



## PLAT CHECKLIST

P.O. Box 300 700 Hwy 293 Emerson, GA 30137  
Phone (770) 382-9819

This application must be completed and accompany each plat submitted for review.

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

Address (Location) of Development: \_\_\_\_\_

Parcel ID # \_\_\_\_\_ Date of Application: \_\_\_\_\_

### APPLICANT

Applicant: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone #: \_\_\_\_\_ Email: \_\_\_\_\_

### DESIGN PROFESSIONAL

Organization / Firm: \_\_\_\_\_

Design Professional: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone #: \_\_\_\_\_ Email: \_\_\_\_\_

Contact: \_\_\_\_\_ Professional #: \_\_\_\_\_

### OWNER

Owner: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone #: \_\_\_\_\_ Email: \_\_\_\_\_

Review fees are due with each submission. See plan review fee schedule at  
[www.cityofemerson.org/documents](http://www.cityofemerson.org/documents) for review fees.

	Description	Pass	Fail	N/A	Comments
1	Is all street and utility construction complete, inspected and approved?				
2	Have all property corner pins been installed?				
3	For new construction projects have as-built drawings been submitted to the City?				
4	Provide a PDF copy of the plat				
5	Have all bonding requirements been submitted to the City? If so, please indicate the amounts below:				
6	Have three full size copies been provided?				
7	Have all fees as outlined below been submitted?				
8	Date of plat preparation				
9	Date of field survey				
10	Box not less than three inches square in the upper left-hand corner which shall be reserved for the clerk to append filing information.				
11	Exact boundary lines of the tract by bearings and distances determined by field survey.				
12	County and Municipality where property lies on plat				
13	Name of property owner or owners of the subject property as stated on the most current or applicable title instrument				
14	Is the type of plat listed				

	Description	Pass	Fail	N/A	Comments
15	Name of subdivision if property lies within a named subdivision or if the plat is creating a new subdivision				
16	Name of condominium if the property is within a condominium development				
17	Field survey error off closure not to exceed one to ten thousand.				
18	Equipment used in field survey.				
19	Calculated error of closure of plat.				
20	Present zoning and zoning of abutting land. Show all zoning stipulations.				
21	Exact locations, R/W widths, and names of all streets that immediately adjoin the subdivision.				
22	North arrow				
23	Scale, stated and shown graphically				
24	The name, address and telephone number of the land surveyor who prepared and sealed the plat				
25	The registration number of the land surveyor				
26	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.				
27	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.				
28	Lots shall be numbered consecutively; divisions shall be made by units or phases.				

	Description	Pass	Fail	N/A	Comments
29	All pages are numbered with total number of pages on each sheet.				
30	Each lot's area in square feet or acres.				
31	Deed book and page number of protective covenants if any.				
32	Required buffers and recreational areas if applicable.				
33	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.				
34	All surveys and plats must be prepared by a professional land surveyor registered in Georgia.				
35	As-built drawings of all water, sewer, and storm systems submitted with no significant unapproved changes from approved construction plans.				
36	Sanitary sewer easements, twenty (20) feet if the project has gravity sewer.				
37	Ten (10) feet easements for cross-country water mains.				
38	For storm drainage easements, 10 feet for piped runoff, 20 feet for ditches, encompassing the detention facility and access, if utilized.				
39	Easement statement centers easements on constructed storm sewers.				
40	Provide note that drainage easements off the R/W shall be maintained by the property owner.				
41	Abutting existing City or County Roads showing existing right-of-way and pavement widths.				

	Description	Pass	Fail	N/A	Comments
42	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.				
43	For lots upstream of culvert road crossings, provide a statement that finished floor elevations shall be no less than 2 foot above the low point in the road.				
44	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.				
45	Adequate R/W for existing and new roads.				
46	Appropriate curve data for streets.				
47	Accurate location, material, and description of all monuments and markers.				
48	Show all sidewalks				
49	Show the maintenance period and note the date of street dedication to the City				
50	Note any streets that are private				
51	All three certificates included on the plat? (Owner, Planning Commission, Mayor and Council)				
52	AutoCAD file of the final plat.				
53	Surveyor certification as required by OCGA 15-6-67				