



**CITY OF AUBURN COMMUNITY
DEVELOPMENT DEPARTMENT**

1 Auburn Way, Auburn, Ga 30011

Phone: 770-963-4002

www.cityofauburn-ga.org

APPLICATION FOR FINAL PLAT APPROVAL
(Major Subdivision)

Applicant Info:

Applicant: _____

Address: _____

Phone: _____ Email: _____

Property Owner Info: (if different from applicant)

Owner: _____

Address: _____

Phone: _____ Email: _____

Property Info:

Tax Map and Parcel No: _____

Address (if one has been assigned):

Acreage: _____ Existing Zoning _____ Proposed Use _____

I swear that I am the owner of the property which is the subject matter of this application, as shown in the records of Barrow and/or Gwinnett County.

Signature of Property Owner: _____

I authorize the person named below to act as applicant in the pursuit of this application:

Name of Applicant: _____

Signature of Applicant: _____

Property Owner personally appeared before me this _____ day of _____, _____.

_____. My Commission expires _____.

Notary Public

To complete your application, attach/submit the following in addition to this completed form:

MAJOR SUBDIVISION:

- Application fee:** \$1500 FOR MJOR SUBDIVISION AND \$800.00 FOR MINOR SUBDIVISION.
- Plat:** Submit 1 copies of the final plat plus one (1) digital copy. Checklist of items is provided below for final plats of major subdivisions.
- Letter:** Letter certifying that all required improvements have been constructed and meet the specifications of the City.
- Letter:** A letter from the applicable electricity service company indicating that service points for individual lots and street lights have been installed.
- Payment for signs and striping:** Payment for materials and installation of traffic signs and street name signs in an amount determined by the City.
- Homeowners' Association and covenant documents** (two copies)
- Financial Surety:** A bond, letter of credit, other approved financial surety providing for the maintenance of all improvements for 18 months or until 75% of the buildings in the subdivision receive a certificate of occupancy, in the amount of 20% of the actual costs of construction of improvements to be dedicated as shown on as-built surveys.
- As-built drawings** of improvements (2 hard copies and 1 digital copy)

SPECIFICATIONS:

- Name of the subdivision, unit number, tax map page, parcel numbers, Georgia militia district.
- Developer name and contact info
- Owner name and contact info
- Surveyor name, contact info, certificate of authorization number, registration number, seal
- Date of plat and revision dates or block for revisions
- Scale (graphic)
- North Arrow
- Point of beginning and point of reference
- Names of adjoining subdivisions and property owners
- Roads: Adjacent streets, roads, or other rights-of-way, and the width and the former widths, if pertinent, of rights-of-way adjacent to or crossing the property.
- Water. All water boundaries

- Easements: The width and the former widths, if pertinent, of easements adjacent to or within the property.
- Encroachments and cemeteries: Apparent encroachments and observed evidence of any cemeteries or burial grounds.
- Metes and bounds bearings and distances and areas of boundary and lots
- Equipment reference
- Closure precision statement
- Monuments: must be set at all boundaries. All monuments found set or replaced.
- Monument specifications
- Street names
- Location sketch or vicinity map
- Road centerlines, pavement widths, and radii
- Lot and block identifiers
- Addresses for each lot
- Lot setbacks
- Flood hazard area note
- Dedications and common areas
- Private covenants. Statement and reference, if any.
- **Surveyor certification box, as follows:**

“As required by subsection (d) of O.C.G.A. Section 15-6-67, this plat has been prepared by a land surveyor and approved by all applicable local jurisdictions for recording as evidenced by approval certificates, signatures, stamps, or statements hereon. Such approvals or affirmations should be confirmed with the appropriate governmental bodies by any purchaser or user of this plat as to intended use of any parcel. Furthermore, the undersigned land surveyor certifies that this plat complies with the minimum technical standards for property surveys in Georgia as set forth in the rules and regulations of the Georgia Board of Registration for Professional Engineers and Land Surveyors and as set forth in O.C.G.A. Section 15-6-67.”

The land surveyor shall sign on a line immediately beneath the certification.

- **Owner’s Certification**

(State of Georgia)

(County of Barrow and/or Gwinnett)

“The owner of the land shown on this plat and whose name is subscribed hereto, and in person or through a duly authorized agent, acknowledges that this plat was made from an actual survey, and dedicated by this declaration to the use of the public forever all streets, sewer collectors, lift stations, drains, easements, and other public facilities and appurtenances thereon shown, and transfers ownership of all public use areas in fee simple by deed, for the purposes therein expressed.”

The owner shall sign on a line immediately beneath the certification.

□ **Final Plat approval**

“I hereby certify that the subdivision plat shown hereon has been found to comply with the Zoning Ordinance and Subdivision Regulations of the City of Auburn, Georgia, and that it has been approved by the City of Auburn for recording in the Office of the Clerk of Superior Court of Barrow and/or Gwinnett County.”

City of Auburn Planner/Engineer shall sign on a line immediately beneath the certification.

□ **Health Department certification** and any additional notes (for subdivisions served by septic tanks)

□ **Certificate of dedication**

“The owner dedicates to the public use forever the street right of way(s) and/or other public dedications shown on this plat, as follows:

Street right-of-way(s): _____ linear feet and _____ acres.

Other: _____ acres

A dedication is not final until acceptance of the warranty deed by resolution of the City Council.”

The owner shall sign on a line immediately below, signed, sealed and delivered in the presence of a Notary Public.

□ **Engineer’s utility certificate:** If subdivision involves water and/or sewer lines to be dedicated, add the following note:

“The civil engineer responsible for the design and oversight of construction of water and/or sewer lines within this subdivision to be dedicate, hereby certifies that said water and/or sewer lines have been constructed and inspected as being in accordance with the standard specifications of the utility provider(s) and the requirements of the City of Auburn (or Barrow County as applicable).

□ **Utility dedication:**

“The owner hereby dedicates to the City of Auburn forever the water lines within easements or within street rights-of-way(s) shown on this plat, as follows.

Water lines: _____ linear feet

The owner shall sign on a line immediately below, signed, sealed, and delivered in the presence of a Notary Public.

□ **Add note:** “The City of Auburn 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.”

□ **Final Plat approval:**

“The Mayor of the City of Auburn, Georgia, certifies that this plat complies with the City of Auburn Zoning Ordinance, and the City of Auburn development regulations, and has been approved by all other affected city, county, or state departments, as appropriate, and the City Council of the City of Auburn. the Mayor hereby accepts on behalf of the City of Auburn the dedication of all public right-of-way and easements, and public water, sewer, storm drainage, and other public facilities and appurtenances shown thereon, subject to ratification by the City Council of the City of Auburn. 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 Auburn.”

Dated this _____ day of _____, _____.

Mayor, City of Auburn

FINAL PLAT SUBMISSION AND APPROVAL PROCEDURES

1. Upon completion of the project as authorized, the developer/subdivider will submit a final plat, along with all other supporting documents.
2. The City Planner will notify the applicant within 30 days of the formal submittal of the final plat, along with any written comments. The City Council shall have final authority to determine the applicability of any and all comments.
3. The City may not approve any final plat where any lot would present a particularly severe and unusual difficulty for construction of a building, which would clearly require a variance to be usable, or which is unbuildable due to the presence of floodplain, unusual configuration, lack of health department approval, or for any other justified reason. Certain lots which appear to require further study or additional information before a building permit is issued, but which can be reasonably addressed and overcome, may be included in the plat with the appropriate notation of the steps necessary to allow issuance of a building permit.
4. Final approval by the City shall not be shown on the final plat until all requirements and applicable regulations have been met, and the City has received a completed request for approval of the final plat and an executed development performance and maintenance agreement.
5. The agreement shall 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 18 months following the date of approval of the final plat of subdivisions.
6. For those improvements not yet completed, a performance bond shall be filed by the subdivider with the development performance and maintenance agreement.
7. The developer shall submit payment for materials for the installation of traffic control and street name signs prior to approval of the final plat. A performance surety may be posted with the City covering the not completed requirements provided a schedule of completion is acceptable to the City.
8. Once all other affected departments and agencies have certified compliance and signed the route sheet, and the City Council has approved the final plat, the Mayor shall certify, by his/her signature, that the final plat meets the requirements for approval.
9. Once the plat has been certified, the City shall authorize it to be recorded with Clerk of Superior Court of Barrow and/or Gwinnett County. Deeds to lands dedicated to the City in fee simple, or to a HOA, shall be recorded along with the plat.