



City of Tucker Plat Review Checklist

Type of Request:

- | | |
|---|---|
| <input type="checkbox"/> Minor Subdivision Plat | <input type="checkbox"/> Present Zoning _____ |
| <input type="checkbox"/> Preliminary Subdivision Plat | <input type="checkbox"/> Proposed Use _____ |
| <input type="checkbox"/> Final Plat | <input type="checkbox"/> Total Acreage _____ |

Project Name:

Project Address:

Land Lot	District	Property ID
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Applicant and/or Owner:

Address

Company:

Phone

Mobile

Email

Representative:

Contact Name and Company (Owner's Agent or Attorney)

Contact Mailing Address

Phone

Mobile:

Email

Date:

Applicant Signature: Property Owner or Owner's Representative
I hereby certify all information provided herein is true and correct



City of Tucker

Plat Review Checklist

The following existing conditions shall be shown on the plat:

Boundary lines. Perimeter boundary of the overall tract, bearings and distances, referred the legal point of beginning.

- Streets on or adjacent to tract.* Name, right-of-way width, and location of streets on and adjacent to the tract, and any existing railroad, sidewalk, trail, or bike lane.
- Location Map* Provide distances and bearings on all property lines using state plane coordinates.
- Historic resources.* Any building, structure, site or district identified as historic by the Historic Preservation Commission, the DeKalb County Historic Resources Survey, the comprehensive plan, by listing on the Georgia or National Register of Historic Places, or by listing as a National Historic Landmark..
- Natural features on tract.* Other conditions on the tract such as state and local stream buffers delineations, state waters, cemeteries, wetlands, existing structures, intermediate regional floodplain boundary (where available), FEMA flood map, rock outcroppings, and archeological resources.
- Geographical data.* Numerical and graphic scales, north arrow, land lot and district numbers and lines, city and city names and limit lines; t.
- Prior subdivisions.* Name and reference of any formerly recorded subdivision crossing any of the land shown on the plat Survey Wording (closure precision, angular error, instrument used, etc.)
- Zoning district.* Show zoning district, case number and conditions of zoning s.
- Permits.* Show any special administrative permit number, special land use permit number, or board of appeals case number and conditions; P.
- Variances.* Show any administrative variance approvals.
- Septic tanks.* Show existing septic tank and drain field location or note absence.
- Sewers.* Show size and location of sanitary sewer main(s) available.
- Sewer easements.* Show a sanitary sewer easement with a minimum width of fifteen (15) feet of for all county maintained lines not within county or city right-of-way, unless otherwise required by water and sewer department.
- Water mains.* Show size and location of water main(s) and fire hydrants.
- Water main easements.* Show a water main easement with a minimum width of fifteen (15) feet for all county maintained lines not within right-of-way;
- Wetlands.* Provide wetlands determination from U.S. Army corps of engineers.
- Receiving waters.* Provide distance to and name of receiving waters.
- Certificate of conformity.* Certification by the applicant that no lots platted are non-conforming or will result in any non-conforming lots.



City of Tucker

Plat Review Checklist

- Bury pits.* Show location of any existing inert waste bury pits.
- Seal.* All sheets of plats must be sealed by a professional engineer, surveyor, currently registered in the state of Georgia.

The following proposed features shall be shown on the plat:

- Title.* The title under which the proposed subdivision is to be recorded, if known, with the name of the property owner(s) and designers and the date of the plat;
- Street names.* The name of all proposed streets
- Rights-of-way.* Street rights-of-way and widths indicated, including any necessary right-of-way required for improvements as shown on the thoroughfare plan
- Sidewalks.* All proposed sidewalk and bike lane locations.
- Lots.* Lot lines, lot numbers, block letters, and the total number of proposed lots within the development.
- Dedications.* Sites, if any, to be dedicated or reserved for common areas, public parks, open space, schools, playgrounds, multi-use trails, or other public uses, together with the purpose and the conditions or limitations of these dedications, if any.
- Yards.* Minimum building setback lines as required under the yard requirements of zoning ordinance;
- Zoning conditions.* All conditions of zoning and proposed deed restrictions shall be recited on the preliminary plat;
- Corner lots.* Show that corner lots shall have an extra width of not less than fifteen (15) feet more than required for interior lots for the zoning district within which they are located
- Transitional buffers.* Show transitional buffers, if any and any required screening fencing
- BMPs.* Show conceptual location of storm water management and water quality BMP facilities on preliminary plat
- Covenants.* Indicate whether the proposed subdivision will be subject to private covenants and whether a homeowner's association will be established;
- Sewer easements.* Show a sanitary sewer easement with a minimum width of fifteen (15) feet for all county maintained lines not within county or city right-of-way;
- Water main easements.* Show a water main easement with a minimum width of fifteen (15) feet for all county maintained lines not within right-of-way
- Fire hydrants.* Show new fire hydrant(s) and eight-inch fireline(s); and
- Fencing.* Show any required fencing around detention ponds, if required.
- Electrical service.* Show whether electrical service will be above ground or underground



City of Tucker

Plat Review Checklist

Additional Information to be Filed with the Plat

The following additional information shall be submitted with the preliminary plat.

- Owner consent.* The property owner must consent in writing to the proposed development in a consent affidavit provided by the community development director with the application
- Location.* A small map of City of Tucker depicting the subdivision location within the city
- Vicinity map.* Vicinity map at a scale of four hundred (400) feet to one (1) inch showing the location of the tract with reference to surrounding properties, streets, municipal boundaries, and streams within five hundred (500) feet of the tract show zoning districts of adjoining property;
- Adjacent properties.* Names of adjoining property owners and the zoning classification of adjacent properties; and
- Engineer.* Name, address and phone of developer and engineer on plat

Scale

Preliminary plats shall be prepared at an appropriate scale of not more than one hundred (100) feet to one (1) inch. Maximum sheet size shall be twenty-four (24) inches by thirty-six (36) inches



City of Tucker

Plat Review Checklist

Signature Block

This plat has been submitted to and accepted by the mayor of City of Tucker, Georgia, and has been approved as required by state law and city codes as meeting all conditions precedent to recording in the superior court of this circuit.

Dated this _____ of _____ 20 _____

By: _____

[Mayor as designee of the governing authority]



City of Tucker Plat Review Checklist

Property Owner's Certification

I do solemnly swear and attest, subject to criminal penalties for false swearing, that I am the legal owner, as reflected in the records of DeKalb County, Georgia, of the property identified below, which is the subject of the attached plat application before the City of Tucker, Georgia. As the legal owner of the record of the subject property, I hereby authorize the individual named below to act as the applicant.

I, _____, authorize, _____
(Property Owner) (Applicant)

To file for _____, at _____
(Plat Type) (Address)

on this date _____, 20 _____
(Month) (Day)

I understand that representation associated with this application on behalf of the property owner, project coordinator, potential property owner, agent or such other representative shall be binding.

Signature of Property Owner Date

Type or Print Name and Title

Signature of Notary Public Date Notary Seal



City of Tucker
Plat Review
Checklist

APPLICANT'S CERTIFICATION

The undersigned below states under oath that they are authorized to make this application.

Signature of Applicant

Date

Type or Print Name and Title

Signature of Notary Public

Date

Notary Seal



City of Tucker

Plat Review Checklist

GIS CHECK LIST

PROJECT: _____

PROJECT TYPE: () LDP () Sketch () Addressing Plat () Pre-Final () Final Plat () Parcel Map Change ()
e-Plan Review

PROJECT NUMBER: _____

DATE: _____

REVIEW STATUS: _____

The following items marked **(X)** need to be shown or addressed on the proposed plat. GIS reviews and approval are not limited to the following items; additional comments may be provided as needed

SECTION (1) – General Plat Submission Requirements

- () Project name: **Submit proposed project name** for review & approval by DeKalb GIS Department (Contact Addressing Coordinator @ 404 371-2257).
- () Street name(s): **Submit Street name(s)** for review & approval by DeKalb GIS Department (Contact Addressing Coordinator @ 404 371-2257).
- () DeKalb GIS will assign all street addresses: The emergency entrance access of an individual building/unit/lot within any cottage style development; townhome, condominium, or single family development must be oriented towards an approved public street, private drive or emergency accessible alley. All public streets, private drives, and approved alleys shall be named and have a minimum twenty (20) feet road width.
- () CAD street name & assigned addresses to Site Plan Sheet plans
- () Embed addressing chart to site plan sheet (example available upon request)
- () Embed a Typical Unit Layout to site plan sheet (example available upon request)
- () Add Land Development's AP# (assigned project number) to plans coversheet
- () Update tax parcel number (s) to plans coversheet
- () Developments that will include residential/commercial apartment addressing
Please submit:
 - Approval letter from owner or property manager of leasing/management office
 - Apartment Addressing Template (available from DeKalb GIS)
 - Site Map displaying apartment community addressing layout displayed (required for placing addressing points)
- () Label (visible call-outs) such as any entrance signs, electrical gates, mail kiosk, cabana, detention ponds, and any other amenities where addressing will be needed for permitting purposes only
- () Label common areas or open spaces and show each marked as "common area" or "open space"
- () Show North Arrow
- () Show legal lot number for each lot/unit
- () **Add a Cover Sheet:** include project name, project/AP number, assigned addressing (if any), and parcel identification numbers. Also, list **separately** the developer's name and mailing address and the owner(s) name and mailing address
- () **Add an Existing Condition Sheet/or current Geo-referenced Survey:** show **all** parcel boundary lines with all dimensions, bearings and distances. CAD tax parcel id number(s) and current address of existing conditions as per DeKalb County Parcel Map.



City of Tucker

Plat Review Checklist

- () **Add a Demolition Sheet (if applicable):** show any structures scheduled to be demolished or relocated.
- () **Add Site Plan Sheet:** show *existing conditions* displaying property boundary lines with all dimensions, bearings and distances. If applicable, CAD assigned address to Site Plan Sheet
- () DeKalb County Records show ownership in: _____
(See attached lasWorld ownership documents). If the owner(s) name has changed by recent conveyance please provide recorded deed book & page for each tax parcel. DeKalb GIS will update records upon review of recorded deed.
- () Show name and mailing address of **current owner** on plat coversheet.
(Please list separately from developer)
- () Show name and mailing address of **developer** on plat coversheet.
(Please list separately from owner)
- () **Please** provide digitized site plan to Land Development Department. All digitized plans will be forwarded GIS Supervisor Rhonda Joyner. **The digitized site plan is a geo-referenced electronic file (.dwg, .shp, .dxf or .dgn in State Plane GA West NAD 83 Coordinate US Survey Feet System.)**

Note: GIS prefers the digital file contain separate layers of the following: Lot Boundaries, Right of Way Boundaries, Legal Lot/Unit #'s, Address #'s, Street Centerline, & Dimensions, Bearings and Distances.

SECTION (2) – Map Change Requirements

ANY REQUIRED PARCEL MAP CHANGE MUST BE APPROVED PRIOR TO APPROVAL OF A LDP, ADDRESSING OR FINAL PLAT(S)

Please include the following sheets for lot combinations, lot separations, re-parcel for any map changes for a DeKalb GIS review: (1) Coversheet Page; (2) Existing Conditions Page or (current Survey Page); (3) Demolition Page (if applicable); and (4) Site Plan. Please include the following information on each requested sheet.

- () **Note:** DeKalb GIS requires that all tax parcels have the same exact zoning type for GIS approval..
- () **Note:** DeKalb GIS requires that all combination & re-parcel map changes have the same exact ownership as per DeKalb Tax Records.
- () Coversheet Page: **include project name, project/AP number, parcel identification number(s) and current assigned address.** Also, show separately the developer's name and mailing address and the owner(s) name and mailing address.
- () Existing Condition Sheet: **Show all property boundary lines for each parcel in bold heavy weighted line types. Show all parcels' boundaries bearings and distances.** Current surveys are acceptable in-lieu of Existing Conditions Sheet.
- () Demolition Sheet: show all demolished or relocated structures, if applicable



City of Tucker

Plat Review Checklist

- () Site Plan Sheet: **Show *proposed conditions or overall tax parcel(s) displaying* all property boundary lines in bold heavy weighted line types. Show all parcels' boundaries bearings and distances.** Label each proposed parcels as tract 1, 2, 3, etc. Please include square footage, if applicable.
- () Owner(s) must submit an original signed Agent Authorization Form if an agent is acting on behalf of owner. *(See Page 5 for recording/submittal requirements)
- () Owner or Agent must complete the GIS Mapping Form for all combination/separation/re-parcel/boundary line adjustments mapping requests. *(See Page 5 for recording/submittal requirements)

SECTION (3) – Routing & Resubmittal of Plan Reviews

- () All plat projects (incorporated or unincorporated) residential and commercial parcel separations/combinations/ or re-parcels must be submitted directly to Planning & Sustainability Land Development customer service window or via ProjectDox as an ePlan Review.
 - ❖ **Note:** DeKalb GIS requires that all combination map changes have the same exact ownership on each parcel as per DeKalb Tax Records.
 - ❖ **Note:** DeKalb GIS requires that all re-parcel / boundary line adjustments map changes must display all owner name(s) on the coversheet as per DeKalb Tax Records.
 - ❖ **Note:** DeKalb GIS requires owner's acknowledgement block & signature line for each owner of any boundary line agreement map updates.
 - ❖ Owner(s) must submit an original signed Agent Authorization Form if an agent is acting on behalf of owner. *(See Page 5 for recording/submittal requirements)
 - ❖ Owner(s) or Agent must complete the GIS Mapping Form for all combination/separation/re-parcel/boundary line adjustments mapping requests. *(See Page 5 for recording/submittal requirements)
- () Any city or municipality (incorporated projects) residential/commercial parcel; combination, separations or re-parcels requests must be submitted directly to that originating municipality for initial review & approval.
- () A written approval letter from any city or municipality (incorporated projects) must be included with the **1st initial submittal** for all combinations, separations, re-parcels, subdivisions, townhomes, condominiums, & LDP's.



City of Tucker

Plat Review Checklist

- () **All plats (incorporated or unincorporated) that need additional DeKalb GIS reviews must be resubmitted to Land Development customer service**

SECTION (4) – Recording Details of Final Plat, Addressing Plat & Revision Plat Requirements

- () If applicable, Prior to plat recording CAD the words “proposed” or “future” onto plats of condos, townhomes or condo styled townhomes for those units/buildings that are not ready to be mapped during this phase. GIS requires that the words “proposed” or “future” be displayed on plat and use of a gray shade on plat for all such future development. All other units for immediate development should not have any shading.
- Prior to any plats (incorporated or unincorporated) being recorded at DeKalb Superior Court all acknowledgement stamps and all approval signatures must be embedded on to plat.
- ✓ After recording please forward your recorded/confirmed e-file to DeKalb County GIS Department gis@dekalbcountyga.gov to complete the approved mapping update; and
 - ✓ *Owner(s) must complete an original signed Agent Authorization Form if an agent is acting on behalf of owner. Please submit this original PDF document to DeKalb GIS with your recorded/confirmed e-file ; and
 - ✓ *Owner or Authorized Agent must complete the GIS Combination/Separation/Re-parcel Form. Please submit this original PDF document to DeKalb GIS with your recorded/confirmed e-file; and
 - ✓ Please submit AutoCAD file with your recorded efile plat to DeKalb GIS. **The digitized site plan is a geo-referenced electronic file (.dwg, .shp, .dxf or .dgn in State Plane GA West NAD 83 Coordinate US Survey Feet System.)** Please submit this original digitized file with your recorded/confirmed e-file document to DeKalb GIS.
- () **Model Home** requests must be submitted to GIS. Please submit digitized data for the model homes. **The digitized site plan is a geo-referenced electronic file (.dwg, .shp, .dxf or .dgn in State Plane GA West NAD 83 Coordinate US Survey Feet System.)**
- ❖ Complete an Addressing Request Form and submit an Agent Authorization Form, if applicable. Provide brief description for model homes (i.e. legal lot numbers and full address for each model homes requested. There is a limit of 4 model homes per phase. (examples & forms available in GIS)
 - ❖ GIS will verify in that the following departments have approved LDP reviews in Hansen (Land Development, Watershed Management & Fire Rescue) If applicable, a municipality’s approval letter must accompany the Model Home Site Plan. GIS must confirm approval of Watershed Management & Fire Rescue via Hansen (for incorporated & project unincorporated excluding City of Atlanta & City of Dunwoody), .



City of Tucker

Plat Review Checklist

- ❖ **Note:** GIS prefers the digital file (.dwg, .shp, .dxf or .dgn) contain separate layers of the following: Lot Boundaries, Legal Lot/Unit #'s, Address #'s, Street Centerline, Bearings and Distances. If an AutoCAD file is unavailable please provide a site plan the Bearings and Distances

() **Addressing Plats** must include the following information on proposed plat sheet:

- 1) "Addressing Plat"
- 2) The following note: "The purpose of this plat is to create addresses and parcels temporarily for (_____) Subdivision. The Final plat is unavailable as of 1/1/2017." Example: ***' The purpose of this plat is to create addresses and parcels temporarily for Courtney Dufries Subdivision. The Final plat is unavailable as of 5/09/2014.'***
- 3) Typed addresses that were assigned by DeKalb GIS
- 4) Embed Addressing Chart
- 5) Typed street names that were assigned by DeKalb GIS
- 6) Typed lot numbers for each unit/lot
- 7) DO NOT INCLUDE dimensions, acreages, square footage, of each building (this will allow the GIS Specialist to expedite parcel creation)
- 8) Typed ownership block (include owners name/signature & contact information)
- 9) Embed the municipality's signature approval block on plat coversheet

Revision Plats: Please add the following information on

Please add a revision block to coversheet and each additional page to include:

- ❖ List the itemized revision number
- ❖ List the revision purpose & description
- ❖ List the revision date