



Final Subdivision Plat Application and Developer Checklist

Date:_____	
Name of Development_____	
Phase_____	Unit_____
Location_____	

Commission District_____	Land
Lot_____	District_____
No. of acres_____	No. of lots_____
Zoning_____	
Developer_____	
Company Name_____	
Street_____	

The following pages are the requirements of the various county departments that you must fulfill in order to gain approval by the Final Plat Review Committee for your subdivision final plat. Keep this checklist as a guide for you to provide the necessary documents and fees to the designated agencies.

Please follow the guidelines listed here to avoid any delay in getting the necessary approval. All necessary documents and on-site corrections must be approved and completed prior to approval by the Final Plat Review Committee of specified City Council.

If you have any question regarding any of the requirements, please feel free to call the respective agency, or call Environmental Compliance and Plan Review at (770) 288-6064.

1. Fees

- Final Plat Processing Fee

 enter amount here

\$50 per subdivision lot

\$150 minimum for street dedication plats

2. Documents

- R.O.W. Deed for streets
- R.O.W. recording fee for \$10.00 made to:
Henry County Clerk of Superior Court

3. Plans (As Required by the Henry County Unified Land Development Code)

- Final Plat

First submittal six (6) copies for review. After review/red lines, submit five (5) copies and 1 mylar for final approval and signatures. Seal with original signatures and date required. After signatures, submit 22 additional copies from mylar (27 copies if in city).

- Restrictive Covenants (if applicable)

- Street names

- (Staff) Verified through Road Inventory List for Duplication

4. Financial Documents (see Letter of Credit example)

- **3-Year Maintenance Letter of Credit** Amount \$_____

Accel/Decel lanes are to be included in the total linear footage of streets put under bond. Please see Maintenance Bond Amounts on next page.

* Effective 1/1/06, any projects in City of Stockbridge will be required to adhere to the city's new bond and platting requirements.

Letter of Credit shall be from a Georgia Bank.

5. Street Signs

- Street Signs ordered for installation
- Payment for signs to accompany final plat made to Henry County

Maintenance Bond Amounts:

Residential (22' Pavement width)

Without sidewalks - \$40/LF
 With sidewalks - \$50/LF Both sides of street - \$45/LF for one side

Commercial/Office (24' Pavement width)

Without sidewalks - \$50/LF
 With sidewalks - \$60/LF

Industrial (26' Pavement width)

Without sidewalks - \$65/LF
 With sidewalks - \$75/LF

Decel/Accel Lane – Residential/Commercial/Office (8/3/1.5" paving section)

Without sidewalks - \$28/LF
 With sidewalks - \$33/LF

Decel/Accel Lane – Industrial/Higher traffic right turn (10/4/1.5" paving section)

Without sidewalks - \$31/LF
 With sidewalks - \$36/LF

Sidewalk only (4' in width)

Both sides of street - \$10/LF
 Once side of street - \$5/LF

Performance Bond Amounts:

Temporary Residential cul-de-sac (40' radius w/6" of GAB only) - \$10,000

Residential cul-de-sac (40' radius/GAB, asphalt, & curb) w/o sidewalk - \$25,000

Residential cul-de-sac (40' radius/GAB, asphalt, & curb) w/sidewalks - \$30,000

Sidewalk only (4' in width)

Both sides of street - \$30/LF
 One side of street - \$15/LF

6. Plans

- As-built plans for storm drainage system and streets
- Street Core Test Results

For detailed information on As-built drawings and street core testing, See attachments at the end of this form.

7. Final Inspection by Final Plat Review Committee

- Additional Remarks

Water & Sewerage Authority Requirements

Call the Engineering Department at (770) 914-3688
Residential/Commercial Development Closeout Requirements

1. Fees

- **Residential:** Coliform analysis and recording fee for Deed of Conveyance
- **Commercial:** Coliform analysis and recording fee for Deed of Conveyance with attached recordable 8 ½ x 14 plat identifying easements being conveyed.

2. Documentation

Deed of Conveyance – Residential – (black ink, corporate stamp required)
Deed of Conveyance – Commercial – with recordable 8 ½ x 14 plat attached
Developer’s Itemized List of Materials
Lien Waiver from material supplier
Affidavit of Owner that all materials, taxes and labor have been paid
Affidavit of Contractor that all materials, taxes and labor have been paid
Sewer Line Video Inspection
Total Coliform Analysis

3. Plans

Four (4) copies of As-built plans and profile stamped by P.E. or R.L.S.
 As-built plan checked and signed by HCWSA Inspector

4. Financial Documents

Letter of credit in the amount of 10% of labor and material from a Georgia Bank

Note: A letter from the Project Administrator of Henry County Water and Sewerage Authority releasing the subdivision for final plat must be received by our department to obtain approval of Final Plat Review Committee.

Health Department Requirements

Call the Department of Public Health at (770) 954-2078

1. Fees (\$200 Plus \$10 per lot for subdivision review per Developer Information Sheet)
2. Plans (per Developer Information Sheet)
3. Documentation (per Developer Information Sheet)

Note: Refer to the Developer's Information Sheet found at the end of this packet for requirements and specifications.

The following are the various department requirements for preparing the final plat application. For assistance, please use the numbers listed below each segment to speak with a department contact.

Right-of-Way Deed Specifications

Call the ROW Coordinator at (770) 288-7661

1. Only the names and titles of authorized persons – along with the correct name of the company - should appear on the ROW
2. Write or type date document is signed.
3. Grantor is corporation name or property owner's name NOT subdivision name.
4. Corporation name, property owner name, and the name of the authorized person signing must be printed or typed under the signature.
5. The corporation seal must be affixed to the ROW deed.
6. The witness name must be printed under signature.
7. Street names must be written or typed.
8. Deed must be notarized.
9. Land Lot and District numbers, surveyor information, and ROW width must be on deed.
10. Name of subdivision, phase, unit must be printed or typed.

A blank Right-of-Way form is found at the end of this package.

Plat Specifications for Recording

Call the Clerk of Superior Court at (770) 288-8022

1. Maximum size of 17" x 22" (Minimum size of 8 ½" x 11")
2. Numbers and letters must be no smaller than 1/8 inch. In the event a plat must be reduced for recording, the print shall be no smaller than 0.09 inch.
3. Any printing or typing on the plat, such as restrictive covenants, etc. must be clearly legible. (No smudges, etc.)

The final decision as to acceptance or rejection shall be made by the Clerk receiving the plat for filing.

List of Requirements for As-Built Drawings

As-built drawings of streets, storm drainage systems, and stormwater detention basins are required at the final plat stage by Section 12.02.03 of the Henry County Unified Land Development Code. The minimum required as-built information to be submitted with the final plat application includes the following:

1. **As-built construction plans for storm drainage systems with grade, pipe sizes, and location of outlets and other drainage structures, street profiles, and stormwater management facilities.**
2. **As-built drawings of streets, storm drainage systems, and stormwater detention. The minimum required as-built information to be submitted with the final plat application includes the following:**
 - a. **The existing centerline profile of all newly constructed streets.**
 - b. **The size, material, length, slope, invert elevations, and accurate location of all storm drain pipes.**
 - c. **The top and invert elevations of all drainage structures.**
 - d. **Topographical survey of all detention basins and details of existing outlet structures. Provide calculations showing volumes and outflow rates.**

The as-built drawings shall be prepared by a registered professional engineer or land surveyor at a scale of 1:100. The as-built hydro study shall be prepared by a registered professional engineer. Two (2) copies shall be submitted to the Building Department engineer for review after all construction within the subdivision is complete and prior to filing the Final Plat Application with Development Plan Review Department. As-built drawings shall also be submitted in digital format, in compliance with the specifications in Section 12.01.06.

Requirements for Street Core Tests

Section 12.02.03 of the Henry County Unified Land Development Code requires that core samples of all street paving base and asphalt courses be taken to determine the thickness of each course. **All core tests made on street paving must include the base course as well as the asphalt binder and surface courses.** These cores shall be taken as directed by the Henry County Development Inspectors.

A report of findings from the core samples shall be submitted to the Development Plan Review Department along with a **diagram** showing the locations of the core samples.

Final Plat Requirements

The final plat shall be prepared by a registered professional engineer or landscape architect and surveyor, at a scale of 1:100. Refer to Section 12.02.03 of the Henry County Unified Land Development Code for the required information.

Letter of Credit Example (on Bank Letterhead)

(Date)

Henry County Board of Commissioners
140 Henry Parkway
McDonough, GA 30253

Re: Three (3)-Year Letter of Credit
_____ Subdivision Unit _____ Phase _____

(For developments with multiple units/phases of construction, previously approved units/phases shall be placed under this letter of credit where the previously approved unit/phase is used as access for construction traffic. Please include as an attachment to this letter of credit a construction traffic map showing all construction traffic entrances and exits including all street names.)

Amount: \$ _____

Dear Chairman:

We hereby establish an irrevocable letter of credit in favor of Henry County on behalf of _____ in the amount of \$ _____. The irrevocable letter of credit shall be released to the developer on **(3 years from letter date)** upon receipt of written approval from Henry County authorizing release.

The purpose of this letter of credit is to guarantee payment of any labor and material costs incurred by Henry County in the maintenance of any streets, drainage structures and drainage way, stormwater detention facilities, and other public facilities and improvements within street rights-of-way and designated easements.

Henry County may draw upon this letter of credit to the amount set forth above upon presentation to the bank of the following:

- 1. A letter from the Environmental Compliance and Plan Review Department Director stating that the principle has failed to comply with Section 12.02.13 of the ULDC, with regards to making all the required repairs and that the cost of the repairs equals or exceeds the amount of the letter of credit.**
- 2. A copy of this letter of credit.**

This letter of credit shall be non-assignable and non-transferable, and the proceeds shall be non-assignable and non-transferable.

This letter of credit shall be governed by the Laws of the State of Georgia. We hereby agree with you that the drafts under and in compliance of this letter of credit shall be duly honored upon presentation to this bank.

Sincerely,

(Authorized Bank Officer Signature)

(Corporate Seal)

Environmental Health Section – Henry County Health Department**Address:** 137 Henry Parkway, McDonough, GA 30253**Tel.** (770) 954-2078 **FAX** (770) 954-2967**Developer's Information Sheet**

Objective: Assist in avoiding potentially costly delays, changes in design or establishment of lots, building sites, etc. that may be unsuitable for installation of on-site sewage management systems.

How: You are urged to contact the Henry County Health Department representative prior to beginning any physical development of any physical development on any property.

Procedures: Henry County Board of Health Rule 89-1 states:

(1) Plans required No person may sell, offer for sale, lease, rent, begin construction or otherwise begin the physical development of a subdivision or mobile home park where public or community sewage treatment systems are not available or contemplated to be available to serve the proposed development until proposals and plans for the water supply and sewage disposal method to be provided or installed have been submitted to and written approval has been obtained from the County Board of Health.

Predevelopment Review Advised: All developers considering subdivision or mobile home park development where public or community sewage treatment systems will not be available are strongly advised to seek a predevelopment review by the County Board of Health prior to purchasing property and/or making substantial monetary outlays for developmental improvements. Rejection or tentative approval may be obtained at this time by submitting the following information:

- A boundary plat including:
 1. Vicinity map
 2. A topographic map
 3. A soil map and soil description overlaid onto plat with the original signature of the soil scientist. Level II soil report recommended at this stage.

- Complete subdivision analysis record on forms provided by the County Board of Health.

Required Documents Prior to Final Approval:

1. Level III soil report required at this stage.
2. Subdivision analysis record.
3. Plat, with plans including the following:
 - a. Plans shall be drawn to a reasonable scale, with topography depicted by two-foot (2') contour.
 - b. Illustrate the location of all present and proposed wells, water courses, flood plains, water systems, sewage systems, roads, structures, right-of-ways and easements on the property and within one hundred feet (100') outside the perimeter of the property.
 - c. Storm water drainage systems, subsurface drainage systems, elevations of seasonal high water table.
 - d. Locations and results of test borings and percolation tests if applicable, lot identification, dimensions, soil classification from special investigations conducted by a certified soil classifier, and building lines. Report must contain classifier's original seal.
 - e. A copy of approved soil erosion and sedimentation control plans.
 - f. Name and registration number of the preparing surveyor or engineer shall also be on the subdivision plan.
 - g. Original signature of soil classifier required on soil classification or soil data report overlaid onto the final plat.

Fees: A fee of \$200 plus \$10 per lot for subdivision review relative to on-site sewage management systems (septic tank systems) was adopted by the Henry County Board of Health and approved by the Henry County Commission. This fee should accompany request for review.

Disclaimer: Rule 89-1 states:

If conducted, percolation tests shall not be considered presumptive or conclusive evidence as to the suitability of a given lot for the use of on-site sewage management systems. Such tests shall be considered and analyzed as one of many criteria in determining soil suitability. Acceptable data on soil characteristics, including the location of rock strata and water table evaluations, will be considered of primary importance. Percolation tests, if conducted will be used to augment or supplement the soils data. It should be further understood that percolation tests made during dry weather periods in areas that commonly experience high seasonal water table elevations during wet periods of the year will often exhibit very good percolation rates, thus inaccurately portraying the absorptive capacity of the soil during wet periods. Percolation tests shall be run in accordance with the modified Taft Engineering Center method. Original signature of engineer, surveyor or soil scientist is required on soil test data records.

Note: Due to the influence of weather variations, percolation tests have been found to be less reliable than soil classification. For this reason, the Health Department requires that soil investigations conducted by a Soil Classifier be used in lieu of percolation test data on all new subdivision development.

Minimum Lot Size: Please take particular note of the requirements regarding the area that can be included when determining the minimum lot size.

- All lots shall contain the minimum square foot area in one contiguous unit unseparated by streams, easements or other barriers that would make portions of the lot unusable for an on-site sewage management system. However, an easement may be crossed by a sewer provided written notarized permission is granted by the holder of the easement. No part of any easement may be used for leach field and no part of the easement may be used in computing the required minimum square foot area of a lot.

- Areas with fifty (50) feet of any lake, stream or water impoundment shall not be included in computing the minimum required square foot area. Areas within one hundred fifty (150) feet of any lake or impoundment used as a public water supply shall not be included in computing the minimum required square foot area.

- For single family dwellings served by a public or community water system but not by a public or community sewer system, lots shall contain a minimum of thirty thousand (30,000) square feet and shall not be less than one hundred twenty-five (125) feet wide at the building line. The lot shall accommodate the initial on-site sewage management system and reserve area. The reserve area shall remain undisturbed, available for future repair and shall not conflict with applicable zoning requirements and shall not be used to accommodate any other construction (above or underground) precluding its use or availability in the event of initial-system failure.

Important

Approval of a subdivision for use of on-site sewage management systems is made independent of zoning regulations regarding lot size, density or lot dimensions. Approval of any lot or subdivision for septic tank systems by the Henry County Health Department does not constitute approval of the Henry County Department of Community Development or any other agency. Conversely approval of a development or building site by any other agency does not constitute approval by the Henry County Board of Health.

Septic tank permits are issued on an individual lot basis. Each lot is considered as a separate unit in determining whether such a system would pose a potential health hazard. It is necessary to consider dwelling location, size and any other construction on the particular lot in order to make a complete evaluation. Location of dwelling, driveways, swimming pools, refuse burial pits, etc. may be limited to certain areas in order to install a suitable septic tank system.

