



PLANNING
DIVISION

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Subdivision – Final Plat – Submittal Punch List

Effective May 1, 2014, the following will be required at the time of submission of a Final Plat. No incomplete submittals will be accepted. **Deadline for submission of a Final Plat will be the first Monday of each month for the next month’s Augusta Planning Commission and Augusta Commission meeting cycle. This deadline will be strictly enforced.**

Final Plat – Submittal Punch List:

- Eight (8) copies of the Final Plat signed and sealed by a Registered Land Surveyor
 Must be drawn at a scale of 1” = 100’ or larger Maximum paper size 18” x 24”
- Private Road Maintenance Agreement / HOA Docs or Deed of Dedication (Public Rds) has been submitted to Engr Dept
- Other Exhibits, as necessary Specify: _____
- As-Builts (these are to be delivered to the appropriate Department by the Developer or his designated representative; By checking this box you are indicating that the As-Builts have been delivered to:
 _____ Engineering Department _____ Utilities Department
- One (1) complete PDF file and the final version of the DWG (to IT-GIS)
- Final Plat fee of:

_____ Mortgage Plat / 1 Lot	\$20.00 (flat fee)	Total: _____
_____ 2 to 4 Lots	_____ x \$50.00 / lot =	Total: _____
_____ 5 to 10 lots	_____ x \$25.00 / lot =	Total: _____
Where Dev Plan is approved	_____ x \$100.00/lot =	Total: _____

Submitted by: _____ Date: _____

Note: For subdivisions that have had a Development Plan previously reviewed and approved by Augusta Planning and Development Department, two (2) mylars and six (6) copies shall be submitted to the Planning & Development Department once the Final Plat has been reviewed and approved by all regulatory agencies. After hearing by the Planning Commission and Augusta Commission, the Final Plat shall be stamped in accordance with the approval of both Commissions.

For Office Use Only:

Plats Received in Office : By: _____ Date: _____

Check Received: By: _____ Date: _____

Released for Review: By: _____ Date: _____

Returned to Developer Engineer: By: _____ Date: _____
 For: _____

Revised Package Rec’d in Office: By: _____ Date: _____

Released for Review: By: _____ Date: _____