



RIGHT-OF-WAY / EASEMENT DEDICATION DOCUMENT CHECKLIST

Legal Documents

The following items must be submitted to the Right-of-Way Coordinator for proper processing:

- Fully executed deed or easement (note there is a corporate and individual form) signed in accordance with signature requirements included in the document entitled “Requirements for Conveying Title to Land”. Print names below signature and provide title if applicable
- Executed “Owner’s Affidavit Form” (note there is a corporate and individual form)
- Copy of title report showing current ownership to the property OR copy of most recent recorded deed to property showing current ownership
- Proof of authorization to sign for corporation, LLC, partnership, etc.
- For commercial developments only - Metes and bounds legal description of area to be dedicated (to be attached as “Exhibit A” to the right-of-way deed/easement documents)
- Plat map (to be attached as “Exhibit B” to the right-of-way deed/easement documents) – Final plat will be used as the “Exhibit B” attachment for subdivisions
- Check in the amount of \$35.00 payable to the City of Johns Creek to cover recording fees and courier fees

Plat Map Requirements (for commercial developments only)

- Plat map shall be signed, stamped and dated by a professional engineer (P.E.) or a registered land surveyor
- Plat map shall be no smaller than 8 ½ by 11 inches and no larger than 11 x 17 inches

- Plat map shall provide enough information to easily identify dedicated right-of-way/easement area in the field.
- Name of project shall be shown on the map
- Parcel identification number and name of property owner(s) of each impacted property shall be included
- Map shall have a north arrow
- Scale of plat map shown (minimum scale 1" = 20'; maximum scale 1" = 100')
- Describe right-of-way / easement area by bearing and distances
- Right-of-way / easement shall be tied back to the point of beginning
- Point of beginning shall be tied to a Fulton County GIS monument
- Indicate subdivision name (if known)

Other Notes

- Please do not make any changes to the wording of the document without prior approval from the Right-of-Way Coordinator.
- Any changes made to the document should be crossed out and initialed by those signing the document.
- Projects often require the acquisition of property rights from neighboring property owners. In these situations, the petitioner must negotiate with the neighboring property owner in an attempt to acquire the necessary right-of-way and/or easements.