

## **FINAL PLAT APPROVAL PROCEDURES**

**Final plat must be submitted to Dalton-Whitfield Zoning within two years of approval of preliminary plat.**

**All utilities and roads must be complete and approved; in lieu thereof, performance bond for 110% - construction must be completed within one year of issuance of first building permit.**

**Zoning staff is required to approve or disapprove plat within 10 working days.**

**Zoning staff is responsible for the timely recording of all Major Subdivision plats.**

**Final Plat Specifications.** The final plat shall be prepared by a Georgia Registered Land Surveyor. If a professional engineer, licensed to practice in Georgia, shall contribute to the plat, then appropriate seals shall be shown. The plat shall be drawn at a scale appropriate to show details but no smaller than two hundred (200) feet to one (1) inch. The plat shall be drawn in permanent ink on reproducible material upon a sheet or sheets not exceeding seventeen (17) by twenty-two (22) inches, in compliance with Georgia law, and unless specifically waived, in whole or in part by the Whitfield County Engineer, shall include:

- (1) The name of the subdivision and road names;
- (2) The name, address, and telephone number of the person to be notified of action;
- (3) The name, address, seal, and license number of the registered land surveyor; the original signature of the surveyor shall be across the seal for the plat to be valid; also, professional engineers or civil engineers, if appropriate;
- (4) The date of the plat drawing, graphic scale, north point, notation as to the reference of bearings to magnetic, true north, or grid north and indication whether bearings shown are calculated from angles turned or taken from compass readings;
- (5) The location of the parcel (land district and land lot) giving total acreage being subdivided, total number of lots created and total length of new roads within the development;
- (6) A general location map at a scale not less than one (1) inch equals one thousand (1,000) feet, showing the relationship of the plat to other existing roads and properties in Whitfield County;

- (7) The Index map where more than one sheet is required to present the plat; [Note: multiple sheets shall each be named to conform with the title sheet and designated for example: 1 of 3, 2 of 3, and 3 of 3];
- (8) Identify the point of beginning (POB) tied to the nearest existing road intersection or nearest land lot line or district line;
- (9) Exact boundary lines and zoning classification(s) of the parcel shall be in compliance with the Georgia Plat Act, **OCGA §15-6-67**;
- (10) City, County or land lot lines accurately tied to the lines of the subdivision by distance and angles when such lines traverse the subdivision;
- (11) Road center lines, showing angles of deflection and standard curve data of intersection, radii, length of tangents and arcs, and degree of curvature;
- (12) Lot lines with dimensions to the nearest one-hundredth (1/100) foot, and bearings to the nearest minute, arcs, and chords and tangent or radii of rounded corners;
- (13) Front and rear structure or building setback lines; side setback lines may be noted upon the survey, but shall not be required to be shown upon each lot;
- (14) Lots or parcels numbered in numerical order or numbered in relationship to each phase of development; phase development lines.
- (15) A master drainage plan shall be submitted to the Whitfield County Engineer with technical design criteria, as set forth herein. Location, dimensions and purpose of all drainage structures and of any easements; including slope easements, and public service utility right of-way lines, and any areas to be reserved, donated, or dedicated to public use or sites for other than residential use with notes stating their purpose and limitations; and of any areas to be reserved by deed covenant for common uses of all property owners;
- (16) Final sanitary sewer easements (if applicable) with existing manhole locations;

- (17) Final water supply system easements (if applicable) with location of existing fire hydrants;
- (18) Locations of monuments and markers to the degree of accuracy required of professional engineers and/or registered land surveyors pursuant to Georgia law;
- (19) The boundary and elevation of the one hundred (100) year flood plain as determined by F.I.R.M. and/or best available data, as determined by the Whitfield County Engineer;
- (20) Applicable certificates and statements as specified in this ordinance;
- (21) If restrictions apply to the subdivision, then such restrictions shall be shown or noted on the final plat.
- (22) The location and dimension of all areas proposed to be set aside for recreational use, open space, green space, or other public use, with designation of the purpose thereof, and conditions, if any, of the dedication or reservation.
- (23) The Whitfield County Tax Assessor's map and existing parcel numbers for G.I.S. purposes.
- (24) A complete list of any deviation(s) from the approved preliminary plat.

**NOTE TO Zoning staff: Verify that proposed subdivision name and road names are not duplications.**

**Final Plat Certificates of Approval.** Each final plat submitted shall carry *Certificates of Approval* appropriate to the particular development and signed by the appropriate departmental authorities. The following certificates may apply; if not, then statements appropriate to the development may be prepared after consultation with the Whitfield County Engineer:

*Certificate of Ownership - Public Dedication*

**I (we) hereby certify that I am (we are) the owner(s) of the property shown and described hereon and that I (we) hereby adopt this plan of subdivision and restrictions thereto. I (we) further certify that it is our intent to dedicate to Whitfield County, at the appropriate time all rights-of-way, easements, roads, drains, and public grounds shown hereon.**

Owner \_\_\_\_\_ Date

*Certificate of Ownership - Private Road System*

**I (we) hereby certify that I am (we are) the owner(s) of the property shown and described hereon and that I (we) hereby adopt this plan of subdivision [adopt restrictions applicable thereto], and establish a property owner's association, (name) to retain and to maintain for private use all roads, parks, drains, easements, and common grounds, shown hereon.**

Owner \_\_\_\_\_ Date

*Final Accuracy and Design 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 and their location, size, type, and material are correctly shown; and that all requirements of the *Whitfield County Subdivision Regulations* have been substantially complied with, and approval hereof does not relieve me of any liability associated with inaccuracies or improper design.**

By \_\_\_\_\_ Registered Georgia Land Surveyor No.  
and Seal

Date \_\_\_\_\_

*Certificate of Approval for Public Water System*

I hereby certify that the water system serving the public roads on this final plat has been installed (or sufficient surety has been provided to install) in accordance with the requirements of Dalton Utilities.

Dalton Utilities: \_\_\_\_\_ Date: \_\_\_\_\_

*Certificate of Approval for Public Wastewater Collection System*

I hereby certify that the wastewater collection system serving the public roads on this final plat has been installed (or sufficient surety has been provided to install) in accordance with the requirements of Dalton Utilities.

Dalton Utilities: \_\_\_\_\_ Date: \_\_\_\_\_

*Certificate of Approval for On-Site Sewage Management System*

Each lot shown hereon is suitable for the installation of on-site sewage management systems. Each system installed will require a permit to be issued before construction begins, dependent upon the location of any structures and any limitations which could adversely affect the performance of an on-site sewage management system. General approval is hereby granted for one dwelling per lot for this subdivision site (with the exception of lot nos. \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_).

Date: \_\_\_\_\_

Whitfield County Environmental Specialist \_\_\_\_\_

*Certificate of Approval for Recording*

The Whitfield County Building, Zoning, and Development Department certifies that this plat complies with the major subdivision provisions of the Whitfield County Subdivision Regulations, [with the exception of such variances, if any, as are noted upon the plat], and that it has been approved for recording in the Office of the Clerk of the Superior Court of Whitfield County, Georgia.

Authorized Representative: \_\_\_\_\_ Date: \_\_\_\_\_

*Certificate of Approval for Fire Protection*

**I hereby certify that fire hydrants and water mains serving the lots on this final plat have been installed and flow requirements for the fire hydrants have been met in accordance with the requirements of the Whitfield County Building Code for Fire Hydrant and Water Supply Requirements.**

**Whitfield County Fire Chief: \_\_\_\_\_ Date: \_\_\_\_\_**

*Certificate of Approval for Road System*

**I hereby certify the all streets and storm drainage structures shown on this final plat have been constructed (or sufficient surety has been provided to construct) in accordance with the requirements of the Whitfield County Codes for Site Design and Roads, Streets, and Sidewalks.**

**Whitfield County Public Works: \_\_\_\_\_ Date: \_\_\_\_\_**

**NOTE TO Zoning Staff: Verify non-duplication of subdivision name and road names.**