

Athens-Clarke County
Planning and Zoning
Final Plat Review Checklist



| Final Plat | OK | Absent |
|---|-----------|---------------|
| 1) Include the Point of Beginning (POB) on the plat. | | |
| 2) Show all lots being affected by a property boundary change and include the metes and bounds. | | |
| 3) Include the addresses and tract numbers of all lots being affected by a property boundary change. | | |
| 4) List correct zoning for all affected parcels and the associated setbacks on the plat map. | | |
| 5) Provide information on any existing structures and whether they will remain, be demolished or relocated. | | |
| 6) The date, scale, and legend. | | |
| 7) All distances shall be shown to the nearest 1/100 of a foot. | | |
| 8) Name and address of the owner, subdivider, and surveyor. | | |
| 9) The individual lot lines of each parcel that is to be created for separate ownership. | | |
| 10) Tax parcel identification number of subject properties. | | |
| 11) Relevant certification statements. | | |
| 12) Lines with dimensions, bearings or deflection angles, radii, arcs, points of curvature and tangent bearings for tract, lot, and boundaries and street bearings. An arrow shall be shown to indicate the principal meridian, and a notation shall be made as to the reference of bearings to magnetic north, astronomic north, or grid north. A grid north reference shall indicate the zone. | | |
| 13) Lot numbers beginning with the number "1" and continuing consecutively without omission or duplication throughout each block of the subdivision. | | |
| 14) Block letters beginning with the letter "A" and continuing consecutively without omission or duplication throughout the subdivision. The letters shall be solid, of sufficient size and thickness to stand out and so placed as not to obliterate any figure. Block letters for lots that are part of additions to or in later phases of a subdivision of the same name shall be a continuation of the lettering in the original subdivision. | | |
| 15) Reference points of existing surveys identified, related to the plat by distances and bearings, and referenced to a field book or map as follows: | | |
| 16) Stakes, monuments, or other evidence found on the ground and used to determine the boundaries of the subdivision. | | |
| 17) Adjoining corners of adjoining subdivisions. | | |
| 18) Other monuments found or established in making the survey of the subdivision or required to be installed by provisions of this title. | | |
| 19) Legal description of the tract boundaries. | | |
| 20) Common open areas and spaces, and the particular uses intended for them. | | |
| 21) The location, layout, and servicing of all off-street parking spaces. | | |

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| 22) Location of all thoroughfares and walks, their widths and nature of their improvements, and whether they are to be public or private. | | |
| 23) Areas proposed to be conveyed, dedicated, reserved or used for parks, scenic ways, open space, playgrounds, schools or public buildings. | | |
| 24) The width of the portion of streets being dedicated, and the width of any existing right-of-way and the width on each side of the centerline. | | |
| 25) For streets on curvature, curve data shall be provided based on road right-of-way line. | | |
| 26) Easements denoted by fine dotted lines, clearly identified and, if already of record, its recorded reference; if an easement is not definitively established, a statement of the easement, the width of the easement, its length and bearing and sufficient ties to locate the easement with respect to the subdivision must be shown; if the easement is being dedicated by the map, it shall be properly referenced in the owner's certificate of dedication. | | |
| 27) Land parcels to be dedicated for any purpose, public or private, to be distinguished from lots intended for sale. | | |
| 28) Building envelope lines and the height restrictions, if any. The setback lines, if any, are to be made a part of the subdivision restrictions. | | |
| 29) All environmental areas, including FEMA flood hazard areas, state and county waterways, must be shown on plat. | | |
| 30) The coordinates of the boundary of the subdivision and show the error of closure, if applicable. | | |
| 31) The computation of all distances, angles, and courses shown on the final map. | | |
| 32) Discovery of error and omissions. When an error is discovered on a recorded survey, the surveyor shall make corrections and re-submit the corrected plat. | | |
| 33) Any landmark trees designated under the procedures of Section 8-7-8 and any existing Athens Clarke County trees as defined in Section 8-7-14. | | |

*If the plat features 5 or more new lots, make sure a preliminary plat has been filed and approved first. A final plat may not be filed until any zone change necessary for the development has been adopted. A staff permit procedure, as defined in this title, shall be used for approval of final plats.

The final plat may be filed in phases as approved on the preliminary plat. No ditto marks shall be used.

¹The above is not an all-inclusive list; all applicable zoning codes, general regulations, lighting standards, site design standards and parking standards can be found in Athens-Clarke County's Code of Ordinances.