



City of Snellville
Department of Planning and Development
Final Plat Review Checklist

Project Name			
Project Address			
Project Description			
Parcel Number		Internal Case Number	XXXXX
Zoning Case Number		Project Zoning District	
Special Use Permit		Total Acres	
Contact Name		Disturbed Acres	
Contact Number			
Contact Email			
Review Date	Project Review History	Snellville Review Staff Name	
	Initial Submittal Review		
	Re-review (1)		
	Re-review (2)		
	Re-review (3)		
	Re-review (4)		
	Approval		
Re-submittal and Review Procedure			
The Final Plat Review Checklist is attached. All Final Plat Review items must be clearly addressed before issuance of a permit or plan approval. All re-submittals must be a complete set of construction documents or plan set.			
If all comments are not addressed after the third re-submittal/re-review, a meeting will be required with City Staff, Project Owner, Developer, Engineer, Landscape Architect, and Certified Arborist.			
Review fees will be required for each submittal/re-submittal. Payment of the fee is required prior to furthering the review by the Department of Planning and Development.			
City of Snellville - Commercial Development Plan Review Department of Planning and Development Snellville City Hall, 2342 Oak Road, Snellville, Georgia 30078 770-985-3513 www.snellville.org			

Commercial Development Plan Review Checklist		Case Number	XXXXX
Staff, Department, and Agency Contact Information			
City of Snellville			
Jason Thompson, Director 770-985-3518 jthompson@snellville.org			
John Dennis, Zoning Administrator 770-985-3515 jdennis@snellville.org		Nelie Wilson, Administrative Assistant 770-985-3513 nwilson@snellville.org	
Josh Ferguson, Planner 770-985-3909 jferguson@snellville.org		Carole Amos, Planning Technician 770-985-3514 camos@snellville.org	
City of Snellville Engineering Consultant			
Larry Genn, P.E., Principal Associate Clark, Patterson, Lee 678-318-1071 lgen@cplteam.com			
Gwinnett County Departments Pertinent to City of Snellville plan submittal			
Department of Planning and Development One Justice Square 446 West Crogan Street Lawrenceville, GA 30046 678-518-6000 • Development Plan Review (Addressing) P&D-DevelopmentPlanReview@GwinnettCounty.com • Fire Plan Review P&D-FirePlanReview@GwinnettCounty.com • Water/Sewer Plan Review P&D-StormWaterSewer@GwinnettCounty.com			
Department of Transportation One Justice Square 446 West Crogan Street, Suite 400 Lawrenceville, GA 30046 770-822-7400 DOTCommunityRelations@GwinnettCounty.com			
Related State Agencies			
Gwinnett Environmental Health Dept. 455 Grayson Highway, Suite 600 Lawrenceville, GA 30046 770-963- 5132		Georgia Department of Transportation Kevin Mullins, District 1 Engineer 1475 Jesse Jewel Parkway, Suite 100 Gainesville, GA 30501 770-532-5500	

Final Plat Review Checklist	Case Number	XXXXX
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Review 1	Review 2	Review 3	Comment Number	Final Plat Specifications	Code Section	Sheet
			CS-001	Final plat must be clearly and legibly drawn on permanent reproducible material	103-6.4	
			CS-002	Scale of the final plat must not be less than 1 inch = 100 feet	103-6.4	
			CS-003	Sheet size must not exceed 48 inches by 36 inches - Note: any sheet that is larger than 17 inches by 22 inches must be photographically reduced to not more than 17 inches by 22 inches in order to be recorded with the Clerk of the Superior Court	103-6.4	
			CS-004	Final plat must be based on a certified boundary survey delineating the entirety of the property within the final plat and tied to t point of reference (tie point) with the same degree of accuracy as the boundary itself	103-6.4	
			CS-005	Survey must have an initial field closure precision of 1 foot in no less than 10,000 feet and must meet all requirements of Georgia law regarding the recording of maps and plats	103-6.4	
			CS-006	Final plat must substantially conform to the approved development permit and it must constitute only that portion of the approved development permit which the subdivider proposes to record at any one time. Any substantial deviation from the approved development permit will require revision and reapproval of the permit application	103-6.4	
			CS-007	Name of the subdivision (project), district, land lot, and parcel number	103-6.4	
			CS-008	Name, address, and telephone number of the owner of record, and the subdivider (if not the owner)	103-6.4	
			CS-009	Name, address, and telephone number of each professional firm associated with the portion of the subdivision within the final plat (engineer, surveyor, landscape architect, etc.)	103-6.4	
			CS-010	Date of plat drawing, graphic scale, north point; notation as to the reference of bearings to magnatic, true, or grid north, and an indication whether bearings shown are calculated from angles turned	103-6.4	
			CS-011	Location sketch	103-6.4	
			CS-012	Case number, date of approval, and all provisions for any applicable rezoning, special use permit, variance or waiver affecting the property	103-6.4	
			CS-013	Location and dimension of any buffer, landscape strip, special setback, no access easement, etc. required by the UDO	103-6.4	
			CS-014	Boundary lines of the tract to be indicated by a heavy line, giving distances to the nearest one-hundredth foot and bearings to the nearest second	103-6.4	
			CS-015	Bearing and distance to designated tie point shall be shown	103-6.4	
			CS-016	Plat must have initial field closure precision of 1 foot in no less than 10,000 feet	103-6.4	
			CS-017	Municipal or county jurisdictional lines approximately tied to the lines of the subdivision by distance and angles when such lines traverse or adjoin the subdivision	103-6.4	
			CS-018	Land lots traversing or adjoining the subdivision must be indicated	103-6.4	
			CS-019	Locations, widths, and names of all streets and alleys within and immediately adjoining the plat, the location and widths of all internal public crosswalks, and all other public rights-of-way	103-6.4	
			CS-020	Street centerlines showing angles of deflection and standard curve data including radii, length of arcs and tangents between curves, point of curvature (P.C.) and point of tangent (P.T.)	103-6.4	
			CS-021	Tract lines with dimensions to the nearest one-tenth of a foot an bearings to the nearest second, and radii of rounded corners, as necessary to delimit each lot a. All proposed lots meet dimensional standards based on zoning district including area, width, depth, and frontage b. All lots must meet minimum frontage requirement of 25 feet or 35 as measured by the cord on a cul de sac lot, or less if allowed by zoning district, zoning conditions, or variance	103-6.4, 201-1.1.C, 201-1.3.E.2	
			CS-022	Building setback lines along streets with dimensions	103-6.4	
			CS-023	Tracts numbered in numerical order	103-6.4	
			CS-024	Location and size of all drainage pipe, location and extent of detention ponds, the location and size of a public water mains and fire hydrants, and the location, dimensions, and purpose of any easements, including construction or slope easements if required	103-6.4	
			CS-025	Location of any areas to be reserved, donated, or dedicated to public use with notes stating their purpose and limitations. Locations of any areas to be reserved by private deed covenant for the common use of all property owners, or dedicated to a commercial owners association	103-6.4	

			CS-026	Statement of private covenants if any, and they are brief enough to be put directly on the plat; otherwise, if covenants are separately recorded, a statement as follows: <i>This plat is subject to the covenants set forth in the separate document(s) attached hereto dated _____, which hereby become a part of this plat, and which were recorded _____ and signed by the owner.</i>	103-6.4	
			CS-027	Accurate location, material, and description of monuments and markers (all monuments must be in place before approval of the final plat.) A minimum of two permanent markers is required for horizontal and vertical reference. Additional markers may be required on larger developments	103-6.4	
			CS-028	Certificates and statements specified below	103-6.4	
			CS-029	Extent of the 100-year floodplain and a floodplain chart showing the area within and outside the floodplain for each lot containing any portion of the 100-year floodplain. The origin of the floodplain data must be indicated	103-6.4	
			CS-030	Street address numbers, parcel numbers, and block number designations for street names signs on abutting streets, where appropriate	103-6.4	
			CS-031	Additional notes or notations as may be required by the Department	103-6.4	
			CS-032	Plat must be stamped and signed by a registered land surveyor	103-6.4	
			CS-033	If any lands are shown on the final plat for dedication to a property owners association in order to meet minimum open space requirements of the UDO, a copy of the deed of transfer for such dedication and a copy of the instrument of incorporation of the property owners association shall be submitted with the final plat application	103-6.4	
				CERTIFICATES AND STATEMENTS		
				Each final plat must bear the following certificates or statements printed or stamped thereon as follows:	103-6.4	
			CS-034	Final surveyor's certificate: <i>It is hereby certified that this plat is true and correct as to the property lines and all improvements shown thereon, 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. The field data upon which this plat is based has a closure precision of one foot in _____ feet and an angular error of _____ per angle point, and was adjusted using _____ rule. This plat has been calculated for closure and is found to be accurate within one foot in _____ feet, and contains a total of _____ acres. The equipment used to obtain the linear and angular measurements herein was _____.</i> By: _____ REGISTERED GEORGIA LAND SURVEYOR REG NO _____ DATE OF EXPIRATION _____	103-6.4	
			CS-035	Owners acknowledgement and declaration: (STATE OF GEORGIA) (COUNTY OF GWINNETT) <i>The owner of land shown on this plat and whose name is subscribed hereto, in person or through a duly authorized agent, acknowledges tha this plat was made from an actual survey, and accurately depicts the land owned by the undersigned and dedicated by this Acknowledgement and Declaration to the use of the public forever all streets, sewer collectors, lift stations, drains, easements, and other public facilities and appurtenances thereon shown.</i> _____ SIGNATURE OF SUBDIVIDER DATE SIGNED _____ PRINTED OR TYPED NAME OF SUBDIVIDER _____ SIGNATURE OF OWNER DATE SIGNED _____ PRINTED OR TYPED NAME OF OWNER	103-6.4	
				Final plat approval:		

			CS-036	<p><i>The Planning Commission Chairman and the Director of the City of Snellville, Georgia, certifies that this plat complies with the City of Snellville Unified Development Ordinance, and that it has been approved by all other operational City and county departments, as appropriate. This plat is approved subject to the provisions and requirements of the Development Performance and Maintenance Agreement executed for this project between the Owner and the City of Snellville.</i></p> <p>DATED THIS _____ DAY OF _____, 20____.</p> <p>_____</p> <p>PLANNING COMMISSION CHAIRMAN</p> <p>_____</p> <p>PLANNING AND DEVELOPMENT DIRECTOR or DESIGNEE</p>	103-6.4	
			CS-037	<p>Health department certification (for subdivisions served by septic tanks):</p> <p><i>The lots shown hereon have been reviewed by the Gwinnett County Health Department and with the exception of lots _____ are approved for development. Each lot is to be reviewed by the Gwinnett County Health Department and approved for septic tank installation prior to the issuance of a building permit.</i></p> <p>DATED THIS _____ DAY OF _____, 20____.</p> <p>By: _____</p> <p>TITLE: _____</p> <p>GWINNETT COUNTY HEALTH DEPARTMENT</p> <p><i>Note: the above authorization only constitutes approval by the Gwinnett County Health Department. Authorization for development shall not be considered complete and final until the procedure in Sec. 103-5.3.D (Final Plat Approval) has been complied with.</i></p>	103-6.4	
			CS-038	<p>Public notice - drainage:</p> <p>Every final plat that is not single-family detached dwelling subdivision must contain the following statement:</p> <p><i>a. NOTE: The City of Snellville assumes no responsibility for overflow or erosion of natural or artificial drains beyond the extent of the street right-of-way, or for the extension of culverts beyond the point shown on the approved and recorded subdivision plat. The City of Snellville does not assume the responsibility for the maintenance of pipes in drainage easements beyond the City right-of-way.</i></p> <p><i>b. NOTE: Stream Buffer Easements are to remain in a natural and undisturbed condition.</i></p> <p><i>c. NOTE: Structures are not allowed in drainage easements.</i></p>	103-6.4	
				FINAL PLAT PROCESS INFORMATION		
			CS-039	<p>A final plat may not be approved when it shows or otherwise creates a lot that would present particularly severe and unusual difficulties for construction of a building, which would clearly require a variance to be reasonable usable, or which is otherwise "unbuildable" due to the presence of floodplain, unusual configuration, lack of Gwinnett County Health Department approval, or for any other justified reason. This provision does not apply to lots used exclusively for subdivision identification signage, entrance or landscape features, common areas, open spaces, private alleys, or stormwater facilities.</p>	103-5.3.D	
			CS-040	<p>Lots which would appear to be buildable under certain circumstances and would require further study or additional information before a building permit could be issued, but which present problems or unusual difficulties which can reasonably be addressed or overcome by the lot owner, may be included in the plat with the appropriate notation of the steps necessary to allow issuance of a building permit.</p>	103-5.3.D	
			CS-041	<p>Final approval by the Director may not be shown on the final plat until all requirements of these and other applicable regulations have been met, and the Director has received a completed request for approval of development conformance and an executed development performance and maintenance agreement. The agreement must be accompanied by a bond, letter of credit or other acceptable surety providing for the maintenance of all installations and improvements required by these regulations in the subdivision for a period not to exceed 12 months following the date of approval of development conformance for subdivisions for which the final topping of a "two-pass" street has not been applied or for a period not to exceed 24 months. The maintenance bond period of application may be extended by the Director at the request of the developer, provided it is in the best interest of the health, safety, and welfare of the public.</p>	103-5.3.D	

			CS-042	<p>All improvements and installation to the subdivision required for approval of the final plat under the rules and regulations of the City of Snellville have been completed in accordance with the appropriate specifications; or;</p> <p>All of the stormwater drainage and detention facilities, water and sewer utilities, street base and curbing construction required for approval of the final plat have been properly installed and completed and, for those required improvements not yet completed (grassing, pavement topping, required landscaping, sidewalks, etc.) a performance bond will have been filed by the subdivider with the development performance and maintenance agreement, which performance bond must:</p> <ul style="list-style-type: none"> i. Be conditioned upon the faithful performance by the subdivider or developer of all work required to complete all improvements and installations for the subdivision, or approved portion thereof, in compliance with these rules and regulations within a specified time, not to exceed 3 months; ii. Be payable to, and for the indemnification of, the City; iii. Be in an amount equal to the cost of construction of the required improvements not yet completed plus an additional 10% of said costs, as calculated by the Director on the basis of yearly contract prices or City contracts, where available; iv. Be with surety by a company entered and licensed to do business in the State of Georgia; and, v. Be in a form acceptable to the Director or the City Attorney. 	103-5.3.D	
			CS-043	Payment for materials and installation of traffic control and street name signs must be made to the Department in accordance with the traffic engineering regulations before approval of the final plat. Payment of the cost of striping major thoroughfares or required signalization if required and not completed by the developer must also be received by the Department before approval of the final plat.	103-5.3.D	
			CS-044	Payment of the required plat recording fee must be made to the Department before approval of the final plat.	103-5.3.D	
			CS-045	Once the Department has approved the final plat and all other affected departments and agencies of government as required have certified compliance and signed the route sheet, the Director will certify by their signature on the original of the plat that all of the requirements of the UDO, and the conditions of zoning approval have been met, and that all other affected departments have approved the plat. The final plat may not be deemed approved until it has been signed by the Director and where the use of septic tanks is proposed, by a duly authorized representative of the Gwinnett County Health Department. The final plat when approved must be submitted to the Planning Commission for information purposes.	103-5.3.D	
			CS-046	Once the final plat has been so certified, the Director must authorize it to be recorded by the developer with the Clerk of the Superior Court of Gwinnett County. The developer must record the final plat within 30 days after final approval. Any plat not submitted within 30 days for recordation will be considered invalid and have to be resubmitted for review. The subdivider must provide the Department with an appropriate number of copies of the recorded plat, as determined by the Director. Deeds to lands dedicated to the City in fee simple, or to property owner associations for park or recreational use, must be recorded simultaneously with the final plat.	103-5.3.D	
			CS-047	Periodically, but no less often than once each month, the Director must submit a listing of all approved plats to the City Council for ratification of acceptance of all dedications.	103-5.3.D	

