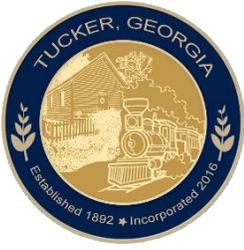


# Plat Application Manual



Planning and Zoning  
 1975 Lakeside Parkway  
 Suite 350  
 Tucker, GA 30084  
 Phone: 678-597-9040  
 Email: LandDevelopment@tuckerga.gov  
 Website: www.tuckerga.gov

# Plat Application

TYPE OF REQUEST		
<input type="checkbox"/> Minor Subdivision Plat	<input type="checkbox"/> Minor Combination Plat	<input type="checkbox"/> Final Plat <input type="checkbox"/> Boundary Line Adj.
PROJECT INFORMATION		
Project Name:		
Project Address:		
City:	State:	Zip:
Land Lot:	District:	Property ID:
Present Zoning:	Proposed Use:	Total Acreage:
APPLICANT and/or OWNER INFORMATION		
Name:		
Company Name:		
Address:		Zip:
Phone:	Email:	
REPRESENTATIVE INFORMATION		
Name:		
Company Name:		Zip:
Address:		
Phone:	Email:	
PLAT FEES		
Division/Combination/Adjustment	\$200	
Final Plat	\$300 plus \$10 per lot	

## **SUBMITTING A PLAT APPLICATION**

### **Overview**

This packet contains the information required to prepare and submit plat applications to the City of Tucker.

### **When is a Plat required?**

- If a land owner wishes to combine two parcels into one parcel (combination plat).
- If a land owner wishes to divide one parcel into two parcels (division plat).
- When a subdivision of two or more parcels is developed (final plat).
- When a minor adjustment is needed to a property line (boundary line adjustment).

### **Note about DeKalb GIS Process**

- If you have multiple parcels that you wish to reconfigure, DeKalb GIS requires you to first submit a combination plat before the parcels can be subdivided into the new configuration. This requires two separate applications/reviews.

### **Packet Contents**

1. Preliminary Pre-submittal Meeting
2. Application Requirements
3. Plat Review Procedures
4. Mayors Signature
5. Final Steps – Recording Plat
6. Plat Checklists

## **1. Preliminary Pre-submittal Meeting (may be remote via email)**

*This meeting offers a cursory review of the proposal and should help expedite the process and assist the applicant to understand the multi-jurisdictional plat review process.*

- Staff will answer questions and concerns regarding the plat process
- Applicant shall email proposed draft plat for discussion
- This meeting is informal and is normally via email and phone conversations

## **2. Application Requirements**

*For the submittal to be considered complete and ready for review, all of the items listed below must be submitted. If any items are missing, the application will be rejected.*

- Plat application and certification pages
  - The property owner and applicant certification pages that are a part of this application shall be completed and submittal as part of the plat application. These signature pages are not to be included on the actual plat drawings.
- Application Fee – Fees are paid after a complete application is received
- Plan Review Checklist
- Electronic Copy of the Proposed Plat
- Plan Set
  - Cover Sheet with general notes, mayors signature block (Sec. 22-172), surveyor's acknowledgement (Sec. 22-181), and owner's acknowledgement if final plat (Sec. 22-181).
  - Existing conditions page – as built survey of the current parcel configuration
  - Proposed conditions page—proposed parcel configuration with site details (acreage/square footage, setbacks, easements)
- Once submitted, the City of Tucker will provide you with a routing sheet for DeKalb County review(s). See section 3 for routing instructions.

## **3. Plat Review Procedures**

*Since external agencies outside of the City will be reviewing the plans, the applicant should begin getting approvals concurrently with the City Review. It is the responsibility of the applicant to obtain all required agency approvals. Note that plat applications start and end with the City of Tucker.*

- **City of Tucker Review** – The plans will be reviewed by the City Engineer and City Planner. Occasionally, if a stream or other body of water is on the site, the City Land Development Manager will also review.
- **DeKalb County Review**
  - Subdivision and combination plats typically only require review by DeKalb GIS.
  - Final plats require DeKalb GIS, Fire, and Watershed Management reviews.
  - Obtain route sheet from City of Tucker at time of submittal.
  - Upload Tucker routing sheet, proposed plat, DeKalb County application form, and all requisite documents into the DeKalb County ePermitting website.

- Submit copies of DeKalb approvals to the City of Tucker ([landdevelopment@tuckerga.gov](mailto:landdevelopment@tuckerga.gov) and the staff member handling the project).

#### **4. Mayor's Signature**

- Once all departments (Tucker and DeKalb) have approved the application the plat is ready to be signed by the Mayor.
- Provide at least two hard copies of the approved plat drawings. The DeKalb County approval stamp shall be on the plat drawings that are submitted for signature.
- Staff will coordinate the Mayor's signature.
- Once signed, we will email you to pick up signed plat.

#### **5. Final Steps – Recording Plat**

- After you pick up the final signed plat, the next steps are as follows:
  1. Make a digital copy of the signed plat.
  2. Record online through one of four options provided on the DeKalb County Clerk of Superior Court website (<http://dksuperiorclerk.com/real-estate/>).
  3. Email a digital copy of the recorded plat to [gis@dekalbcountyga.gov](mailto:gis@dekalbcountyga.gov) so that they can update the GIS map.
  4. Email a digital copy to [landdevelopment@tuckerga.gov](mailto:landdevelopment@tuckerga.gov) or staff member you worked with, for the City of Tucker files.

**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.
- Contour data.* Topographic contour data at no more than two-foot elevation intervals. The source of this data shall be written on the plat. Existing contour data from the City of Tucker Geographic Information System Department may be used where available.
- Tree survey.* A tree survey in compliance with section 14-39 or tree sample calculations where allowed by the city arborist which may be submitted as a separate plan.
- 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 stream buffers, state waters, cemeteries, wetlands, existing structures, intermediate regional floodplain boundary (where available), rock outcroppings, and archeological resources.
- Soils.* Location of soils as shown on Soil Survey for the City of Tucker, Georgia by the United States Department of Agriculture
- 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;
- IRF.* Show on plan whether FEMA or city benchmark used to establish IRF also identify location of Benchmark;
- 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.
- Bury pits.* Show location of any existing inert waste bury pits.
- Seal.* All sheets of plats must be sealed by a professional engineer, surveyor, or landscape architect 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
- IRF.* Show proposed IRF contour, spot elevation (if available) and source
- 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

**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**

- 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

*This shall be completed as part of the application submittal*

**PROPERTY OWNER CERTIFICATION FOR PLAT APPLICATION**

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

*This shall be completed as part of the application submittal*

**APPLICANT'S CERTIFICATION FOR PLAN APPLICATION**

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

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Signature of Applicant

Date

---

Type or Print Name and Title

---

Signature of Notary Public

Date

Notary Seal