



www.JohnsCreekGA.gov
 678-512-3200 ~ 678-512-3303 (fax)
 12000 Findley Road, Suite 400, Johns Creek, GA 30097

Date: ___ / ___ / ___
 HTE No.: _____
 Permit No.: _____
 Fee: \$ _____

MINOR PLAT

TYPE

SUBDIVISION OF 3 LOTS OR LESS/COMBINATION OF 2 LOTS OR MORE

Description of proposed development (please check one): Minor Plat Fee
 Residential \$350
 Commercial

PROJECT

Name of Plat _____ # of Lots _____

Property Address _____ Suite/Apt #. _____ City _____ State GA Zip Code _____

Property ID / PIN _____ Zoning _____ Zoning Case No. _____ Total Acreage _____ Disturbed Acreage _____

Owner of Record (Company / Individual) _____ E-mail (for sending review comments) _____

Owner Address _____ Suite/Apt #. _____ City _____ State _____ Zip Code _____

APPLICANT

Applicant Name _____

Company _____

Mailing Address _____ Suite/Apt #. _____ City _____ State _____ Zip Code _____

Phone _____ Cell Phone _____ Fax Phone _____ E-mail (for sending review comments) _____

I hereby certify that all information provided herein is true and correct.

Applicant Signature: Property Owner or Owner's Representative _____ Date _____

MINOR PLAT CHECKLIST

NOTES:

***Please provide four copies of the plat upon submittal along with the application and review fee.**

***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".

***All lots on septic systems must comply with the Fulton County Health Department requirements prior to submittal to this department.**

General Requirements

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 in the Title Block: City, County, District, and Land Lot; Date of plat preparation and each individual revision of record.
4. A statement of the private covenants, if they are brief enough to be put directly on the plat shall be shown; otherwise, a statement as follows shall be on the plat:

"This plat is subject to the covenants set forth in the separate documents(s) as recorded in Deed Book _____, Pages(s) _____, which hereby becomes a part of this plat."

5. Provide a note stating the zoning of the property, (if applicable) the zoning case number, and the minimum requirements per the zoning conditions.
6. Provide the name, phone, and address of the owner of record.
7. Provide the name and address of the sub-divider.
8. Provide a north arrow (state plane GA West) and graphic scale on all sheets.

9. Show all land lot lines, district lines, and city and county boundaries labeled appropriately with words and figures. Provide distances and bearings on all boundary or lot lines. Lot lines with dimensions, internal angles, arcs, chords, and tangents, or radii of rounded corners.
10. Show lot address and front, rear, and side setback lines with dimensions. State minimum lot width at building line in notes and show on plan
11. Provide in the notes the reference for the angular bearings shown on the plat.
12. Provide a site location sketch on the site plan. Provide bearing and distance of the nearest two (2) Fulton County GIS monuments to the point of beginning (P.O.B) of the property boundary. Label the Fulton County monuments with the Fulton County ID, elevation and its corresponding northing and easting. Label monument ID numbers.
13. 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."
14. Land lot lines must be accurately shown on the subdivided tract by distance and angles when such lines traverse the tract.
15. 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. Show the limits of the floodplain on the site plan, if applicable. 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 _____, a portion of this property (is) or (is not) located in a Special Flood Hazard Area."
16. Provide in the notes the total number of lots and acreage of the tract of land being subdivided or combined.
17. Locate all fire hydrants and provide GPS coordinates, if applicable.
18. Provide the width to the centerline of the right-of-way and the right-of-way width. Show the angles of deflection and standard curve data of intersection, radii, length of tangents, arcs, and degree of curvature with basis of curve data for all roads on a curve. Label the names of all streets and alleys within and immediately adjoining the plat and the exact location and widths of all crosswalks.
19. Label the R/W to indicate whether the road is paved or unpaved and a public or private street.
20. Show state water buffers (25' Undisturbed), Johns Creek buffers (50' Undisturbed + an additional 25' impervious setback), zoning buffers, easements, 100-yr floodplain and other applicable setbacks.
21. Location, dimensions, and purpose of all drainage structures. Show any easements including slope easements, if required, and public service utility right-of-way lines, any areas to be reserved, donated, or dedicated to public use. If the site has any easements other than residential use, provide notes stating their purpose and limitation. Any areas to be reserved by deed covenant for common uses of all property owners must also be shown and labeled. Refer to previous deed book and page numbers.
22. Include the following statements on the plans:
"Water service provided by _____."
"Wastewater service provided by _____."

23. The following certificates shall appear on all Final Plats whereon the Intermediate Regional Flood (I.R.F.) zone is known to exist:

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.

24. The following drainage statements shall appear on all plats:

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.

25. The name of the land surveyor, registration number, and seal shall be affixed to the plat under the surveyor's signature. The following certificate shall appear on all plats:

SURVEYOR'S CERTIFICATE

"It is hereby certified that this Minor Subdivision 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, or are marked as "Future", and their location, size, type and material is correctly shown."

Surveyor's Name & Number

26. 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

27. 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

28. 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."

29. 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

30. APPROVAL OF DEPARTMENT OF HEALTH

FULTON COUNTY HEALTH DEPARTMENT	
<p>This subdivision, as shown, is approved upon the condition that sewage disposal and water supply facilities are in compliance with Articles C and D, <u>Sewage Disposal</u> and <u>Drinking Water Supply</u> of the Fulton County Health Department regulations and in accordance with the requirements below:</p>	
<u>WATER SUPPLY</u>	<u>SEWAGE DISPOSAL</u>
() Public Water Supply	() Public Sanitary
() Individual Water Supplies	() Individual Onsite Sewage
Service Requirements – S/D Type	Service Requirements – S/D Type
() Type "A"	() Type "A" () Type "C"
() Type "B"	() Type "B" () Type "D"
_____	_____
Date	Fulton County Health Department
_____	_____
Revision Date	Fulton County Health Department

31. CERTIFICATE OF RECORDING

Certification as to Recording

This is to certify that this plat has been recorded in Plat Book _____
 Page _____ of Fulton County
 Recorded on _____ 20 _____.
 Clerk, Superior Court
 Fulton County, Georgia

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

1. Provide the following to the City of Johns Creek Plans Coordinator for signature by the Director of Community Development:
 - A. original mylar
 - B. three (3) copies of the final plat
2. Plans Coordinator will return the following City of Johns Creek approved final plats to the applicant:
 - A. original mylar
 - B. two (2) copies of the final plat
3. Applicant records the final plat with Fulton County Clerk of Superior Court then returns three (3) recorded copies to the City.