



SUBDIVISION COMPLETION & FINAL PLAT SUBMITTAL CHECKLIST

SUBDIVISION NAME: _____

COMPLETION REQUIREMENTS PRIOR TO FINAL PLAT CONSIDERATION (These items must be completed prior to Final Plat consideration):

- Street Construction Complete (Excluding final surface, as applicable)
- Street Signs Installed & Approved by Public Works
- Street Lights Installed & Approved by Utilities
- Stormwater Management Facilities Complete
- Water Infrastructure Complete & Approved by Utility Dept.
- Sewer Infrastructure Complete & Approved by Utility Dept.
- Electrical Infrastructure Complete & Approved by Electric/Telecom

FINAL PLAT & SUBMITTAL ITEMS FOR CITY COUNCIL APPROVAL:

(For Bond Documents, Developer's Certification, Dedication of Streets Completion List, Agreements, and Indemnification Letter – Contact the Code Office prior to submittal to obtain forms)

- ☐ Final Plat & Fee
- ☐ Maintenance Bonds (See Article XI of the Development Regulations)
- ☐ Performance Bonds (See Article XI of the Development Regulations)
- ☐ Stormwater As-Built Plans
- ☐ Water & Sewer As-Built Plans
- ☐ Street As-Built Plans
- ☐ Developer's Certification
- ☐ Developer's Indemnification Letter
- ☐ Developer's Performance & Maintenance Agreement
- ☐ Stormwater Management Inspection & Maintenance Agreement
- ☐ Homeowner Association/Covenant Documents
- ☐ All Deeds Required for Dedication and Transfer to HOA

NOTE: Per the procedures outlined in Section 7.4 of the Development Regulations, the Final Plat and application shall be complete in all respects, including submission of all required bonding, declarations, and/or covenants prior to being scheduled for City Council consideration. The Code Enforcement Officer shall have thirty (30) days to review final plat submittals for completeness and accuracy.

Incomplete submittals or submittals requiring correction will be scheduled for the first available City Council meeting no less than thirty (30) days from the date the final plat and submitted documents are considered complete. Developments which have not completed the required infrastructure installations prior to submittal of a final plat will result in extended delays for final plat consideration.

FINAL PLAT SPECIFICATIONS FOR SUBDIVISIONS

7.4 FINAL PLAT SPECIFICATIONS

The Final Plat and application shall be complete in all respects, including submission of all required bonding, declarations, and/or covenants prior to being scheduled for City Council consideration. The Code Enforcement Officer shall have thirty (30) days to review final plat submittals for completeness and accuracy. Incomplete submittals or submittals requiring correction will be scheduled for the first available City Council meeting no less than thirty (30) days from the date the final plat and submitted documents are considered complete.

7.4.1 Scale and Sheet Size:

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 (1") inch (1" =100') or larger. Sheet size shall be no larger than 24" x 36" and no smaller than 11" x 17".

7.4.2 Certified Boundary Survey:

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.

7.4.3 Conformance to Preliminary Plat:

The Final Plat shall substantially conform to the Preliminary Plat and 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.

7.4.4 Required Final Plat Information:

The Final Plat shall contain the following information:

- a) Name of the subdivision, unit number, Land District, and Land Lot number.
- b) Name, address, and telephone number of owner of record and the subdivider (if not the owner).
- c) 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.)
- d) Date of plat drawing, graphic scape, 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.
- e) Location sketch of tract showing major surrounding features.

- f) 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.
- g) Municipal or City jurisdiction 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.
- h) 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.
- i) Street centerlines, showing angles of deflection and standard curve data including radii, length of arcs and tangents between curves, points of curvance (P.C.), and Point of Tangency (P.T.).
- j) Lot lines with dimensions to the nearest one-tenth (1/10) of a foot and bearings to the nearest second, and radii of rounded corners as necessary to delimit each lot.
- k) Minimum building setback lines along streets with dimensions.
- l) Lots in numerical order and blocks lettered alphabetically.
- m) 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.
- n) 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.
- o) A statement of private covenants, if any, brief enough to be put directly on the plat; otherwise, if covenants are separately recorded, a statement as follows:

This plat is subject to the covenants set forth in the separate document(s) attached hereto dated _____ which hereby become a part of this plat and which were recorded and signed by the owner.
- p) Accurate location, material, and the description of monuments and markers in place prior to approval of the Final Plat.
- q) Extent of the 100-year floodplain and the origin of the 100-year data shall be indicated.
- r) Street address numbers for each lot.
- s) The following drainage notice:

NOTE: The City of Monroe 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.

t) OWNERS CERTIFICATE AND DECLARATION (text follows):

STATE OF GEORGIA
THE CITY OF MONROE

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 to the use of the public forever all streets, drains, easements and other public facilities and appurtenances thereon shown for the purposes therein expressed.

Dated this _____ day of _____, 20____

By: _____, Owner

u) SURVEYOR'S CERTIFICATION (text follows):

It is hereby certified that this plat is true and correct as to the property lines and all improvement 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 or _____ per angle point, adjusted using rule. This plat has been calculated for closure and is found to be accurate within one foot in feet, and contains total of _____ acres. The equipment used to obtain the linear and angular measurements herein was _____.

By: _____

Date: _____

Registered Georgia Land Surveyor

Reg. No: _____ Date of Expiration _____

v) CERTIFICATE OF APPROVAL BY THE Code Enforcement Office (text follows):

The Code Enforcement Officer certifies that this plat complies with the Zoning Ordinance and Development Regulations of the City of Monroe and has been approved by all other affected City Departments, as appropriate. This plat is approved, subject to the provisions and requirements of the Performance and Maintenance Surety Agreement executed for this project between the owner and the City of Monroe.

By: _____

Date: _____

Code Enforcement Officer: _____

w) CERTIFICATE OF APPROVAL BY MONROE UTILITY DEPARTMENT (text follows):

The lots shown hereon and plans for water and sewage collection and disposal have been reviewed and approved by the City of Monroe Water & Gas Department, and are approved for development.

Dated this ____ day of _____, 20__

By: _____

Title: _____

x) CERTIFICATE OF APPROVAL BY MAYOR AND COUNCIL (text follows):

The City of Monroe Mayor and City Council hereby accept on behalf of the City of Monroe the dedication of all public streets, rights of way, easements and other public facilities and appurtenances shown thereon. This plat is approved subject to the provisions and requirements of the Performance and Maintenance Surety Agreement executed for this project between the owner and the City of Monroe.

Dated this ____ day of _____, 20__

By: _____, Mayor

The City of Monroe Mayor and City Council

Attest: _____

City Clerk, City of Monroe

7.4.5 Warranty Deed Required for Other Dedications:

If any lands are shown on the Final Plat for dedication to the City of Monroe other than street rights of way or easements, a Warranty Deed transferring title to said land in fee simple shall be submitted with the Final Plat application.

7.4.6 Deed of Transfer Required for Dedications to Property Owner's Association:

If any lands are shown on the Final Plat for dedication to a Property Owners Association, 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.