



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			
<p>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.</p>			
<p>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.</p>			
<p>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.</p>			
<p>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</p>			

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 <ul style="list-style-type: none"> • 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	Preliminary Plat Specifications	Code Section	Sheet
			PP-001	The preliminary plat must be based on a certified boundary survey delineating the entirety of the property contained within the preliminary plat, and tied to a point of reference (tie point) with the same degree of accuracy as the boundary survey itself. The 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	103-6.3	
			PP-002	Each preliminary plat must be drawn on, accompanied by, or referenced to a boundary survey which must at least meet the requirements clause 1 above	103-6.3	
			PP-003	Proposed name of the subdivision	103-6.3	
			PP-004	Name, address, and telephone number of the owner of record, and the subdivider (if not the owner)	103-6.3	
			PP-005	Name, address, and telephone number of each professional firm associated with the Development Plans (engineer, surveyor, landscape architect, etc.)	103-6.3	
			PP-006	Date of survey, north point, and graphic scale, source of vertical datum, date of plat drawing, and space for revision dates	103-6.3	
			PP-007	Proposed use of the site, such as single-family detached residences, duplexes, townhouses, office park, industrial subdivision, etc. For residential, indicate the total number of dwelling units within the plat	103-6.3	
			PP-008	Location (land district and land lot), acreage, and density (if applicable)	103-6.3	
			PP-009	Location sketch locating the subdivision in relation to the surrounding area with regard to well-known landmarks such as major thoroughfares or railroads. Sketches may be drawn in freehand and at a scale sufficient to show clearly the information required but not less than 1 inch = 2,000 feet. U.S. Geological Survey maps may be used as a reference guide for the location sketch	103-6.3	
			PP-010	Name of former subdivision if any or all of the land in the preliminary plat has been previously subdivided, showing boundary lines of the same	103-6.3	
			PP-011	Boundary lines of the perimeter of the tract indicated by a heavy line giving lengths in feet and hundredths of a foot, and bearings in degrees, minutes, and seconds. Bearing and distance to designated tie point	103-6.3	
			PP-012	Directional flow arrows for street drainage and individual lot drainage when finished grading of lots is not shown	103-6.3	
			PP-013	Contour lines based on sea level datum, or other datum acceptable to the Department. These shall be drawn at intervals of not more than 2 feet. Contour lines shall be based on field surveys or photogrammetric methods from aerial photographs. The basis for the topographic contour shown must be specified and dated.	103-6.3	
			PP-014	Natural features within the proposed subdivision, including drainage channels, bodies of water, and other known significant features such as extensive exposed rock. On all watercourses leaving the tract, the direction of flow must be indicated. The 100-year floodplain must be outlined and the source of the depicted floodplain information must be indicated. For those lots containing floodplain, a floodplain lot chart must be provided showing the area (in square feet) of each lot lying inside and outside of the floodplain as though the land disturbance activity completed.	103-6.3	
			PP-015	Man-made and cultural features existing within and adjacent to the proposed subdivision including existing right-of-way measured from the centerline, pavements widths, and names of existing and platted streets; all easements, City, and County jurisdiction lines; existing structures on the site and their disposition, and other significant information. Location and dimensions of existing bridges; water, sewer, and other existing utility lines and structures; culverts and other existing features should be indicated	103-6.3	

			PP-016	Proposed layout including lot lines, lot numbers, and block letters; proposed street names, roadway, and right-of-way lines; and, sites reserved through covenants, easement, dedication, or otherwise for public uses. Lots must be numbered in numerical order and blocks lettered alphabetically. The minimum building setback line from all streets. Streets must be dimensioned to show right-of-way and roadway widths, central angles, intersection radii, and cul-de-sac roadway and right-of-way radii. Centerline curve data must be provided for all roadway curves [radius, length, amount of superelevation (if any), point of curvature (P.C.), point of tangency (P.T.), etc.] if not shown separately on construction drawings	103-6.3			
			PP-017	Identify the unit number, division, or stage of development, if any, as proposed by the subdivider	103-6.3			
			PP-018	Existing zoning of the property. Rezoning and variance case numbers, dates of approval and conditions (as applicable). Note the minimum lot size and minimum yard setback requirements, and other applicable zoning requirements. Show and dimension any required buffers, landscape strips, no-access easements, etc. Note any approved waivers from these regulations	103-6.3			
			PP-019	All adjoining property owners, subdivision names, lot numbers and lot lines, block letters, and zoning	103-6.3			
			PP-020	Location of all known existing or previously existing landfills. A statement that no cut trees, timber, stumps, debris, rocks, stones, junk, rubbish, garbage, or other waste material of any kind must be buried in any right-of-way, under any proposed structure, and/or in any onsite/offsite pit	103-6.3			
			PP-021	Proposed recreation area, if any; area of the site; area and percent of the site within the 100-year floodplain; proposed disposition of the site (public ownership, homeowners association, etc.)	103-6.3			
			PP-022	Such additional information as may be reasonably required to permit an adequate evaluation of the subdivision	103-6.3			
			PP-023	Plans must be stamped and signed by a professional engineer, registered land surveyor, or landscape architect (as appropriate)	103-6.3			
				CERTIFICATES AND STATEMENTS				
				Each preliminary plat must carry the following certificate printed or stamped thereon:				
			PP-024	<p><i>All requirements of the City of Snellville Unified Development Ordinance relative to the preparation and submission of a subdivision development permit application having been fulfilled, and said application and all supporting plans and data having been reviewed and approved by all affected City and Gwinnett County Departments as required under their respective and applicable regulations, approval is hereby granted, on this Preliminary Plat and all other development plans associated with this subdivision, subject to all further provisions of said Unified Development Ordinance and other City existing regulations.</i></p> <table border="0" style="width: 100%;"> <tr> <td style="width: 60%; border-bottom: 1px solid black; vertical-align: bottom;"> PLANNING AND DEVELOPMENT DIRECTOR or DESIGNEE City of Snellville </td> <td style="width: 5%; border-bottom: 1px solid black; vertical-align: bottom;">Date</td> </tr> </table> <p><i>THIS CERTIFICATE EXPIRES TWELVE MONTHS FROM THE DATE OF APPROVAL UNLESS A DEVELOPMENT PERMIT IS ISSUED.</i></p> <p><i>Note: The boundaries of the lots shown on this plat have not been surveyed. This plat is not for recording.</i></p>	PLANNING AND DEVELOPMENT DIRECTOR or DESIGNEE City of Snellville	Date	103-6.3	
PLANNING AND DEVELOPMENT DIRECTOR or DESIGNEE City of Snellville	Date							
			PP-025	<p>Owners acknowledgement for Preliminary Plat: (STATE OF GEORGIA) (COUNTY OF GWINNETT) <i>The owner of land shown on this plat and whose name is subscribed thereto, and in person or through a duly authorized agent, acknowledges that this plat was made from an actual survey, and accurately depicts the land owned by the undersigned and will dedicate to the use of the public forever all streets, sewer collectors, lift stations, drains, easements, and other public facilities and appurtenances thereon shown, and will transfer ownership of all public use areas in fee simple ownership by deed for the purposes therein expressed.</i></p>	103-6.3			

				SIGNATURE OF SUBDIVIDER		
				SIGNATURE OF OWNER		
				DATE		
				ADDITIONAL PLANS		
				The preliminary plat must be accompanied by other development plans showing the following information when same is not shown on, or evident from the preliminary plat. The various plans may be combined where appropriate and clarity can be maintained.	103-6.3	
			PP-026	Erosion control plan prepared in accordance with the requirements of Sec. 402-2 (Soil Erosion and Sedimentation Control). Erosion control measures may be shown on the grading plan, if desired.	103-6.3	
			PP-027	Grading plan prepared in accordance with Sec. 402-1 (Grading) if grading is proposed beyond the street right-of-way	103-6.3	
			PP-028	<p>Stormwater drainage construction data:</p> <p>a. Location and size of all proposed drainage structures, including detention ponds, catch basins, grates, headwalls, pipes and any extensions thereof, energy dissipators, improved channels, and all proposed drainage easements to be located outside street right-of-way lines.</p> <p>b. Profiles of all storm drainage pipes and slope of receiving channels. On storm drainage profiles a pipe chart must be shown which will include pipe numbers, pipe size, pipe material, pipe slope, pipe length, contributing drainage area, design flow, design storm frequency, runoff coefficient, and velocity. On all pipes, the 100-year storm line hydraulic grade line must be shown from the outlet to the farthest upstream catch basin, grated inlet or yard inlet. On all outfall structures from detention ponds, the hydraulic grade line must be shown for the 100-year storm.</p> <p>c. Profiles of all open channels and ditches including Mannings' 25-year storm normal depth and velocity. On storm drainage profiles an open channel chart must be shown which will include open channel numbers, conveyance size, lining material, length, channel slope, contributing drainage area, design storm frequency, runoff coefficient, and velocity.</p> <p>d. Hydrological study used in determining the size of structures, including a map of all contributing drainage basins and acreage.</p>	103-6.3	
			PP-029	If sanitary sewers are required by water pollution control, sanitary sewer plans, including the location and size of all proposed sewer lines, manholes, and any easements required therefore, together with sufficient dimensions to locate the same on the ground.	103-6.3	
			PP-030	<p>Construction data for new streets and street widenings:</p> <p>a. Centerline profiles and typical roadway sections of all proposed streets, as well as plans and profiles for all proposed major thoroughfares. Typical roadway sections must be provided for street widenings.</p> <p>b. Where sanitary or storm sewers are to be installed within a street, the grade; size, location, and bedding class of pipe; location and invert elevation of manholes must be indicated on the road profile.</p> <p>c. Profiles covering roadways that are extensions of existing roadways must include: elevations at 50-foot intervals for such distance as may be adequate to provide continuity consistent with the standards required by the Regulations for street improvements, but no less than 200 feet</p> <p>d. All elevations must be coordinated and tied into the U. S. Coast and Geodetic Survey or Department of Transportation benchmarks where feasible, or into reference monuments established by the Federal Emergency Management Agency.</p> <p>e. Stub streets must be profiled at least 200 feet onto adjoining property (no tree cutting).</p>	103-6.3	
			PP-031	Buffer and landscape plan, if any such areas exist within the subdivision, prepared in accordance with the specifications under this subsection and other articles of this UDO.	103-6.3	
			PP-032	Tree preservation/replacement plan, as applicable.	103-6.3	
			PP-033	Floodplain management plans. If any floodplain areas are located on the property, such data as is required by Sec. 403-4 (Floodplain Protection) must be submitted.	103-6.3	

				ENCROACHMENTS	103-6.3	
			PP-034	Where construction is proposed on adjacent property, an encroachment agreement or easement must be submitted to the Department.	103-6.3	

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
			FP-001	Final plat must be clearly and legibly drawn on permanent reproducible material	103-6.4	
			FP-002	Scale of the final plat must not be less than 1 inch = 100 feet	103-6.4	
			FP-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	
			FP-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	
			FP-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	
			FP-006	Final plat must substantially conform to the preliminary plat and it must constitute only that portion of the approved preliminary plat which the subdivider proposes to record at any one time. Any substantial deviation from the preliminary plat will require revision and reapproval of the preliminary plat	103-6.4	
			FP-007	Name of the subdivision, unit number, district, land lot, and parcel number	103-6.4	
			FP-008	Name, address, and telephone number of the owner of record, and the subdivider (if not the owner)	103-6.4	
			FP-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	
			FP-010	Date of plat drawing, graphic scale, north point; notation as to the reference of bearings to magnetic, true, or grid north, and an indication whether bearings shown are calculated from angles turned	103-6.4	
			FP-011	Location sketch	103-6.4	
			FP-012	Name of former subdivision, if any or all of the final plat has been previously recorded	103-6.4	
			FP-013	Case number, date of approval, and all provisions for any applicable rezoning, special use permit, variance or waiver affecting the property	103-6.4	
			FP-014	Location and dimension of any buffer, landscape strip, special setback, no access easement, etc. required by the UDO	103-6.4	
			FP-015	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	
			FP-016	Bearing and distance to designated tie point shall be shown	103-6.4	
			FP-017	Plat must have initial field closure precision of 1 foot in no less than 10,000 feet	103-6.4	
			FP-018	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	
			FP-019	Land lots traversing or adjoining the subdivision must be indicated	103-6.4	
			FP-020	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	
			FP-021	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	
			FP-022	Lot lines with dimensions to the nearest one-tenth of a foot and 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	
			FP-023	Building setback lines along streets with dimensions	103-6.4	
			FP-024	When lots are located on a curve or when side lot lines are at angles other than 90 degrees, the lot width may be required to be shown, if deemed necessary by the Department	103-6.4	
			FP-025	Lots numbered in numerical order and blocks lettered alphabetically	103-6.4	

			FP-026	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	
			FP-027	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 homeowner's association	103-6.4	
			FP-028	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	
			FP-029	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	
			FP-030	Certificates and statements specified below	103-6.4	
			FP-031	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	
			FP-032	Street address numbers, parcel numbers, and block number designations for street names signs on abutting streets, where appropriate	103-6.4	
			FP-033	Individual lots must be designated HLP (house location plan), RDP (residential drainage plan) and/or RDS (residential drainage study) if required by the Department and to be approved before issuance of a building permit	103-6.4	
			FP-034	Additional notes or notations as may be required by the Department	103-6.4	
			FP-035	Plat must be stamped and signed by a registered land surveyor	103-6.4	
			FP-036	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:		
			FP-037	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	
			FP-038	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 that 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>	103-6.4	

				<p>_____ SIGNATURE OF SUBDIVIDER DATE SIGNED</p> <p>_____ PRINTED OR TYPED NAME OF SUBDIVIDER</p> <p>_____ SIGNATURE OF OWNER DATE SIGNED</p> <p>_____ PRINTED OR TYPED NAME OF OWNER</p>		
			FP-039	<p>Final plat approval: 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. DATED THIS _____ DAY OF _____, 20____.</p> <p>_____ PLANNING COMMISSION CHAIRMAN</p> <p>_____ PLANNING AND DEVELOPMENT DIRECTOR or DESIGNEE</p>	103-6.4	
			FP-040	<p>Health department certification (for subdivisions served by septic tanks): 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. DATED THIS _____ DAY OF _____, 20____.</p> <p>By: _____ TITLE: _____ GWINNETT COUNTY HEALTH DEPARTMENT</p> <p>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.</p>	103-6.4	
			FP-041	<p>Public notice - drainage: Every single-family detached dwelling final plat must contain the following statement: 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. b. NOTE: Stream Buffer Easements are to remain in a natural and undisturbed condition. c. NOTE: Structures are not allowed in drainage easements.</p>	103-6.4	
			FP-042	<p>House Location Plans (HLP)</p> <p>On any final plat containing a lot for which a house location plan approval will first be required before issuance of a building permit, the following statement must be included: HLP - HOUSE LOCATION PLAN</p> <p>A House Location Plan shall be required to be approved by the Department prior to issuance of a Building Permit on those lots labeled "HLP". A House Location Plan is a scale drawing submitted by the builder at the time of permit. It is not required that this plan be prepared by a land surveyor or professional engineer. The purpose of this plan is to ensure that the house is properly located on the lot. Please refer to the City of Snellville Development Regulations or contact the Snellville Department of Planning and Development for further information.</p>	103-6.4	
			FP-043	<p>Residential drainage plan (RDP) or study (RDS):</p> <p>On any final plat containing a lot for which a residential drainage plan (RDP) or residential drainage study (RDS) will first be required before issuance of a building permit, the following statement must be included, as applicable: RDP - RESIDENTIAL DRAINAGE PLAN RDS - RESIDENTIAL DRAINAGE STUDY</p> <p>A Residential Drainage Plan or Residential Drainage Study must be approved by the Department of Planning and Development prior to issuance of a Building Permit on those lots labeled "RDP" or "RDS," respectively. Please refer to the City of Snellville Development Regulations and contact the Snellville Department of Planning and Development for further information.</p>	103-6.4	

FINAL PLAT PROCESS INFORMATION					
		FP-044	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.	103-5.3.D	
		FP-045	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.	103-5.3.D	
		FP-046	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.	103-5.3.D	
		FP-047	<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	
		FP-048	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	
		FP-049	Payment of the required plat recording fee must be made to the Department before approval of the final plat.	103-5.3.D	

			FP-050	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	
			FP-051	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	
			FP-052	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	
			FP-053	Required open space has been protected by a conservation surety.	401-2.1.F	
			FP-054	Required recreation areas have been deeded to property owners association.	401-2.2.B	