

## **City of Lilburn Preliminary (P) and Final Plat (F) Checklist**

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**See also Development Regulations: Sec.10.2.–Subdivision Development Plans, 10.4.-HLP and 10.5 RDP Specifications –**

**Submit complete Plat Application Form, Plat Review Fee, two (2) printed bound sets at scale 1"=100' or larger (max. sheet size 24X36 inches), and Plans in pdf format**

**Submit 1 copy of Storm Water Maintenance Agreement (following stormwater as-built approval by City)**

**Submit proof of water and sewer as-built submittal (and approval by Gwinnett County if final plat), and FEMA approved LOMR (if applicable)**

### 1. Drawing the Plat -Add

- Project Name, approved use/type, Name of Subdivision, include former name under which Concept or Preliminary Plat was approved or reviewed
- Location map of tract and major surrounding features
- Graphic scale and north arrow on each graphic page
- Land district, land lot, and tax parcel for each tract/lot illustrated to be subdivided, and/or recorded. Note parent parcel number(s) if recombination and Unit/Phase numbers
- Name, address, telephone and email of owner(s) of record and Subdivider (if not owner)
- Name, address, telephone of each professional firm associated (surveyor, engineer, landscape architect, etc.)
- Date of drawing, revision dates (if applicable)
- Zoning District, Overlay District, Zoning (RZ, SUP or CIC) and Variance (LV, AV) case number(s) and conditions
- Adjacent property lines and zoning districts
- Street Name(s) (interior and adjacent to subdivision, label existing or proposed, public or private)
- Numbered lots and proposed street numbers (parcel numbers and street address numbers if Final Plat)
- Seal of authorized registered professional
- Standard Notes: Floodplain\_\_ Wetlands\_\_, State Waters Buffers\_\_, Storm Water management\_\_, and clearly illustrate and label all areas that apply
- Standard Drainage Note
- Pipe Chart (As-Built Conditions)
- For EACH LOT
- Location and dimensions per Zoning/DR of required:
  - ┆ Buffers (zoning, state waters/environmental, etc.)
  - ┆ Landscape strips
  - ┆ Building and Special setbacks
  - ┆ All Easements (no-access easement, utility easements, drainage and other easements)
- Survey -Boundary lines of the tract(s), heavy line, distances to nearest one-hundredth foot and bearings to the nearest second, to designated tie point. Plat closure precision of one foot in 10,000 feet. Tracts labeled numerically 1, 2, 3...as proposed per phase (numbers may not be duplicates).
- Municipal or County jurisdictional lines tied to lines of subdivision by distance and angles when such lines traverse or adjoin subdivision, and land lot lines traversing or adjoining the subdivision

Proposed (Preliminary) or As-Built (Final) as applicable

- Streets -locations, names, widths of streets and alleys within and adjoining plat, note existing or proposed and public or private
  - ┆ Widths of each internal private access easements or proposed public rights-of-way; width of pavement (boc) and pavement type
  - ┆ Add proposed/existing crosswalk, street traffic signs and street light pole locations
  - ┆ All street centerlines showing angles of deflection and curve data including radii, length of arcs and tangents between curves, point of curvature (P.C.) and point of tangency (P.T.).
  - ┆ Provide a chart that notes length(s). Use centerline to centerline for intersecting streets.
- Lots/Blocks – lot lines/curves 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 or tract.
  - ┆ Building setback lines/dimensions.
  - ┆ 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 Resolution may be required to be shown, if deemed necessary by the Department for clarity.
  - ┆ Lots numbered in order and blocks lettered alphabetically.
- Utilities: Location and size of all drainage pipe, detention ponds, public water mains and fire hydrants, and the location, dimensions, and purpose of any easements, including construction or slope, public or private

and maintenance responsibilities (if private, developer/HOA responsible).

- ┆ Provide 25-year pipe chart for storm
- Label and graphically illustrate location of any areas to be reserved, donated, or dedicated to public use - note purpose and limitations.
- Label and delineate any areas to be reserved by private deed covenant for common use of all property owners or dedicated to a homeowner's association- note maintenance responsibilities.
- Private covenants on the plat; otherwise, a statement:  
**"This plat is subject to the covenants set forth in the separate document(s) attached hereto dated \_\_\_\_\_ / \_\_\_\_\_ / 20\_\_\_\_\_, which hereby become a part of this plat, and which were signed by the owner and recorded \_\_\_\_\_ / \_\_\_\_\_ / 20\_\_\_\_\_."**
- Accurate location, material, and description of monuments and markers.
- Origin of floodplain data and extent of 100-year floodplain if applicable. Provide a chart showing area within and outside floodplain for each lot containing any portion of 100-year floodplain. Elevation certificates shall be provided per code.
- Street address numbers and block number designations, and street name and directional signs. Townhomes and multifamily shall include building and unit numbers.
- Individual lots designated HLP (House Location Plan), or RDP (Residential Drainage Plan) or RDS (Residential Drainage Study) as required by the Department to be approved prior to issuance of a building permit (RDP typical for lots with steep slopes, drainage easements, BMP's or buffers).
- Final Plat shall include standard drainage note:  
**Drainage Note: City of Lilburn/ Gwinnett County assumes no responsibility for overflow or erosion of natural or artificial drains beyond the extent of the public street right-of-way, or for the extension of culverts beyond the point shown on the approved and recorded subdivision plat.**

Other notes or notations as may be required by the Department or the Georgia Law/Plat Act (O.C.G.A. Section 15-6-67, Subsection c) regarding the recording of maps and plats.

- ┆ 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 (no less than one in 10,000).
- ┆ Final Plat shall 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 Preliminary Plat shall require revision and preapproval of Preliminary Plat.
- ┆ If any lands are shown for dedication to Gwinnett County or City of Lilburn other than street rights-of-way or easements, a Warranty Deed transferring title to said land in fee simple, shall be submitted.
- ┆ Provide a copy of the deed of transfer for dedication to and a copy of the instrument of incorporation of the Property Owners Association prior to Final Plat.
- ┆ Final Plat shall carry complete certificates/statements: **Current Plat Act verbiage supersedes text provided below.**

**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 \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_**

**Owners Acknowledgment and Declaration:**

**STATE OF GEORGIA, CITY OF LILBURN**

**The owner of the land shown on this plat and whose name is subscribed thereto, in person or through a duly authorized agent, acknowledges that this plat was made from an actual survey, and dedicates by**

**this Acknowledgement and Declaration to the use of the public forever all public streets, sewer collectors, lift stations, drains, easements, and other public facilities and appurtenances thereon shown.**

<b>SIGNATURE OF SUBDIVIDER/IF NOT OWNER</b>	<b>DATE SIGNED</b>
<b>NAME OF SUBDIVIDER/IF NOT OWNER (print)</b>	
<b>SIGNATURE OF OWNER</b>	<b>DATE SIGNED</b>
<b>NAME OF OWNER (print)</b>	

**Certificate of private street:**  
State of Georgia, City of Lilburn

The owner or owners of the properties shown on this plat will be responsible for the maintenance of all private access easements including all elements of private streets contained within this subdivision, and furthermore the subdivider will demonstrate to the City that all deeds and deed covenants for the property within this subdivision shall contain full and complete notice to all future property owners that they will be responsible for the maintenance of all elements associated with the private streets.

Owner' Signature \_\_\_\_\_ Date \_\_\_\_\_

Title \_\_\_\_\_

Construction Debris: I \_\_\_\_\_ the developer, certify that there is no construction or other trash or debris buried on site, and the required dumpsters used during construction have been removed.

BY: \_\_\_\_\_

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

TITLE: \_\_\_\_\_

**Final Plat Approval:**

The Director of Planning or designee certifies that this plat complies with the City of Lilburn Zoning Resolution, and the City of Lilburn Development Regulations, and that it has been approved by all other operational city departments, as appropriate. This plat is approved, subject to the provisions and requirements of the Development Performance and Maintenance Agreement executed for this project between the Owner and the City of Lilburn and subject to final acceptance of public rights-of-way by City Council.

DATED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20

**DIRECTOR OF PLANNING**

Plat of Residential or Mixed Use (R-1, R-2, MU) subdivision proposing single-family houses on fee-simple ownership lots (i.e. townhomes) shall contain the following statement:

**Fee-Simple Layout Plan.**

**Note:** Lot layout required on each lot to be approved by the Department prior to a building permit being issued. This lot layout plan must be drawn by a Registered Land Surveyor, architect, or other professional, or may be drawn by the builder on a certified boundary survey of the lot. It must show all proposed improvements and easements on the lot and must also show the same information on all adjoining lots. It will be the builder's responsibility to ensure that the house is staked out on the site to match the approved lot layout plan. Prior to a Certificate of Occupancy being issued, a record drawing prepared by a Registered Land Surveyor and meeting the above requirements must be submitted for approval.

**House Location Plan (HLP).** Each lot shall be labeled HLP.

**HLP - HOUSE LOCATION PLAN**

**A House Location Plan shall be required to be approved by the City of Lilburn 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. Refer to Development Regulations or contact the Department of Planning for details.**

**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 Lilburn Department of Planning prior to issuance of a Building Permit on those lots labeled "RDP" or "RDS", respectively. Refer to the City of Lilburn Development Regulations and contact the Department of Planning for details.**

**Minor Subdivision Exemption Plat Notes:**

Each lot shall be labeled HLP/RDP. A House Location Plan shall be required prior to issuance of a building permit for each lot.

As may be applicable:

**Drainage/Erosion Control/Stormwater Notes:** Each lot shall require a Residential Drainage Plan (RDP) prepared by a Registered Land Surveyor, Professional Engineer, or Registered Landscape Architect, in accordance with DR Code Sec. 9.2 and 10.5, and approved by Lilburn Department of Planning prior to issuance of a Building Permit.

The owner of record, and all successors in interest specifically releases the City of Lilburn from any and all liability and responsibility for flooding, claims of injury or damage brought by downstream property owners resulting from stormwater discharges associated with these lots.

**Sewer/Septic Notes:**

**All buildable lot(s) must be served by on-site septic system approved by Gwinnett County Department of Environmental Health or Gwinnett County Sanitary Sewer.**

Subdivisions Served by Septic:

**Each lot is to be reviewed by the Gwinnett County Health Department and plans shall be stamped/approved for septic tank installation prior to the issuance of a building permit.**

Subdivisions Served by sanitary sewer

**Proof of sewer capacity letter and tap fees paid to Gwinnett County shall be provided to City of Lilburn prior to issuance of a building permit, and proof of sewer inspection passed by GC shall be provided prior to request for CO.**