



Community Development
 11360 Lakefield Drive, Johns Creek, GA 30097
www.JohnsCreekGA.gov
 678-512-3200

FINAL PLAT CHECKLIST

OVERVIEW

This checklist contains the information required to prepare and submit plans for a City of Johns Creek Final Plat recording for subdivision projects. Water & sewer as-builts must be approved by Fulton County. Storm system as-builts are required and are reviewed and approved by the City of Johns Creek.

CONTACT US

678-512-3200

Planning & Zoning.....	Ruchi Agarwal
GIS/Addressing.....	Catherine Cronlund
Land Development Manager.....	Gilbert Quinones
Public Works/Transportation.....	Chris Haggard
Fire.....	Chris Clanton

OTHER HELPFUL TELEPHONE NUMBERS

Fulton County Environmental Health Services..... Septic Tank Permits (Residential & Commercial), Water Well Permits, Community Swimming Pools	(404) 332-1801
Call Before You Dig.....	(800) 282-7411 or 811
Georgia Department of Transportation.....	(404) 986-1094
Fulton County Water/Sewer.....	(404) 730-7399
Fulton County Clerk of Superior Court.....	(404) 730-5305

The City of Johns Creek reserves the right to change this checklist as necessary at any time.

FEE SCHEDULE FOR PLATS

FINAL PLAT (New Plats & Revisions)	\$350 plus \$5 per lot
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FINAL PLAT CHECKLIST

1. Provide Professional Land Surveyor's seal and signature.
2. Fulton County water as-built approval required
3. Fulton County sanitary sewer as-built approval required
4. List project name including a.k.a./f.k.a, the City of Johns Creek Land Disturbance Permit (L.D.P.) number.
5. Provide North Arrow (state plane GA West)
6. Indicate engineer's name, address, and phone number. Dates of revision shall be included and plans shall be signed and sealed by a Professional Engineer.
7. Depict Land Lot, Districts, Section, City, and County.
8. List owner's name, address, and telephone number and 24 hour contact name/local phone.
9. The as-built submittal shall be to scale on 24" x 36" sheets. Include a location map.
10. Street names shall match that of the final plat/LDP.
11. Show all new improvements:
 - A. Building/structure, parking lot with striping, sidewalks and/or trails, outdoor lighting, etc.
 - B. Right-of-Way improvements including roadway expansion, curb & gutter, sidewalks, striping, etc.
12. Show all building setback lines, zoning buffers, landscape strips, stream buffers and impervious setbacks.
13. Show all adjacent property owners and zoning.
14. Show all pipe crossings (storm drainage, sanitary sewer, water, and sewer laterals) with appropriate easements.
15. Delineate centerline of all streams, local and state stream buffers, and appropriate floodplain.
16. Show ALL easements (water, sanitary sewer, drainage, access, utility, combination, etc.). All public easements must be recorded and clearly shown as such. All storm drain lines and conveyances shall have a twenty (20) feet drainage easement shown.
17. All internal angles in the direction of flow shall be shown on sewer lines. Show and indicate direction of flow on sewer lines.
18. Sewer laterals shall be provided for each lot. Laterals from street sanitary sewer lines must extend at least ten and one-half (10.5) feet behind back of curb. On commercial projects, show all clean-outs.
19. Show all storm drainage systems, including profile of storm pipes and detention ponds, and all offsite drainage easements. All storm drain lines and conveyances shall have a twenty (20) feet drainage easement shown.
20. Provide two State Plane coordinates, Georgia West Zone.
21. Show the following on detention ponds:
 - A. 6 ft. fence, 10 ft. inside access easement, 20 ft. landscape strip around pond, and a 20 ft. access easement leading to pond.
 - B. Outlet structure
 - C. Indicate 25-yr. and 100-yr. storm elevations and volume of pond
22. Provide an As-Built Hydrology Study signed and sealed by Professional Engineer. Study must indicate and state that the stormwater management facility(s) functions as designed per the land disturbance permit.

FINAL PLAT CHECKLIST – CONT'D

23. Performance and Maintenance Sureties (included in packet) are required prior to final approval of as-builts per Required Document Checklist (for residential subdivision projects).
24. Provide a copy of the FIRM panel map on the front sheet. Show and label the location of the site.
25. Stormwater Facilities Maintenance Agreement: Recorded with the Clerk of Superior Court of Fulton County showing the Deed Book and Page Number on the Final Plat.
26. Provide the following Drainage Notes (per the Development Regulations Article 10):
 - A. The owner of record, on behalf of himself (itself) and all successors in interest, specifically releases the City of Johns Creek from any and all liability and responsibility for, and the City of Johns Creek assumes no liability, but rather expressly disclaims any liability for: flooding or erosion from storm drains; flooding from high water of natural creeks, river or drainage features; maintenance of pipes, culverts or structures located outside of public right-of-way; or maintenance of natural creeks, river or drainage features . A drainage easement is hereby established for the sole purpose of providing for the emergency protection of the free flow of surface waters along all watercourses as established by these regulations and the Director of Public Works. Said Director may conduct emergency maintenance operations within this easement where emergency conditions exist. Emergency maintenance shall be the removal of trees and other debris, excavation, filling and the like necessary to remedy a condition, which in the judgment of said Director is potentially injurious to life, property or the public road or utility system. Such emergency maintenance, conducted for the common good, shall not be construed as constituting a continuing maintenance obligation on the part of the City of Johns Creek nor an abrogation of the City of Johns Creek's right to seek reimbursement for expenses from the owner/s of the property/ies of the lands that generated the conditions.
 - B. Stream Buffers are to remain in a natural and undisturbed condition.
 - C. Structures are not allowed in drainage easements.

GENERAL INFORMATION

1. The final plat shall be drawn clearly and legibly in black ink at a recommended scale of 1" = 10' to 1"=100'. The scale shall be stated as "1" inch to _____ ft. and shown graphically. If the complete plat cannot be shown on one sheet, then said plat shall be shown on several sheets with an index map indicated on each sheet. The recommended sheet size shall be 17" x 22" with a minimum character height of .08 inches. Plats recorded and filed at Fulton Superior Court must meet the standards of the "Georgia Plat Act". The Clerk of Superior Court can and will reject your document if it is not legible or does not meet Georgia Plat Standards.
2. Provide a name or title for all maps or plats. The name of the former subdivision, Deed Book and Page number shall be stated on all sheets, if applicable.
3. Provide the following: City, County, District, and Land Lot; Date of plat preparation and each individual revision of record.
4. The name of the land surveyor, registration number, and seal shall be affixed to the plat under the surveyor's signature.
5. Provide the name, phone, and address of the owner of record.
6. Provide the name and address of the sub-divider.
7. Provide a north arrow (state plane GA West) and graphic scale on all sheets.
8. Show all land lot lines, district lines, and city and county boundaries labeled appropriately with words and figures.
9. Provide distances and bearings on all boundary or lot lines.
10. Provide in the notes the reference for the angular bearings shown on the plat.

FINAL PLAT CHECKLIST – CONT'D

11. Provide a site location sketch and the course and distance to the nearest existing street intersections, benchmarks, or other recognized permanent monuments which shall be accurately described on the plat. Tract boundaries shall be determined by accurate survey in the field. Provide course and distance to the nearest two (2) Fulton County Monuments (must state monument I.D. number).
12. Provide a copy of the F.I.R.M. panel and the F.I.R.M. panel front cover on the plat. Show and label the location of the site.
13. Provide in the notes the total number of lots and acreage of the tract of land being subdivided.
14. Locate all fire hydrants and provide GPS coordinates.

REQUIRED CERTIFICATIONS AND STATEMENTS

1. Provide the closure precision of the survey data shown on the plat as follows: "This plat has been calculated for closure and is found to be accurate within one foot in _____ feet."

2. FINAL PLAT APPROVAL

The Director of the Community Development Department of The City of Johns Creek, Georgia, certifies that this plat complies with the City of Johns Creek Zoning Ordinances, Conditions of Zoning, and the City of Johns Creek Development Regulations as amended.

 Director,
 Department of Community Development

 Date

3. If applicable, provide revision statement with signature block. Original approval signatures are needed for revisions.
4. OWNER'S ACKNOWLEDGEMENT (this must be the owner of record signed in BLACK ink).

Note: all dedications may not be applicable.

OWNER'S ACKNOWLEDGEMENT:
 STATE OF GEORGIA
 (CITY OF JOHNS CREEK)

The owner of record of the land shown on this plat and whose name is subscribed thereto in person or through a duly authorized agent, hereby acknowledges that this plat was made from an actual survey, and dedicates to Fulton County or the City of Johns Creek, as noted below, the complete ownership and use of all improvements constructed or to be constructed in accordance with this plat, and dedicates to the use of the public forever the following:

To Fulton County	
Public Sewer/Water Easements	_____ acres
To the City of Johns Creek	
Public Street Right-of-Way	_____ acres in fee
Drainage Easements	_____ acres
Public Parks	_____ acres
Public Access/Pedestrian Easements	_____ acres

 Typed Name of Subdivider

 Typed Name of Owner of Record

 Signature of Subdivider

 Signature of Owner of Record

 Date

 Date

5. FLOOD HAZARD

The Intermediate Regional Flood (I.R.F.) areas shown herein were determined by the Professional Engineer whose stamp and signature are affixed hereto. The City of Johns Creek does not, by approving this plat, warrant their accuracy, and does not imply that land outside the areas of flood hazard shown will be free from flooding or flood damage. Further, the City of Johns Creek does not by approving this plat nor accepting the public improvements therein, assumes maintenance of the flood carrying capacity of the flood areas or watercourses. Maintenance shall remain the responsibility of the owner(s) of the land upon which they exist. The owner of a lot or parcel that contains a flood hazard area is required to submit a site plan to the City of Johns Creek prior to the initiation of any improvements to the lot or parcel. The site plan shall include the location and elevation of the I.R.F. within the lot or parcel and the existing and proposed improvements. Approval of the site plan by the City of Johns Creek is required prior to the issuance of a building permit.

6. DRAINAGE

The owner of record on behalf of himself (itself) and all successors in interest specifically releases the City of Johns Creek from any and all liability and responsibility for flooding or erosion from storm drains or from flooding from high water of natural creeks, river, or drainage features. A drainage easement is hereby established for the sole purpose of providing for the emergency protection of the free flow of surface waters along all watercourses as established by these Regulations and the Director of the Department of Public Works. Said Director may conduct emergency maintenance operations within this easement where emergency conditions exist. Emergency maintenance shall be the removal of trees and other debris, excavation, filling and the like, necessary to remedy a condition, which in the judgment of staff and Director, is potentially injurious to life, property, or the public road or utility system. Such emergency maintenance conducted for the common good shall not be construed as constituting a continuing maintenance obligation on the part of the City of Johns Creek nor abrogation of the City of Johns Creek's right to seek reimbursement for expenses from the owner(s) of the property (ies) or the lands that generated the conditions.

NOTE: Stream Buffers are to remain in a natural and undisturbed condition.

NOTE: Structures are not allowed in drainage easements.

7. Include the following statement under the F.I.R.M. panel:

"According to the F.I.R.M. of Fulton County, panel number 13121C, dated (Insert Appropriate Date), a portion of this property (is) or (is not) located in a Special Flood Hazard Area."

8. APPROVAL OF DEPARTMENT OF HEALTH – choose the appropriate stamp for your project: Provide Health Department signature block on plat. On septic systems, the Department of Health must sign plat.

9. Add this note to plat:

"City of Johns Creek and Fulton County personnel and/or agents shall have free and total access to and across all easements."

FINAL PLAT CHECKLIST – CONT'D

PLATS WITH 5 OR FEWER LOTS LOTS

FULTON CNTY DEPARTMENT OF HEALTH AND WELLNESS ENVIRONMENTAL HEALTH SERVICES

This development is approved provided the following required improvements are in compliance with the Fulton County Code of Ordinances, Chapter 34, Article IV, DRINKING WAER and Article XI, ~~SEWAGE DISPOSAL~~.

<u>WATER SUPPLY</u>	<u>SEWAGE DISPOSAL</u>
<input type="checkbox"/> Public Water Supply	<input type="checkbox"/> Public Sanitary Sewerage System
<input type="checkbox"/> Individual Onsite Water Supply(ies)	<input type="checkbox"/> Individual Onsite Sewage Management System(s)
_____	_____
Date	Fulton County Department of Health and Wellness
_____	_____
Revision Date	Fulton County Department of Health and Wellness

OR

PLATS WITH 6 OR MORE

FULTON CNTY DEPARTMENT OF HEALTH AND WELLNESS ENVIRONMENTAL HEALTH SERVICES

This development is approved provided the following required improvements are in compliance with the Fulton County Code of Ordinances, Chapter 34, Article IV, DRINKING WAER and Article XI, ~~SEWAGE DISPOSAL~~.

<u>WATER SUPPLY</u>	<u>SEWAGE DISPOSAL</u>
<input type="checkbox"/> Public Water Supply	<input type="checkbox"/> Public Sanitary Sewerage System
<input type="checkbox"/> Individual Onsite Water Supply(ies)	<input type="checkbox"/> Individual Onsite Sewage Management System(s)
<u>CONDITIONS OF APPROVAL</u>	
<input type="checkbox"/> Type "A"	<input type="checkbox"/> Type "A" <input type="checkbox"/> Type "C"
<input type="checkbox"/> Type "B"	<input type="checkbox"/> Type "B" <input type="checkbox"/> Type "D"
_____	_____
Date	Fulton County Department of Health and Wellness
_____	_____
Revision Date	Fulton County Department of Health and Wellness

ZONING

1. Provide the zoning case number and all conditions of zoning on the plat and clearly indicate compliance with conditions showing all required natural buffers, landscape strips, and deceleration lanes on the plat. Provide adjacent properties' zoning classification.
2. Provide the current zoning for the property or tract of land being platted and zoning case number (if any). The following data shall also be stated on the plat:

Front Setback	_____	feet
Rear Setback	_____	feet
Side Interior Setback	_____	feet
Side Corner Setback	_____	feet
Minimum Heated Floor Area	_____	feet
Parking Space(s)/Dwelling Unit	_____	spaces
Minimum required Lot Area	_____	square feet
Minimum required Lot Frontage	_____	feet
Min. required Lot Width at Building Line	_____	feet

3. Provide a typical lot detail to include minimum dwelling size, sidewalk location, proposed rights of way, setbacks, etc.
4. Revise corner and rear yard setbacks as per redline comment on irregularly shaped lots.
5. Provide in the notes the total acreage of the entire site to the nearest 1/100 of an acre, and the total number of lots. Provide on plan view the area of each lot or parcel in square feet.
6. If any portion of the plat is within the boundaries of the Metropolitan River Protection Act, indicate the River Corridor case number, and show by lot the maximum amount of permitted impervious surface and land disturbance by vulnerability category as well as the total lot area of each lot. The following statement, written in at least 12 point type, shall be shown on the plat:

"The property shown on this plat is subject to the regulations of the Metropolitan River Protection Act and the Certificate approved by the City of Johns Creek or Fulton County (RC _____). The maximum amounts of clearance and impervious surface allowed for each lot are listed here on. The owners, heirs, or assignees of each individual lot are solely responsible for compliance with the approved certificate. For further information, contact the City of Johns Creek Community Development Department".

7. Show 20 foot landscape strip around detention ponds.
8. Show a 20 foot graded and stabilized vehicular access easement to all detention ponds. A 10-foot graded access easement shall completely encircle the detention pond unless otherwise permitted through the Community Development Department. Use a 30-foot combined easement when combined with a sanitary or drainage easement.

TRANSPORTATION

General

Provide the following the City of Johns Creek with every Final Plat submittal if applicable:

Dedication Plan

1. R/W dedication tables of area dedicated. Ensure polygons for frontage dedication is independent of polygon for subdivision internal street dedicated and that each polygon is closed. Show entire area of polygon
2. Provide course and distance to the nearest two (2) Fulton County Monuments (must state monument I.D. number).
3. Label distance of centerline of roadway to existing and proposed right-of-way
4. Label all private streets as Access Easement/Utility Easement
5. Show and label all lines and curves of roadway centerlines
6. Show line of sight at entrance(s) to subdivision.

Roadway Improvement Plan

7. Centerline line and curve data for all streets
8. Roadway Profile for all new roads
9. Clearly show and label all roadway improvements including turn lanes, pavement marking and signs. Include improvements on all streets along frontage.
10. Show and label all drainage structures
11. Provide a compact disc as a DXF, DGN or DWG file format of corrected/approved plans.

Roadway

12. Show and state all names for all subdivision streets and front road. Label the existing right of way and proposed right of way or access/utility easements (private roads).
13. Show and label all existing conditions including property lines, subdivisions, driveways, streets and alleys, utilities, pavement striping, etc. along the property frontage on both sides of the road. Include existing conditions to the next roadway intersection past property lines.
14. Label centerline line data for all roads (subdivision and existing roadway).

Sample Street Centerline Line Chart

Street Centerline Line Chart		
<i>Line</i>	<i>Length</i>	<i>Bearing</i>
CL1	255.05'	S68°38'06"W
CL2	41.25'	S68°38'06"W
CL3	96.56'	S49°18'01"W

15. Label centerline curve data: showing angles of deflection and standard curve data including radii, length of arcs and tangent between curves, point of curvature (P.C) and point of tangency (P.T.) for subdivision and front road.

Sample Street Centerline Curve Chart

Street Centerline Curve Chart				
<i>Curve</i>	<i>Arc</i>	<i>Radius</i>	<i>Chord</i>	<i>Chord Bearing</i>
CC1	50.62'	150.00	50.38'	S68°38'06"W
CC2	29.58'	350.00'	29.57'	S68°38'06"W
CC3	33.08'	350.00'	33.07'	S68°38'06"W

FINAL PLAT CHECKLIST – CONT'D

16. Show profile of all new public roadways. At a minimum include:
 - Stationing
 - Vertical curve data
 - Grades for all tangents
 - All intersecting street (Street name, station on mainline, station on intersecting street, elevation)
 - Major cross drains greater than or equal to 48"
 - PVT, PVI and PVC with stations and elevations
 - Existing ground showing
 - Low and high points with station and elevation
17. Label distance from back of curb to right of way. Show and state all names and right of way widths (existing and proposed) for all public streets (subdivision and front roads). Show dimensions for R/W to R/W, R/W to C/L, B/C to R/W.
18. Label centerline stationing of subdivision streets that corresponds to roadway profile information.
19. Label all tapers and storage lengths for all proposed turn lanes.
20. Label limits of new pavement and/or overlay on existing frontage road.
21. Label the intersection angle for all roads.
22. Show and label sidewalks/trail and curb and gutter along the entire property's road frontage. Show all sidewalk/trail and curb and gutter within the subdivision and label as future if not constructed.
23. Show sight distance lines as previously approved on the land development permit. Certify in writing that adequate horizontal and vertical sight distance exists in accordance with the provisions contained in the City of Johns Creek Subdivision Regulations. Statement should read as follows: This project is designed with adequate intersection sight distance for roadways approaching a minor or major thoroughfare. The regulated speed limit on _____ Street/Road is XX mph. The sight distance for the proposed Drive is in excess of XXX ft. in the _____ direction and in excess of XXX ft in the _____ direction along existing _____ Street/Road. The sight distance criteria are based on the time required for a vehicle to make a left turn from a stop-controlled approach (Case B1) as per guidelines of AASHTO "A Policy on Geometric Designs of Highways and Streets," 4th Edition, 2004, (Exhibit 9-55). The line of sight establishes the boundary of a sight triangle, within which there should be no sight obstruction.
24. Show radius of cul-de-sac to edge of pavement and to right-of-way.

Traffic

25. Show all pavement striping (crosswalks, edge lines, arrows) and signage as installed.
26. Show all signal improvements. Verify that all signal improvements are within the right-of-way.

Right of Way

27. Show proposed right of way lines as bold and label "Dedicated R/W" and existing right of way as grayscale and label "existing R/W".
28. Provide right-of-way miters with 20 ft legs at entrance(s) to subdivision and at all intersections within the subdivision.

Indicate location, dimensions, and purpose of any easements, including access/utility easements, slope easements, drainage easements, access easements, no access easements, landscaping easements, signage
30. Provide the following required Right-of-Way Dedication Documents for donation of right-of-way to the City per Section 3.0 of the City's current Right-of-Way policy.
 - Right-of-Way Deed
 - Affidavit of Owner
 - Title opinion or vesting deed
 - Proof of authorization to sign for Corporation, LLC, Partnership, etc.

FINAL PLAT CHECKLIST – CONT'D

- Provide an 8 1/2" x 11" reduction of "Dedication Plan" of the approved Final Plat. All text shall be legible. Additional 8 1/2" x 11" sheets may be used if necessary to show all existing and proposed R/W line and curve data

31. STATEMENT OF SLOPE EASEMENT

This plat is approved with the understanding that easement is granted the City of Johns Creek along all road frontage for the purpose of sloping cuts and fills as follows:

- 0' to 5' – not less than 3 to 1 slope
- 5' to 10' – not less than 2 to 1 slope

Utilities

32. Provide approved "Street Lighting Plan" and show proof of payment to the Electric Provider for installation.
33. Ensure utilities (poles, hydrants, box, etc.), concrete flumes or others are not obstructing the required ADA width for a sidewalk.
34. Show all private utility vaults located outside of public right of way.
35. Show all public service utility lines and any easements. Location must comply with Article 12 of the Development Regulations and must not cause a roadway hazard.

Maintenance

36. If applicable, add note to final plat, "Home Owners Association shall maintain all common areas".
37. Label all common areas as "C.A."

ADDRESSING - GIS

1. Please see Section 113-73 of the city code for general naming guidelines:
https://www.municode.com/library/ga/johns_creek/codes/code_of_ordinances?nodeId=PTIICOOR_CH11_3DERE_ARTVIIPR.
2. Cover Sheet:
 - a. Title (top, center) should contain the name and address of the development.
 - b. Add PIN(s) of all parcels affected by development
 - c. Add land lots
 - d. Add Zip code.
3. Title Blocks:
 - a. Add development name
 - b. Add address
 - c. Add land lots
4. North arrow to reference State Plane Georgia West on all applicable pages.
5. Provide overall site plan showing complete project on one page.
6. Provide a minimum of two points along the boundary, one being on the P.O.B. and the other being a point opposite the P.O.B., in either the State Plane Georgia West northing and easting (to a minimum of 4 decimal points) OR decimal degrees (to a minimum of 6 decimal points).
7. Label all streets and designate if "public" or "private".
8. Provide Address/Lot/Area chart showing all assigned addresses, including utility, common areas, detention ponds, and mail kiosks (template below).

ADDRESS CHART

PHASE NO.	LOT	STREET NO.	STREET NAME	ACRES	SQ. FT.

9. Label all addresses. Note: only one address allowed on corner lots, typically based on front yard as determined by zoning/development setback regulations.
10. Designate and uniquely label (CA1, CA2, etc.) all common areas on the plans and any common area utility locations that will need future permits (sprinkler system, electrical, etc.)
11. Provide location and address on the plans of any proposed mail kiosks and also provide the same information in the address chart.
12. Once LDP/FP is approved, provide a digital file or CD of the final drawings in DXF, DGN, or DWG file format in State Plane GA West. The file may be emailed to GIS contact.

SITE

1. Show Johns Creeks tributary buffers, state water buffers, zoning buffers, easements, 100-yr floodplain and other applicable setbacks.
2. Provide bearings and distances on all off-road sanitary sewer and permanent stormwater management facilities and drainage easements.
3. Show a 20-foot graded and stabilized vehicular access easement to all detention ponds. A 10-foot graded access easement shall completely encircle the detention pond unless otherwise permitted through the Community Development Department. Use a 30-foot combined easement when combined with a sanitary or drainage easement.
4. Show 20' landscape strip and fence around detention ponds.
5. Show and label the stormwater management facility outlet structure on the plan view.
6. Show the Lowest Floor Elevations (L.F.E.) on lots that have flood plain or a detention pond and provide a recorded copy of the Flood Plain Indemnification Agreement. The L.F.E. for flood plain lots shall be a minimum of 3 feet above the 100-year flood elevation; and the L.F.E. for detention pond lots shall also be a minimum of 3 feet above the 100-year High Water (H.W.) elevation. Show the 25-year and 100-year high water elevation and volumes of the detention pond(s) on the plat. Detention Ponds should be labeled as common areas or symbolically referred to as "C.A." If any common areas are shown on the plat, a Mandatory Homeowner's Association shall be created and the incorporating documents submitted along with the final plat for review and approval prior to submittal to the Secretary of State. Said documents shall be recorded with the Clerk of Superior Court of Fulton County with the Deed Book and Page Number referenced on the plat. All private covenants, if any, shall also be submitted prior to recording and shall, once recorded, be referenced on the plat.
7. Place Development Holds on appropriate lots as shown below. Include DH-HOLD Block.

DH-HOLDS

PLEASE NOTE THAT A CERTIFICATE OF OCCUPANCY HOLD MAY BE PLACED ON YOUR BUILDING PERMIT TO VERIFY THAT YOU HAVE COMPLIED WITH YOUR SUBMITTED SITE PLAN. A SITE INSPECTION WILL BE REQUIRED.

- DH-A** **SITE PLAN IS REQUIRED SHOWING BUILDING AND DRIVEWAY LOCATION WITH DIMENSIONS OF THE LOT. SHOW ALL STRUCTURES, SETBACKS, EASEMENTS, SPECIMEN TREES, BUFFERS, AND PUBLIC INFRASTRUCTURE.**
- DH-B** **SITE PLAN REQUIRED SHOWING EXISTING AND PROPOSED CONTOUR GRADES, EROSION CONTROL MEASURES, ITEMS IN "A" ABOVE. A REGISTERED, LICENSED PROFESSIONAL ENGINEER, LICENSED LANDSCAPE ARCHITECT OR REGISTERED SURVEYOR MUST SIGN AND SEAL THE PLANS.**
- DH-C** **SITE PLAN IS REQUIRED SHOWING MINIMUM FINISHED FLOOR ELEVATION, I.R.F. ELEVATION AND CONTOUR LINE, 25 AND 100 YEAR ELEVATIONS OF THE DETENTION FACILITY, TOP OF BANK FOR STREAMS, DRAINAGE DITCH, AND ITEMS FOR DH-A HOLDS AS STATED ABOVE. A FINAL ELEVATION CERTIFICATE MUST BE COMPLETED BY THE PROPERTY OWNER OR REPRESENTATIVE AND SUBMITTED TO THE CITY DEPARTMENT OF COMMUNITY DEVELOPMENT AT THE TIME THE LOWEST FLOOR/FIRST FLOOR (REFERENCE LEVEL) IS ESTABLISHED, PRIOR TO FURTHER CONSTRUCTION OF THE BUILDING.**
- DH-D** **ONLY THE DIRECTOR OR THE SPECIFIC APPOINTEE REPRESENTING THE DIRECTOR MAY RELEASE THIS TYPE OF HOLD. A DH-D HOLD IS A GENERAL HOLD FOR A SPECIFIC PURPOSE NOT PREVIOUSLY COVERED BY THE PROCEEDING EXPLANATION BELOW.**

FINAL PLAT CHECKLIST – CONT'D

Once all review comments are satisfied, the following procedure will be used to record the final plat:

1. Provide the following to the Administrative Assistant for signature by the Director of Community Development:
 - A. Two (2) copies of the final plat
2. Administrative Assistant will return the following City of Johns Creek approved final plats to the applicant:
 - A. One (1) signed copy of the final plat
3. Applicant records the final plat with Fulton County Clerk of Superior Court then submits the following copies to the Administrative Assistant for distribution to GIS and Records Manager:
 - A. One (1) digital full-size copy of the Fulton County approved/recorded final plat

ADDITIONAL REQUIRED DOCUMENTS CHECKLIST

The following required documents must be provided **before** approval and recording of the final plat:

1. Health Department signature block on cover page of final plat: signed & dated
2. [Performance Surety Calculation Form](#) and [Surety Bond Template](#)
3. [Maintenance Surety Calculation Form](#) and [Surety Bond Template](#)
4. HOA Articles of Incorporation
5. HOA Declaration of Covenants
6. As-Built Hydrology Study signed and sealed by Engineer
7. [Stormwater Facilities Maintenance Agreement](#): Recorded with the Clerk of Superior Court of Fulton County showing the Deed Book and Page Number on the Final Plat.
8. As-Built Flood Plain Study (if applicable)
9. Provide set of Fulton County approved Sanitary Sewer As-builts plans & profiles
10. Provide set of Fulton County approved Water As-builts plans & profiles

Section 8. Maintenance Surety Calculation Form

Use this calculation form to determine the amount of the maintenance surety (Cashier's Check, Letter of Credit, Insurance Bond). Once completed, submit forms to the City of Johns Creek for verification and approval prior to obtaining the official surety. The maintenance period is 24 months from the date of project approval. Following the maintenance period, the City of Johns Creek will conduct a final maintenance inspection.

Section 8. Performance Surety Calculation Form

Use this calculation form to determine the amount of the performance surety (Cashier's Check, Letter of Credit). This surety is required for all infrastructure and landscaping improvements that are yet to be installed per the original land disturbance permit. Once completed, submit forms to the City of Johns Creek for verification and approval prior to obtaining the official surety. Contact the City of Johns Creek for a final inspection once all improvements are installed.

Section 9. Surety Agreements

Once the surety calculation forms are submitted, verified, and approved by the City of Johns Creek, use one or more of the Surety Agreement Sample Forms to serve as a template for the official surety, which must be submitted on company letterhead.

Section 10. As-Built Hydrology Study signed and sealed by Engineer

Provide an As-Built Hydrology Study signed and sealed by Professional Engineer. Study must indicate and state that the stormwater management facility(s) functions as designed per the land disturbance permit and that all stormwater management requirements of the City of Johns Creek have been met.

Section 11. Stormwater Facilities Maintenance Agreement

This agreement, which shall be recorded among the deed records of the Clerk of Superior Court of Fulton County, states that all stormwater facilities will be maintained by the property owner.