



Subdivision – Final Plat - Checklist

Written application for approval of a Final Plat shall be made in the office of the Augusta Planning & Development Department by the subdivider or his authorized representative and shall include all information as specified in Article III and elsewhere in the Land Subdivision Regulations.

Eight (8) copies of the Final Plat are to be submitted to the Planning & Development Department at the time of application. Additionally, one (1) complete PDF file and the Final version of the DWG must be submitted to IT-GIS per the Electronic Submittal Process available online, The DWG must include all data for integration into Augusta's Enterprise Geodatabase and must conform to Augusta IT-GIS Digital Data Submission Standards. Final versions will be compared to the As-built submitted to Utilities and variations to the Final Plat will be sent to the appropriate department to be addressed.

A Final Plat shall have a maximum sheet size of 18 by 24 inches, and the Final Plat shall be drawn at a scale of 1" equals 100' or larger. When necessary, the plat may be on several sheets accompanied by an index sheet or key map on each sheet showing the entire subdivision.

Final Plat – Checklist:

- The courses and distances of the perimeter of the land involved.
- Accurate reference to a known point or points such as street intersections, railroad crossings, and/or US Government monuments.
- The acreage of the land involved.
- Names of adjacent landowners and streets together with all intersecting boundaries or property lines.
- Proposed divisions to be created including right-of-way widths with name of street, roadway widths, proposed utility installations, lot lines with bearings and dimensions, acreage of each lot, sites reserved or dedicated for public uses, and sites for other principal uses.
- Existing streets on and adjacent to the tract showing name of street, right-of-way width, location, type (public or private) (asphalt or dirt), width and elevation or surfacing, any legally established centerline elevations, walks, curbs, gutters, culverts, and streets that intersect on opposite side of adjacent roadways.
- Proposed street names and existing street names.

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- The subdivision name, scale, north arrow, date of plan preparation and revision(s) if any; name, address and telephone number of subdivider; name, address and telephone number of owner; and name, address and telephone number of engineer and/or surveyor together with his state registration number, seal and signature.
- A location map of the subdivision shall show the relationship of the proposed subdivision to the surrounding area and the existing community facilities which serve or influence it.
- All property lines with accurate bearings and distances.
- Project data to include: total acreage, total number of lots, minimum lot size, zoning, tax map and parcel number.
- Final curve data for all curves based on the arc method. Delineate the location of all points of curvature and tangency.
- Lot and Block identification. Lot Numbers and Block Letters shall be shown. Lot Numbers shall be numerical and Block Letters shall be alphabetical.
- The engineer's or surveyor's certificate as to the accuracy of the survey and plat. Individual measurement of lots and blocks within the subdivision shall be accurate within a minimum of one (1) part in three thousand (3,000).
- When private streets or roads are utilized in a subdivision, the following owner's acknowledgment shall be shown on the Final Plat, (with appropriate language supplied by the Director on each individual plat thereafter in the subdivision) :

"The streets and roads (detention/retention ponds and common areas - as applicable) are the private property of the owner, who has full and perpetual responsibility for their maintenance and repair. The owner releases Augusta, Georgia, from any and all claims, damages, or demands arising on account of or in connection with the design, construction, and maintenance of the streets and roads (detention/retention ponds and common areas - as applicable) as shown hereon. Augusta, Georgia, assumes no liability or duty related thereto, and in no manner approves or assumes liability for the design of the streets and roads (detention/retention ponds and common areas - as applicable) as shown hereon."

A Homeowners Association document must be submitted in recording form indicating responsibility for maintenance of streets, common area, parking areas, or any other areas of the subdivision that apply.

- State plane coordinates shall be shown on the plat for at least one property corner. The coordinates and names or descriptions of Augusta and/or geodetic monuments used for control will be noted on the plat with the grid distance and azimuth shown to at least one of the coordinated property corners.
- Statement reserving five foot side easement along all side lot lines and a ten foot easement along all rear lot lines, unless otherwise shown, for drainage and utilities.
- Front building setback lines.

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- Clearview easement typical detail. Clearview easements can be made a part of the street right-of-way.
- Location and elevation of 100 Year Flood Plain if applicable. Also state that first floor elevations within the 100 Year Flood Plain shall be three feet above the 100 Year Flood Plain level. FFE's must be shown on each lot located within the 100 Year Flood Plain. If the lot is not in the flood plain, a statement to this effect shall be provided.
- Location and delineation of wetlands that are shown on the National Wetland Inventory Maps and subject to permitting by the U. S. Army Corps of Engineers under Section 404 of the Clean Water Act of 1977.
- Augusta, GA shall not be responsible for pavement repair or site restoration associated with repair/replacement of a water or sewer line in this private development.
- A Final version of the DWG and a complete electronic PDF file must be submitted to IT-GIS per the Electronic Submittal Process available online. The DWG must include all data for integration into Augusta's Enterprise Geodatabase, per Augusta IT-GIS Digital Data Submission Standards. Final versions will be compared to the As-built submitted to Utilities and variations to the Final Plat will be sent to the appropriate department to be addressed. Information to be Included: All requirements of the Georgia Plat Act.

Two (2) mylars and six (6) copies shall be submitted to the Planning & Development Department once the Final Plat has been reviewed and approved. After hearing by the Planning Commission and Augusta Commission, the Final Plat shall be stamped in accordance with the approval of the Commissions.