



**CITY OF ATLANTA
DEPARTMENT OF PLANNING AND COMMUNITY DEVELOPMENT
OFFICE OF PLANNING**

SUBDIVISION APPLICATION CHECKLIST

NOTICE: *Beginning September 1, 2019, before making an application for land subdivision, consultation with the Concept Review Committee (CRC) is now required (please refer to adopted legislation, 19-R-3750). Please follow this link for additional details:*

<https://www.atlantaga.gov/government/departments/city-planning/concept-review-committee>

General Information

A land subdivision application shall be considered either a Standard Subdivision or a Minor Subdivision. A **Minor Subdivision** is a subdivision of a parcel of land that has: **(1)** frontage on an existing street and no new street is being proposed, **(2)** that creates no more than three lots of record, and **(3)** that all proposed lots of record have sanitary sewer service available by an existing public sanitary sewer located in the existing frontage or located elsewhere on each proposed lot. A Minor Subdivision shall only be applicable in the following zoning classifications: R-4, R-4A, R-4B and R-5.

All applications for land subdivision that involve new streets shall require a preliminary conference with the Office of Planning prior to submitting an application for land subdivision. This conceptual plan review is intended to provide the applicant with an overview of the subdivision process and to answer questions.

According to City of Atlanta Code of Ordinances – Chapter 74 – Article X - Post Development Stormwater Management – Section 74-504 (a), **an applicant is required to participate in a Stormwater Consultation Meeting with the Department of Watershed Management, as outlined in Section 74-510, to discuss the Stormwater Concept Plan. This meeting must be held with Site Development staff prior to or concurrent with the submittal of an application for land subdivision Preliminary Plat (for developments that involve new streets).** For additional information regarding this process, contact the Site Development Division at (404) 330-6249 or visit www.atlantawatershed.org/greeninfrastructure.

No permits for grading or other site preparation work shall be granted prior to final approval of the preliminary plat or final plat. No grading, tree cutting, or other site preparation work shall commence until all required permits have been obtained.

Section I.

- Complete a typewritten (or legible handwritten) application and an ownership affidavit with notarized signature(s).
- Complete ***Authorization of Property Ownership***. Signatures of property owner(s) must be included on the authorization and **must be notarized**.



CITY OF ATLANTA
DEPARTMENT OF PLANNING AND COMMUNITY DEVELOPMENT
OFFICE OF PLANNING

SUBDIVISION APPLICATION CHECKLIST

- Application review fee in amount of (select one): 1). \$ 250.00 due at the time of submission of the application with \$ 10.00 per lot due before final plat approval – for subdivisions with all lot frontages facing an existing COA right-of-way, 2). \$ 250.00 due at the time of submission of the application with \$ 10.00 per lot due before final plat approval – for subdivisions up to 10 acres that require new public right-of-way or private streets connected to public right-of-way, or 3). \$ 1,000.00 due at the time of submission of the application with \$ 10.00 per lot due before final plat approval – for subdivisions of more than 10 acres that require new public right-of-way or private streets connected to public right-of-way.
- Each application shall be accompanied by 16 individually folded copies of a proposed subdivision plat, which shall conform, to all applicable requirements of Part 15-Subdivision Ordinance. See Section II for plat requirements.
- The address of all properties considered for subdivision need to be verified through the Office of Buildings prior to submitting and written in the appropriate locations on the subdivision application.
- Subdivision of property, wholly or partially located in the following historically designated districts require approval of the Urban Design Commission **before** an application is submitted to the Office of Planning:
 - Cabbagetown Landmark District
 - Grant Park Historic District
 - Inman Park Historic District
 - Oakland City Historic District
 - Whittier Mill Historic District
- Refer to the current schedule for application closing dates and Subdivision Review Committee meeting dates.



CITY OF ATLANTA
DEPARTMENT OF PLANNING AND COMMUNITY DEVELOPMENT
OFFICE OF PLANNING

SUBDIVISION APPLICATION CHECKLIST

Section II.

Sixteen (16) individually folded copies of an initial subdivision plat at a scale not smaller than 50 feet to one (1) inch must complement a complete subdivision application. The sheet size shall not exceed 24 x 36 inches. The subdivision plat must have information regarding the existing contour lines and contour elevation as well as the tree survey. In addition to the sixteen copies, each application proposing major infrastructure (e.g. new roadway, new sanitary and/or storm sewer) will require preliminary plat approval and shall be supported by four (4) copies of a complete set of the construction drawings and three (3) copies of the hydrology study. The following information should be addressed on the subdivision plat:

- Show the entire lot to be subdivided.
- Proposed subdivision on existing right-of-way should show the existing streets on and abutting the tract, including street names, right-of-way widths, width of pavement from face of curb to face of curb and the distance to the nearest intersecting street (on the same side of the street in both directions).
- Show all proposed lots, with dimensioned lot lines (bearings and lengths). Boundary lines should be obtained from actual field-run survey records. Provide complete coordinated calculations of closure to document bearings, distances, curve data and areas shown on the plat.
- Include the present zoning district classification(s). Include a data table that reflects all setbacks as well as minimum frontage and minimum lot size requirements. Reflect and label the required setbacks within the areas of all proposed lots.
- Show the area in square feet and acreage (minimum three-place accuracy) for each proposed lot. Include the buildable/developable area for all lots.
- All lots should be numbered in numerical order and blocks lettered alphabetically.
- All applications proposing new street installations should include the following:
 - *Suggested street names (street names must be pre-approved by the Office of Planning, please ask for a “Street Name request Form”)*
 - *Right-of-way widths and street widths*
 - *Central angles of proposed street intersections with existing street intersections*
 - *Dimensions of radii of any street curvatures based on centerline stationing*
 - *Dimensions of radii to face of curb and right-of-way for any proposed cul-de-sac*



CITY OF ATLANTA
DEPARTMENT OF PLANNING AND COMMUNITY DEVELOPMENT
OFFICE OF PLANNING

SUBDIVISION APPLICATION CHECKLIST

- *Profiles based on proposed centerline stationing, including all vertical curve data and grades*
- *Similar data for alleys, if any*
- Show public easements, existing and proposed, including their location, width, and purpose. Provide a definitive statement regarding easements, even if none exist.
- Show sidewalks(s), existing and proposed. **Minor Subdivisions are not required to provide new sidewalks prior to the approval of the minor subdivision final plat.** Standard Subdivisions shall provide sidewalks along the entire frontage of subdivisions on existing streets and on both sides of proposed streets. Inquire about the sidewalk installation waiver, which would allow, through an appropriate legislative resolution as per Sec. 15-09.003, for the required sidewalks to be constructed in a more appropriate location. Note that sidewalks must be installed in accordance with City of Atlanta standards and accepted by the City before final plat approval is granted. Contact the Office of Traffic and Transportation in the Department of Public Works (404-330-501) for the sidewalk design standards.
- Label all property pins as found, placed, or set.
- Show sanitary and/or storm sewers, existing and proposed and all associated structures. Show the sizes of all pipes, their material, and the direction of flow.
- Show approximate locations of sanitary sewer system cleanouts for each lot from the existing sewer line to a bulb just inside the property boundary. The survey should reflect the existing sewer connection for any structure that will remain as a line from the existing sewer line to the cleanout to the footprint of the structure.
- Show existing streams, creeks, drainage swales, etc and their associated buffers. Reference Article VII of Chapter 74-Riparian Buffer Requirements.
- Include the Drainage Statement on the plat:

Storm drainage facilities shown on this plat are necessary for the proper drainage of the subdivision. The City of Atlanta will not be held responsible for erosion or overflow caused by the storm drainage facilities or natural drainage conditions nor responsible for extensions of storm drains.



**CITY OF ATLANTA
DEPARTMENT OF PLANNING AND COMMUNITY DEVELOPMENT
OFFICE OF PLANNING**

SUBDIVISION APPLICATION CHECKLIST

- Include the Surveyor’s Acknowledgement on the plat:

It is hereby certified that this plat is true and correct and was prepared from an actual survey of the property made under my supervision.

By _____ Registered Georgia Land

Surveyor's _____ Number

Date _____ "

- Include the Owner’s Acknowledgement on the plat.

State of Georgia

City of Atlanta

The owner of the land shown on this plat and whose name is subscribed thereto, and in person or through a duly authorized agent having legal power of attorney, acknowledges that this plat was made from an actual survey and dedicates to the use of the public forever, all streets, parks, drains, easements and public places thereon shown for the purposes and considerations therein expressed.

By _____
Owner

Date: _____

By _____
Agent

Date: _____

- Include a flood statement addressing whether the site is within a flood plain. Identify the map panel used to make the determination and reference the date of said map panel. If site is in the flood plain, show the limits of the flood plain and reflect any stream buffers. If the site is affected by the 100 yr flood plain, the plat must identify an additional 15’ horizontal setback as measured from the limits of the 100 yr flood plain. Discuss requirements with Office of Site Development.
- Place an additional signed Surveyors’ seal near the Surveyors’ Acknowledgement.
- Include a clear vicinity map at a scale of one (1) inch equals 2,000 feet with an arrow identifying the proposed site. Reflect as N.T.S if not to scale.
- Include a legend identifying all abbreviations used on the submitted plat.



CITY OF ATLANTA
DEPARTMENT OF PLANNING AND COMMUNITY DEVELOPMENT
OFFICE OF PLANNING

SUBDIVISION APPLICATION CHECKLIST

- Include a scale, data, north arrow, date of survey, date of plat, date of any revisions to plat, land lot number, district number and county.

- Provide a statement to address whether the lot is within 200 feet of a Water of the State.

- Include the title under which the proposed subdivision is to be recorded, if known, with name, address and telephone number of owner and designer.

- Include conditions that are visually identifiable on the tract, or are a matter of public record, including but not limited to landfills, watercourses, utility lines and structures, foundations or buried structures, borrow pits, abandoned wells, burial pits, leach fields, septic tanks, drain fields and contaminated areas and similar features.

- Provide a tree survey showing the location, species and caliper of all existing mature trees. Mature trees shall be those with a caliper of six inches or more as measured at breast height (36”).

- If the proposed subdivision will include an overhead street lighting system, it must be approved by the Office of Traffic and Transportation and must be paid for by the developer. The system must address pole type, pole locations, size, type and number of lamps.

- The plat shall contain sufficient horizontal control data to determine readily and reproduce on the ground the proposal being defined with distances, bearings, and curve data of the overall parcel boundary and the centerline of any proposed street. All horizontal control data shown on the plat shall be capable of producing a closure in which the coordinated error does not exceed one (1) foot in 10,000 feet.

- Actual field run topographic survey which produces an existing topographical representation of the area within 25 feet of the right-of-way of any proposed street or any proposed earth-disturbing activity in two-vertical foot contour elevations, with any proposed grading activities also shown with two-foot contour elevations superimposed.

- Where required, include supporting plans, surveys, documents and engineering calculations with appropriate professional signatures and seals: These may include:



CITY OF ATLANTA
DEPARTMENT OF PLANNING AND COMMUNITY DEVELOPMENT
OFFICE OF PLANNING

SUBDIVISION APPLICATION CHECKLIST

- Field-run topographic survey

- Survey of the site depicting horizontal and vertical control data from actual field-run survey signed and sealed by a registered land surveyor licensed to practice in the state of Georgia.

- Show Bicycle paths and on-street bicycle lanes that have been designated on the Bicycle Trail Map approved by the governing authority.

- Provide construction plans, signed, and sealed by a registered professional engineer licensed to practice in the State of Georgia consisting of the following:
 - *Plans, profiles cross-sections and details of proposed streets, cul-de-sacs, sidewalks, and similar paved surfaces.*
 - *Plans, profiles, and details of all proposed sanitary and storm sewers.*
 - *Plans and details of any proposed storm water management facilities.*
 - *Hydraulics of storm sewers*
 - *Hydrology and hydraulics of stormwater management systems and/or detention facilities*
 - *Determination of all 100-year floodplain elevations for watercourses.*
 - *Certification of compliance with all appropriate federal, state, and local wetland identification, protection and regulatory requirements.*
 - *Records of easements, covenants, and restriction on the land, existing and proposed.*
 - *Compliance and construction plan preparation to address soil and erosion control issues.*

Section III.

The final plat shall conform to the preliminary plat as approved. In **final form**, the final plat shall be submitted as two good legible copies in a size no smaller than 11"x17" and no larger than 24"x36". The final plat must be signed in a contrasting color ink (blue color is recommended) by the registrant. The final plat shall contain all the information required for the preliminary plat and specifically referenced in Section 15-07.004 of the Subdivision Ordinance.

- Submit two good legible copies of the final plat to the Office of Planning. The Office of Planning will distribute to the appropriate review agencies.

- Supporting documentation is required for those subdivisions in which public infrastructure are installed. This documentation shall include:
 - *Final as-built engineering plan and profile drawing(s) of all public sanitary and storm sewers installed with appropriate professional seals and attestments.*



**CITY OF ATLANTA
DEPARTMENT OF PLANNING AND COMMUNITY DEVELOPMENT
OFFICE OF PLANNING**

SUBDIVISION APPLICATION CHECKLIST

- *Results of all internal television inspection of all public sanitary sewers installed.*
 - *Final as-built engineering plan and profile drawing(s) of all public streets and rights-of-way installed with appropriate professional seals and attestments.*
 - *Compaction test results of public streets and rights-of-way installed.*
 - *Maintenance bonds or irrevocable letters of credit from a federal insured lending institution acceptable to the chief financial officer for public sewers, streets, sidewalks, and curbs installed. Separate maintenance bonds or irrevocable letters of credit for public sewers and public streets, sidewalks, and curbs shall be provided for the term of three (3) years from the date of filing and recording the final plat and shall represent monetary value equal to the value of the public infrastructure installations. These bonds or letters of credit shall serve as three-year warranties for public infrastructure installations made by private developers prior to perpetual city maintenance.*
- Final Subdivision Plat should include the City of Atlanta signatures of approval block as outlined below:

<u>FINAL SUBDIVISION PLAT – CITY OF ATLANTA DEPARTMENTAL APPROVAL</u>			
<u>Department of Planning and Community Development – Office of Zoning and Development</u>			
Director Office of Planning, or his/her designee (Print Name)	(Signature)	(Date)	
<u>Department of Watershed Management – Office of Site Development</u>			
Commissioner, or his/her designee	(Print Name)	(Signature)	(Date)
<u>Department of Public Works – Office of Traffic and Transportation</u>			
Commissioner, or his/her designee	(Print Name)	(Signature)	(Date)

- Reflect the assigned subdivision application number on the final plat.
- Final plat must reflect the width and location of the existing or newly installed sidewalks. If an installation waiver was requested and approved, the final plat must include the following language with the specific ordinance number and date when it was signed into law in the appropriate section:
 - *“Pursuant to Ordinance (example - 05-O-0312), approved by the Mayor on (date signed), the sidewalk installation requirements of Section 15-09.003 are waived.”*
- Reflect the dates of all revisions made on this subdivision proposal.



**CITY OF ATLANTA
DEPARTMENT OF PLANNING AND COMMUNITY DEVELOPMENT
OFFICE OF PLANNING**

SUBDIVISION APPLICATION CHECKLIST

- Payment of a subdivision review fee of \$50 per lot to the Office of Site Development.
- Payment of a final subdivision plat fee of \$10 per lot to the Office of Planning.
- Applicants will be required to handle the recording of the Final Plat with the appropriate county office, including the payment of an \$8 fee per page in DeKalb County or a \$9 per page fee in Fulton County, after approval by the City of Atlanta's Office of Planning. After being recorded with the county, the applicant will need to provide the Office of Planning with nineteen (19) individually folded copies of the recorded plat before the new lots can be entered into the city's database and notification of approval can be given to the review agencies.