

## City of Emerson Final Plat Application / Checklist

Project / Development Name: \_\_\_\_\_

Location / Address of Development: \_\_\_\_\_

Land Lot and District: \_\_\_\_\_

Name of Developer: \_\_\_\_\_ Developer Contact Number: \_\_\_\_\_

Developer's Engineer: \_\_\_\_\_ Engineer Contact Number: \_\_\_\_\_

Date of Plan: \_\_\_\_\_ Submittal Date: \_\_\_\_\_ Submittal Number: \_\_\_\_\_  
(if applicable, latest revision date)

Date of Preliminary Plat Approval: \_\_\_\_\_ Date of Construction Plan Approval: \_\_\_\_\_

### A EVALUATION

#	Description	Yes	No	N/A	Comments/ Plan to Resolve
A.	<b>Preliminary Question are</b>				
<i>This section to be completed by the developer</i>					
	Is all street and utility construction complete, inspected and approved?				
	Have all property corner pins been installed?				
	Have as-built drawings been submitted to the City?				
	Have all bonding requirements been submitted to the City? If so, please indicate the amounts below: Maintenance Bond _____ Performance Bond _____				

#	Description	Yes	No	N/A	Comments/ Plan to Resolve
<b>B.</b>	<b>Administrative Staff</b>				
<i>This section to be completed by City of Emerson administrative staff. If any question is answered no the submittal shall not be accepted.</i>					
	Are 8 copies of the plans submitted?				
	Have all fees as outlined below been submitted?				
<b>C.</b>	<b>Engineering Review</b>				
<i>The developer or engineer of the developer shall indicate the page number for each item listed in the left hand column unless the item does not apply directly to the plans submitted. All other columns to be completed by the City of Emerson engineering staff.</i>					
	Sheet size no greater than 18" x 24".				
	Exact boundary lines of the tract by bearings and distances determined by field survey.				
	Field survey error off closure not to exceed one to ten thousand.				
	Equipment used in field survey.				
	Calculated error of closure of plat.				
	Present zoning and zoning of abutting land. Show all zoning stipulations.				
	Exact locations, R/W widths, and names of all streets that immediately adjoin the subdivision.				
	North arrow.				
	Graphic Scale.				
	Name and address of surveyor or surveyor's firm.				

#	Description	Yes	No	N/A	Comments/ Plan to Resolve
	Appropriate data for all streets, lot lines, and centerlines as required by the City and according to the requirements of the State of Georgia for professional surveyors and engineers.				
	General notes on the plat stating total project acreage, total number of lots and lot density, minimum size of lots, minimum lot width and frontage, and required setbacks for present zoning.				
	Lots shall be numbered consecutively; divisions shall be made by units or phases.				
	Each lot's area in square feet or acres.				
	Deed book and page number of protective covenants if any.				
	Required buffers and recreational areas if applicable.				
	Land lot lines accurately tied to the lines of the subdivision by distance and angles when such lines traverse or are reasonably close to the subdivision.				
	All surveys and plats must be prepared by a professional land surveyor registered in Georgia.				
	As-built drawings of all water, sewer, and storm systems submitted with no significant unapproved changes from approved construction plans.				
	Sanitary sewer easements, twenty (20) feet if the project has gravity sewer.				
	Ten (10) feet easements for cross-country water mains.				

#	Description	Yes	No	N/A	Comments/ Plan to Resolve
	For storm drainage easements, 10 feet for piped runoff, 20 feet for ditches, encompassing the detention facility and access, if utilized.				
	Easement statement centers easements on constructed storm sewers.				
	Provide note that drainage easements off the R/W shall be maintained by the property owner.				
	Abutting existing City or County Roads showing existing right-of-way and pavement widths.				
	Location of 100-year floodplain and statement prohibiting house finished floor elevations lower than 2 foot above the floodplain or statement that no part of the property lies within the 100-year floodplain.				
	For lots upstream of culvert road crossings, provide statement that finished floor elevations shall be no less than 2 foot above the low point in the road.				
	Location of dam breach zone and statement prohibiting a house being located within the dam breach zone if an existing or proposed pond or lake is a part of the development.				
	Adequate R/W for existing and new roads.				
	Appropriate curve data for streets.				
	Accurate location, material, and description of all monuments and markers.				
	Show sidewalks on at least one side of street.				

#	Description	Yes	No	N/A	Comments/ Plan to Resolve
	Show the maintenance period and note the date of street dedication to the City				
	All three certificates on the plat				
	AutoCAD file of the final plat.				

## B REVIEW FEES

All plan review fees are to be paid in full at time of submittal. For each re-application the fee is as stated unless the plan has changed substantially or in excess of the original review comments.

<b>Residential Plan Fees</b>	<b>0 – 50 lots</b>	<b>51 – 100 lots</b>	<b>101 – 500 lots</b>	<b>501 or more lots</b>
Final Plat	\$500.00	\$500.00	\$500.00	TBD
Re-Application	\$100.00 per Occurrence	\$100.00 per Occurrence	\$100.00 per Occurrence	TBD
<b>Commercial / Industrial Plan Fees</b>	<b>Up to 6 acres</b>	<b>6.1 – 20.9 acres</b>	<b>21 – 100 acres</b>	<b>101 or more acres</b>
Final Plat	\$500.00	\$500.00	\$500.00	TBD
Re-Application	\$100.00 per Occurrence	\$100.00 per Occurrence	\$100.00 per Occurrence	TBD

Total fees collected this submittal: \$ \_\_\_\_\_ By: \_\_\_\_\_



**D PLANNING AND ZONING COMMISSION REVIEW**

Recommend Approval: Yes (as-presented) \_\_\_\_\_ Yes (with comment) \_\_\_\_\_ No (state reasons) \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Comments:

Comments

**E CITY COUNCIL REVIEW**

Recommend Approval: Yes (as-presented) \_\_\_\_\_ Yes (with comment) \_\_\_\_\_ No (state reasons) \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Comments:

Comments