



FINAL PLAT APPLICATION



Peachtree City
Planning & Development
153 Willowbend Road
Peachtree City, Georgia 30269



SUBDIVISION PROCESS FLOW CHART

153 Willowbend Rd, Peachtree City, GA 30269
770-487-5731
WWW.PEACHTREE-CITY.ORG

Conceptual Plat

- Required for all subdivisions
- Submit Conceptual Plat Application to Planning Department. Pay fees to begin review
- Staff review, then scheduled for next available Planning Commission meeting
- Must be approved by Planning Commission

Preliminary Plat

- Conceptual Plat approval required before this step
- Submit Preliminary Plat Application to Planning Department. Pay fees to begin review
- Review takes about 2 weeks- clock restarts with every resubmittal

Construction Plans

- Preliminary Plat approval required before this step
- Submit Construction Plans Application to Planning Department. Pay fees to begin review
- Review takes about 2 weeks- clock restarts with every resubmittal

Land Disturbance Permit

- Erosion Control in place and inspection passed
- Issued after Construction Plans approved
- Application and fees paid
- Pre-Con meeting scheduled

Final Plat



- Install infrastructure (roads, sewer, water, stormwater, etc.)
- Schedule field inspection with Engineering Department to begin
- After inspections passed, submit As-builts, revised hydrology, storm system videos, testing reports, maintenance bonds, warranty deed, title certificate, and lien release
- Once approved, file with County Superior Court and return stamped version to City

Building Permits

- Submit permit application to Building Department after final plat approved
- Permit and Plan review fees paid. Impact fees paid for new dwellings
- Erosion control plan for all permits within 200 feet of State Waters, and as required
- Inspections as required

Final C.O.

- Foundation survey required for all new single-family residential lots
- Landscape inspections passed
- Final inspections from Building and Fire (if required)



**FINAL PLAT
APPLICATION &
PROJECT DATA SHEET**
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Fee: \$300+\$5/lot
Receipt # _____
Date Filed ____ / ____ / ____
Plan Review# _____
<i>Office Use Only</i>

Name of Subdivision: _____

PRE-SUBMITTAL REQUIREMENTS:

The following items are required to be installed and completed prior to submittal of a final plat application to the City:

		YES	NO
A	Storm drainage facilities	<input type="checkbox"/>	<input type="checkbox"/>
B	Structural stormwater management facilities.	<input type="checkbox"/>	<input type="checkbox"/>
C	Curb and gutter.	<input type="checkbox"/>	<input type="checkbox"/>
D	Granular base, base asphalt, and asphalt topping of all streets.	<input type="checkbox"/>	<input type="checkbox"/>
E	Water lines and fire hydrants.	<input type="checkbox"/>	<input type="checkbox"/>
F	Sanitary sewer lines and manholes.	<input type="checkbox"/>	<input type="checkbox"/>
G	Traffic control devices and pavement markings.	<input type="checkbox"/>	<input type="checkbox"/>
H	Soil erosion control measures.	<input type="checkbox"/>	<input type="checkbox"/>
I	Pin marker locations.	<input type="checkbox"/>	<input type="checkbox"/>
J	Underground utilities, including gas, electric, etc.	<input type="checkbox"/>	<input type="checkbox"/>
K	Multi-use path connections.	<input type="checkbox"/>	<input type="checkbox"/>
L	Landscaping and street lighting.	<input type="checkbox"/>	<input type="checkbox"/>

Please make sure all items above are reviewed, otherwise there may be delays in review.

SUBMITTAL REQUIREMENTS:

The following items are intended to help guide applicant in what to include with a submittal.

		YES	NO
1	Appropriate fee attached? If NO – Explain:	<input type="checkbox"/>	<input type="checkbox"/>
2	As-built drawings, reports, and certifications in accordance with the City's as-built drawing policy on file with the City Engineer.	<input type="checkbox"/>	<input type="checkbox"/>
3	For all residential subdivision, a complete video inspection of the storm drain system must be submitted with the as-built drawings.	<input type="checkbox"/>	<input type="checkbox"/>
4	Proof of payment for all streetlights. This letter shall be on letterhead of the utility company providing streetlights for this subdivision.	<input type="checkbox"/>	<input type="checkbox"/>
5	Warranty Deed describing all street rights-of-way, greenbelts, utility easements, multi-use path easements, and other property to be dedicated to the City for maintenance; provided that any such conveyance is subject to acceptance by the City Council. No drainage ditches or other open drainage ways shall be described in the conveyance or accepted by the City unless specifically allowed under Section 1006 of Article X of the Land Development Ordinance.	<input type="checkbox"/>	<input type="checkbox"/>



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6	A title certificate in favor of the City from an attorney licensed to practice in the State of Georgia dated the date of the deed identifying that the owner/subdivider of the property owns the property to be dedicated and identifying all liens, mortgages, security deeds, and mechanics or material person's liens affecting the property to be dedicated.	<input type="checkbox"/>	<input type="checkbox"/>
7	Any lien releases, or releases of quitclaim deeds necessary to release the dedicated areas from the liens identified in the attorney's title certificate.	<input type="checkbox"/>	<input type="checkbox"/>
8	If approved by the Planning & Development Director prior to submittal of the final plat, a performance bond equal to 110% of the cost of construction, redeemable at a local bank in the metro Atlanta region, to guarantee the installation of any infrastructure not installed at the time of the final plat request. See ordinance for what is allowed to be bonded.	<input type="checkbox"/>	<input type="checkbox"/>
9	A maintenance bond equal to 50% of the cost of construction, redeemable at a local bank in the metro Atlanta region to assure the structural durability, stability and integrity of the associated improvements pursuant to the requirements of this ordinance.	<input type="checkbox"/>	<input type="checkbox"/>
10	Documentation from an engineering testing firm acceptable to the City Engineer, certifying that all sub-grade conditions, construction and materials meet the city's standards. Said certification shall be based on the level of testing specified by the City Engineer.	<input type="checkbox"/>	<input type="checkbox"/>
11	DOT approval if on a State Route	<input type="checkbox"/>	<input type="checkbox"/>
12	Are both the Engineering Final Plat Checklist and the Planning Final Plat Design Checklist filled out and attached? If NO – Explain:	<input type="checkbox"/>	<input type="checkbox"/>
13	Final Plat and application submitted in electronic .pdf form and CAD or GIS-compatible form on CD, flash drive, or via email or electronic file transfer program?	<input type="checkbox"/>	<input type="checkbox"/>

***Please make sure all items above are completed and included with your submission.
Incomplete submissions will result in delays.***

Post Plat Review Process:





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Fee: \$300+\$5/lot

Receipt # _____

Date Filed ____ / ____ / ____

Plan Review# _____

Office Use Only

SITE LOCATION	Name of Project: _____ Address: _____ _____ Parcel #(s): _____	SITE INFORMATION	Zoning _____ Property Size: _____ _____ <div style="display: flex; justify-content: space-around; font-size: small;"> Square Feet Acres </div> Number of proposed lots: _____
PRIMARY POINT OF CONTACT	Name _____ Address _____ City, State, Zip _____ Phone # _____ Email _____	OWNER	Name _____ Address _____ City, State, Zip _____ Phone # _____ Email _____
DEVELOPER	Name _____ Address _____ City, State, Zip _____ Phone # _____ Email _____	ENGINEER	Name _____ Address _____ City, State, Zip _____ Phone # _____ Email _____

UTILITIES	Water: <input type="checkbox"/> Public <input type="checkbox"/> Private well Sewer: <input type="checkbox"/> Public <input type="checkbox"/> Private septic Electric: <input type="checkbox"/> Underground <input type="checkbox"/> Will be overhead (only permitted on certain properties in the City) Other: _____
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PROJECT DESCRIPTION	
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With the signing and submittal of this application, the property owner authorizes the Peachtree City Staff to enter onto the subject property to collect data and other information in order to accurately prepare reports or other documentation for review by the Planning Commission and City Council. By signing below, I hereby certify that the above listed information and the accompanying materials as requested are accurate.

Applicant Signature: _____ Date: _____

FINAL PLAT DESIGN CHECKLIST

DEVELOPMENT NAME:

LOCATION:

DATE:

VERSION:

per plat approval process Article IV Land Development Ordinance

- Conceptual Plat approval date: _____ Similar to approved conceptual plat layout: Y N
- Conditions of Planning Commission approval (list all conditions)

per Section 503 of the Land Development Ordinance Final plat specifications

- 18x24 inches, scale no less than 100 feet to 1 inch. If the complete plat cannot be shown on one sheet, then said final plat shall be shown on several sheets with an index map indicated on each sheet.
- The final plat signed and sealed by a registered land surveyor licensed to practice in the state.
- Lots or sites shall be numbered in numerical order and blocks shall be lettered alphabetically.
- Boundary lines of the property, to be indicated by a heavy line, giving distances to the nearest one one-hundredth foot and bearing to the nearest second, which shall be balanced and closed with an error of closure not to exceed one to 10,000. The error of closure shall be stated on the plat.
- Exact locations, widths and names of all streets and alleys within and immediately adjoining the plat.
- Street centerlines shall show angles of deflection and standard curve datum radii, length of tangents and arcs, and degree of curvature with basis of curve data.
- Lot lines and dimensions to the nearest one-tenth foot, and bearing to the nearest second radii of rounded corners, as necessary to describe each lot.
- Each lot and other parcel of land shall have the area, expressed to the nearest square foot, shown within the boundary of the same.
- Building setback lines on each lot.
- Addresses of each lot to be platted.
- Identification of all buffers, landscape strips, greenbelt, access easements, etc. as required by this ordinance.
- Location, dimensions, invert elevations of piped segments and control weirs, maximum water surface elevations of retention ponds.
- Location of any easements, public service utility right-of-way lines, and any areas to be reserved, donated, or dedicated to public use; location of sites to be used for purposes other than residential with notes stating their purpose and limitations, and any areas to be reserved by deed covenant for the common use of all property owners shall be shown. (*See local Design Manual for stormwater easements. 50' wide Greenbelt required for paths between two lots*)
- FEMA map panel and number with note stating the site is out of the floodplain. Both natural and artificial floodplain shall be shown with elevations and minimum finished floor elevations (MFFE)
 - MFFE's must be based off as-built elevations of ponds and low areas.
 - A floodplain chart shall be provided on the plat identifying the area within and outside the floodplain for each lot containing a portion of the 100-year floodplain along with the MFFE required for each lot. 70% of the minimum lot size for that zoning district must be out of the floodplain.
 - MFFE's must be established at three feet above the 100-year elevation or one foot above top of dam elevation/ road elevation, whichever is greater. Accurate location, material and description of monuments and markers shall be shown. Monuments to be placed after final street improvements shall be designated as "future."
- Benchmark with horizontal and vertical datum information.

Final Plat Design Checklist

- Environmental Health approval and/or Peachtree City Water and Sewerage Authority and Fayette County Water Department approval, as applicable. Indicate type of water or sewer services provided on the plat.

Required Notes

- Project summary.* Lots (number) [SQ FT, Acres], Streets/ROW [SQ FT, Acres], Greenbelt [SQ FT, Acres], Other (specify) [SQ FT, Acres], TOTAL [SQ FT, Acres],
- Final surveyor's certificate.* It is hereby certified that this plat is true and correct and was prepared from an actual survey of the property made by me or under my supervision; that all monuments shown hereon actually exist or are marked as "future" and their location, size, type, and material are correctly shown: This plat conforms to all requirements of Georgia Plat Act. By (name) Registered Georgia Land Surveyor (#)
- Owner's certificate.* I, being the owner of the land shown on this plat, hereby certify that all state, city and county taxed or other assessments now due on this land have been paid; all streets, drainage ways and easements shown hereon are dedicated to the use of the public and enforcement by public safety officials forever; and, that I will be responsible for the maintenance and repair of all infrastructure associated with this development until expiration of the maintenance period. (Signature and Date)
- Drainage note.* The owner of record, on behalf of himself and all successors in interest specifically releases the City of Peachtree City from any and all liability and responsibility for flooding or erosion from storm drains or erosion from storm drains or from flooding from high water of natural creeks, rivers or drainage features shown herein. A drainage easement is hereby established for the sole purpose of providing for the emergency protection of the free flood surface waters along all watercourses as established by the city. The City Engineer and/or the City's Public Works Department may conduct emergency maintenance operations within this easement where emergency conditions exist. Emergency maintenance shall be the removal of trees and other debris, excavation, filling and the like, necessary to remedy a condition which in the judgment of the City Engineer or Public Works Director, is potentially injurious to life, property or the public roads or utility system. Such emergency maintenance, conducted for the common good, shall not be construed a continuing maintenance obligation of the City of Peachtree City nor an abrogation of the city's rights to seek reimbursement from the owner (s) of the property(ies) of the lands that generated the conditions.

The City of Peachtree City shall not be held accountable or liable for claims of injury or damage resulting from the stormwater drainage system installed on the property identified on this plat and shall be indemnified from claims brought by downstream owners based on the operation, failure to operate, improper design or improper construction.

- Final plat approval:* This plat complies with the zoning regulations, the land development ordinance and all other regulations governing the land development for the City of Peachtree City.
City Engineer, City Planner, Mayor/City Manager, City Clerk (Dates)
- Maintenance guarantee.* The undersigned, its successors and assigns, hereby warrants and guarantees to the City of Peachtree City the full and complete maintenance of a certain improvement known as (name) and more particularly shown in plat book (#), page(s) (#), of the Fayette County Records.

This warranty and guarantee is made in accordance with the Peachtree City Land Development Ordinance. This guarantee includes not only paving but also all other appurtenant structures and amenities lying within the right-of-way of said road and in the greenbelt, including but not limited to all curbing, drainage pipes, culverts, catch basins, drainage ditches, bike paths, multi-use paths and pedestrian paths. Utilities owned and operated by a governmental body or Public Utility Company shall be the responsibility of said governmental body or Public Utility Company and not the developer.

The developer shall correct and repair or cause to be corrected and repaired all damages to said improvements resulting from any cause whatsoever. In the event the developer fails to correct any damages within 30 days after written notice thereof, then said damages may be corrected by the city and all costs and charges billed to and paid by the developer; but this remedy shall not limit the city, and it shall also have any remedies available to it as approved by law.

Final Plat Design Checklist

The terms of this agreement shall be for a period of two years beginning on the date of written acceptance of said improvements by the city as evidenced by the final plat approval of said completed improvements.

After the termination of said two-year period the city shall be responsible to the citizens of Peachtree City for the maintenance of said improvements as provided by law. No roadway and associated right-of-way shall be accepted by the city for maintenance unless it scores 90 or above on the city's asphalt pavement rating form. Provided, however, any damages which occurred prior to the end of said two-year period and which still are unrepaired at the termination of said period shall remain the responsibility of the developer (written notice of said damages must be given prior to the time the two-year period ends).

IN WITNESS WHEREOF, the developer has caused this Agreement to be executed by its duly authorized officers this (#) day of (#)

Certificate of dedication. State of Georgia, County of Fayette

The owner of the land shown on this plat acknowledges that this plat was made from an actual survey, and for value received, the sufficiency of which is hereby acknowledged, does hereby convey in fee simple to the City of Peachtree City, Georgia, and further dedicates to the use of the public forever all streets and rights-of-way, alleys, multi-use paths, watercourses, drains, easements, greenbelts and public places shown hereon, except those easements designated on this plat as other utility company easements, and except those streets specifically designated on this plat as private streets.

In consideration of the approval of this final plat and other valuable considerations, the owners do hereby agree to hold the City of Peachtree City, Georgia, harmless for a five-year period from any and all monetary liabilities which may arise from any and all claims, damages, or demands arising on account of the design and construction of public improvements of the property shown herein, to include but not limited to, the roads, streets, fills, embankments, ditches, cross drains, culverts and bridges within the proposed right-of-way shown, resulting from any and all causes other than by an act of the City of Peachtree City, Georgia.

And further, the owner warrants that he owns fee simple title to the property shown hereon and agrees that the City of Peachtree City shall not be liable to the undersigned or subsequent owners in title for a period of five years for any claim of damages resulting from negligence in exercising engineering techniques and due caution in the construction of cross drains extension, drives, structures or buildings, the changing of courses of streams and rivers, flooding from natural creeks and rivers and any other matter whatsoever on private property. Any and all monetary liability occurring under this paragraph shall be the liability of the owner. I further warrant that I have the right to convey said land according to this plat and do hereby bind myself and the owners subsequent in title to defend the covenants and agreements set out. IN WITNESS WHEREOF, I have hereunto set by hand and affixed my seal this (#) day of (#)

Conveyance of streets and rights-of-way.

The City of Peachtree City hereby accepts all street rights-of-way and the improvements therein and any catch basins, junction boxes, storm drainage pipe, easements, or other structures or areas outside of said street rights-of-way (excluding ditches and other open drainage ways) which are specifically indicated on this plat as being dedicated to the public; however, this certification does not obligate the city to maintain the above stated infrastructure until expiration of the maintenance period.

Certificate of private street. State of Georgia, County of Fayette

The owner or owners of the subdivision shown on this plat will be responsible for the maintenance of all 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 the private streets.

Owner(signature) Date

Health department: Prior to submittal of building plans, the owner of each lot shall submit a Level 3 soils test to the Fayette County Health Department indicating the lot is suitable for a septic system.

Environmental Health Specialist (signature) Date

Final Plat Design Checklist

- ❑ *Owner's acknowledgement.* The owner of the land shown on this plat and whose name is subscribed hereto, and in person or through a duly authorized agent, acknowledges that this plat was made from an actual survey, and that he or she is aware and acknowledges the changes shown on this plat. Owner/agent (Date)
- ❑ *Restrictive deeds and covenants.* This subdivision is subject to the restrictive deeds and covenants as recorded Deed Book __ Page __ at the Fayette County Courthouse. The City of Peachtree City does not enforce these covenants or administer Homeowner Associations
- ❑ *Sidewalks:* Provide not on plat "Sidewalks are the maintenance responsibility of the Homeowners Association (HOA), or the individual property owner whose lot frontage abuts the sidewalk in the absence of a valid HOA."