point of curvature (P.C.) and point of tangency (P.T.).
			O. Lot lines with dimensions to the nearest one-tenth of a foot and bearings to the nearest second, and radii of rounded corners, as necessary to delimit each lot.
			P. Building setback lines along streets with dimensions.
			Q. When lots are located on a curve or when side lot lines are at angles other than 90 degrees, the lot width measured in accordance with the provisions of the Zoning.
			R. Lots numbered in numerical order and blocks lettered alphabetically.



			S. Location and size of all drainage pipe, location and extent of detention ponds, the location and size of all public water mains and fire hydrants, and the location, dimensions, and purpose of any easements, including construction or slope easements if required.	
			T. Location of any areas to be reserved, donated, or dedicated to public use with notes stating their purpose and limitations. Location of any areas to be reserved by private deed covenant for common use of all property owners, or dedicated to a homeowner's association.	
			U. A statement of private covenants if any, and they are brief enough to be put directly on the plat. A copy of recorded covenants must be provided to the Planning Department.	

This plat is subject to covenants set forth in the separate documents(s) attached hereto dated _____, which is hereby become a part of this plat, and which were recorded _____ and signed by the Owner.

			V. Accurate location, material, and description of monuments and markers (all monuments shall be in place prior to approval of the Final Plat.)	
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3rd	2nd	1st	3 CERTIFICATES & STATEMENTS:	Corrected on Page #
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			A. All information required under the Georgia Metropolitan River Protection Act for recording of plats, if applicable.	
			B. Extent of the 100-year floodplain and a floodplain chart showing the area within and outside the floodplain for each lot containing any portion of the 100-year floodplain. Origin of the floodplain data shall be indicated.	
			C. Street address numbers and block number designations for street names signs on abutting streets, where appropriate.	
			D. Individual lots shall be designated HLP (House Location Plan), RDP (Residential Drainage Plan) and/or RDS (Residential Drainage Study) if such are required by the City to be approved prior to issuance of a building permit.	
			E. All other notes or notations as may be required by the City.	
			F. For residential subdivisions each of the following statements shall be shown on the final plat and the final plat shall be referenced in the deeds of all the lots:	

Each unit shall have at least a two car garage and be constructed so that the front exterior shall contain at least forty (40%) brick or stone. High grade cedar or fiber cement architectural style shingles, shake siding or lap siding shall be used on the remainder.

No two units next to each other shall have same façade design and/or material.

A mandatory Home Owners Association shall be established to maintain the open spaces, common spaces, any private streets, signs, storm water management areas, and entry areas.

Front, side and rear yards shall be sodded for each unit.

Provide to school authorities detailed information on the impact of the development may have on the school system. Notify the School Board and School Board Planning Staff in writing, the number of units in the development, type of housing, the number of bedrooms per house, and the phasing of the development, prior to issuance of a Development Permit, with a copy to the Director, Department of Planning and Development.

			G. If any lands are shown as the Final Plat for dedication to the City of Sugar Hill other than street rights-of-way or easements, a Warranty Deed transferring title to said land in fee simple, in a form acceptable to the City Manager, shall be submitted with the Final Plat application.	
			H. If any lands are shown on the Final Plat for dedication to a Property Owners Association in order to meet minimum park or open space requirements of these Regulations, a copy of the deed of transfer for such dedication and a copy of the instrument of incorporation of the Property Owners Association shall be submitted with the Final Plat application.	

3 CERTIFICATES & STATEMENTS (CONTINUED):

Corrected on Page #

I. Final surveyor's certificate.

As required by Subsection (D) of O.C.G.A. Section 15-6-67, this plat has been prepared by a Registered Land Surveyor and approved by all applicable local jurisdictions for recording as evidence by approval certificates, signatures, stamps or statements hereon. Such approvals or affirmations should be confirmed with the appropriate governmental bodies by any purchaser or user of this plat as to intended use of any parcel. Furthermore, the undersigned land surveyor certifies that this plat complies with the minimum technical standards for property surveys in Georgia as set forth in the rules and regulations of the Georgia Board of Registration for Professional Engineers and land surveyors and as set forth in O.C.G.A. Section 15-6-7.

FINAL

SURVEYOR'S CERTIFICATE It is hereby certified that this plat is true and correct as to the property lines and all improvements shown thereon, and was prepared from an actual survey of the property made by me or under my supervision; that all monuments shown hereon actually exist, and their location, size, type and material are correctly shown. The field data upon which this plat is based has a closure precision of one foot in _____ feet and an angular error of _____ per angle point, and was adjusted using _____ rule. This plat has been calculated for closure and is found to be accurate within one foot in _____ feet, and contains a total of _____ acres. The equipment used to obtain the linear and angular measurements herein was _____.

By: _____
REGISTERED GEORGIA LAND SURVEYOR

REG. NO _____ DATE OF EXPIRATION _____

J. Owners Acknowledgment and Declaration.

(STATE OF GEORGIA)
(COUNTY OF GWINNETT)

The owner of the land shown on this plat and whose name is subscribed hereto, in person or through a duly authorized agent, acknowledges that this plat was made from an actual survey, and dedicates by this Acknowledgment and Declaration to the use of the public forever all streets, sewer collectors, lift stations, drains, easements, and other public facilities and appurtenances thereon shown.

Signature of Subdivider Date Signed

Printed or Typed Name of Subdivider

Signature of Owner Date Signed

Printed or Typed Name of Owner

2 CERTIFICATES & STATEMENTS (CONTINUED):

Corrected on Page #

K. Exemption Plat approval.

The City Manager of the City of Sugar Hill, Georgia, certifies that this plat complies with the City of Sugar Hill Zoning Ordinance and the City of Sugar Hill Development Regulations, as amended, and has been approved by all other affected City and County Departments, as appropriate. This plat is approved for recording subject to the provisions and requirements of the Development Performance and Maintenance Agreement executed for this project between the Owner and the City of Sugar Hill.

CityManager _____
City of Sugar Hill
APPROVED THIS _____ DAY OF _____

L. Health Department Certification (for Subdivisions Served by Septic Tanks).

The lots shown hereon have been reviewed by the Gwinnett County Health Department and with the exception of lots _____ are approved for development. Each lot is to be reviewed by the Gwinnett County Health Department and approved for septic tank installation prior to the issuance of a building permit.

DATED THIS _____ DAY OF _____, 20__.

BY: _____

TITLE: _____

GWINNETT COUNTY HEALTH DEPARTMENT

M. Public Notice - Drainage. Every Final Plat shall contain the following statement:

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

N. House Location Plans (HLP): On any Final Plat containing a lot for which a House Location Plan approval will first be required prior to issuance of a building permit, the following statement shall be included:

HLP - HOUSE LOCATION PLAN

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

O. Residential Drainage Plan (RDP) or Study (RDS): On any Final Plat containing a lot for which a Residential Drainage Plan (RDP) or Residential Drainage Study (RDS) will first be required prior to issuance of a Building Permit, the following statement shall be included, as applicable:

**RDP – RESIDENTIAL DRAINAGE PLAN
RDS – RESIDENTIAL DRAINAGE STUDY**

A Residential Drainage Plan or Residential Drainage Study must be approved by the City of Sugar Hill prior to issuance of a Building Permit on those lots labeled “RDP” or “RDS”, respectively. Please refer to the Development Regulations and contact the Department of Planning and Development for further information.

3rd	2nd	1st	4 COMMENTS	Corrected on Page #
			A Route Sheet.	
			B Provide a copy of the Recorded Covenants.	
			C Public Streets - provide listing of ALL street names and linear footage for the streets. This can be in a table format. If streets are private, provide a note on cover indicating streets are private.	
			D Other Agreements or Easements (warranty deed, deed of transfer, instrument of incorporation for Property Owners Association).	
			E PDF must be signed.	
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