



3120 Stonecrest Blvd. • Stonecrest, Georgia 30038 • (770) 224-0200 • www.stonecrestga.gov

LOT DIVISION LOT COMBINATION BOUNDARY LINE ADJUSTMENT
APPLICATION

Application Fee: \$200.00

All applications must be accompanied by four (4) folded copies of the lot division survey. (All plans must be folded).

PLEASE PRINT ALL INFORMATION

PROJECT NAME: _____ PROJECT LOCATION: PARCEL I.D. NO: _____

PROPOSED USE: _____

DATE OF SKETCH PLAT CONFERENCE: _____

SITE ACREAGE: _____ # LOTS: _____ # UNITS: _____ SEWER: _____ SEPTIC TANK: _____



PROPERTY OWNER: _____

PHONE: _____

ADDRESS: _____

EMAIL: _____

CITY: _____ STATE _____

ZIP CODE: _____

APPLICANT: _____

PHONE: _____

ADDRESS: _____

EMAIL: _____

CITY: _____ STATE _____

ZIP CODE: _____

SURVEYOR / ENGINEER: _____

PHONE _____

ADDRESS _____

EMAIL _____

CITY: _____ STATE _____

ZIP CODE: _____

Terms & Conditions The undersigned, upon oath, states that the above information is true and correct, understands that the Permit issued is only for work as stated. This permit is granted on the express condition that the said construction shall, in all respects, conform to the ordinances of this jurisdiction including the zoning ordinance, regulating the construction and use of buildings, and may be revoked at any time upon violation of any provisions of said ordinances. Construction will begin no later than six months from the issue date of the permit. If any information is found to be false or misrepresented, the permit will be deemed invalid. I agree to indemnify and hold the city harmless from all damages, demands or expenses of every character which may in any manner be caused by construction and/or the structure

Applicant Signature (Property Owner or Owner's Rep)

Date



3120 Stonecrest Blvd. • Stonecrest, Georgia 30038 • (770) 224-0200 • www.stonecrestga.gov

SUBMITTAL CHECKLIST

1. If resubmitting, provide all red-line comments and plats/plans.
2. Provide three (3) sets of plats (lot split, address, combination; as appropriate), bearing the design professional's seal and signature. Maximum sheet size shall be 17" x 22".
 - ✓ Cover Sheet
 - ✓ Zoning Conditions
 - ✓ Lot(s) Survey
 - ✓ Location Map
 - ✓ Total & Disturbed Acreage and number of lots
 - ✓ North arrow and graphic scale
 - ✓ Project name/address
 - ✓ Owner's name/address/phone
 - ✓ Design Firm name/address/phone
 - ✓ FEMA map
 - ✓ Owner's Acknowledgement
 - ✓ Approval Signature Blocks
 - ✓ Revision Statement and signature block, if applicable.

GENERAL INFORMATION

1. The final plat shall be drawn clearly and legibly in black ink at a recommended scale of 1" = 10' to 1"=100'.
 - a. The scale shall be stated as "1" inch to _____ ft. and shown graphically. If the complete plat cannot be
 - b. shown on one sheet, then said plat shall be shown on several sheets with an index map indicated on each sheet.
 - c. The recommended sheet size shall be 17" x 22" with a minimum character height of .08 inches.
 - d. 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.
2. Provide the following: City, County, District, and Land Lot; Date of plat preparation and each individual revision of record.
3. The name of the land surveyor, registration number, and seal shall be affixed to the plat under the surveyor's signature.
4. Provide the name, phone, and address of the owner of record; as appropriate), bearing the design professional's seal and signature. Maximum sheet size shall be 17" x 22". • Cover Sheet • Zoning Conditions • Lot(s) Survey • Location Map • Total & Disturbed Acreage and number of lots • North arrow and graphic scale • Project name/address • Owner's name/address/phone • Design Firm name/address/phone • FEMA map • Owner's Acknowledgement • Approval Signature Blocks • Revision Statement and signature block, if applicable.
5. Provide the name and address of the sub-divider.
6. Provide a north arrow and graphic scale on all sheets and a vicinity map on the cover.



3120 Stonecrest Blvd. • Stonecrest, Georgia 30038 • (770) 224-0200 • www.stonecrestga.gov

7. Show all land lot lines, district lines, and city and county boundaries labeled appropriately with words and figures.
8. Provide distances and bearings on all boundary or lot lines.
9. For lot splits and reconfigurations, show new property lines as bold. For combinations, show property line to be removed in grey and label as such. There must be common ownership to combine parcels.
10. Provide in the notes the reference for the angular bearings shown on the plat.
11. Provide a copy of the FIRM panel and the FIRM panel front cover on the plat. Show and label the location of
12. the site.
13. Provide in the notes the total number of lots and acreage of the tract of land being split, combined, or reconfigured.
14. Locate all fire hydrants and provide latitude/longitude coordinates.
15. Include a statement indicating the type of mail delivery available by the USPS, e.g., individual mailbox or central delivery; if applicable. Submit correspondence from USPS confirming mail delivery method is acceptable.
16. Show cluster mailbox station within common area or an easement; if applicable.
17. Provide street addresses as approved by the DeKalb County Geographic information Systems Department.

REQUIRED CERTIFICATIONS AND STATEMENTS

1. 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."

2. PLAT APPROVAL

This plat has been submitted to and accepted by the Community Development Department for the City of Stonecrest, GA and has been approved as required by state law and city codes as meeting all conditions precedent to recording in the superior court of this circuit.

Director, Department of Community Development

Date

If applicable, include a revision statement and revision number for all revisions that explains what is being revised. Include a new approval statement under the revision statement. The original approval statement should be kept on the plat with the original signature.

3. OWNER'S ACKNOWLEDGEMENT (this must be the owner of record signed in BLACK ink).

I, _____, the owner of the land shown on this plat and whose name is subscribed hereto, acknowledges that this plat was made from an actual survey, and for value received the sufficiency of which is hereby acknowledged, do hereby convey all streets indicated as public streets and rights-of-way, and further dedicate to the use of the public forever all alleys, parks, watercourses, drains, easements and public places hereon shown for the purposes and considerations herein expressed. In consideration of the approval of this development plan and other valuable considerations, the owner further releases and holds harmless City of Stonecrest from any and all claims, damages or demands arising on account of the design, construction and maintenance of the property shown hereon; on account of the roads, fills, embankments,



3120 Stonecrest Blvd. • Stonecrest, Georgia 30038 • (770) 224-0200 • www.stonecrestga.gov

ditches, cross-drains, culverts, water mains, sewer lines, and bridges within the proposed rights-of-way and easements shown; and on account of backwater, the collection and discharge of surface water, or the changing of courses of streams. And further the owner warrants that he owns fee simple title to the property shown hereon and agrees that City of Stonecrest shall not be liable to him/her, his/her heirs, successors or assigns for any claims or damages resulting from the construction or maintenance of cross-drain extensions, drives, structures, streets, culverts, curbs or sidewalks, the changing of courses of streams and rivers, flooding from natural creeks and rivers, surface waters and any other matter whatsoever. I further warrant that I have the right to sell and convey the land according to this plat and do hereby bind myself and owners subsequent in title to defend by virtue of these present.

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 City of Stonecrest, 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:

- Public Street Right-of-Way _____ acres
- Drainage Easement _____ acres
- Public Access/Pedestrian Easements _____ acres
- Public Water/Sewer Easements to DeKalb County _____ acres

In witness whereof, I have hereunto set my hand this _____ day of _____/_____.

(SEAL)
(Owner): _____
Witness: _____
Notary Public.

4. FLOOD HAZARD

The Special Flood Hazard Areas (SFHA) shown herein were determined by the Professional Engineer whose stamp and signature are affixed hereto. The City of Stonecrest 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 Stonecrest 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 Stonecrest prior to the initiation of any improvements to the lot or parcel. The site plan shall include the location and elevation of the SFHA within the lot or parcel and the existing and proposed improvements. Approval of the site plan by the City of Stonecrest is required prior to the issuance of a building permit.

5. DRAINAGE

The owner of record on behalf of himself (itself) and all successors in interest specifically releases the City of Stonecrest 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



3120 Stonecrest Blvd. • Stonecrest, Georgia 30038 • (770) 224-0200 • www.stonecrestga.gov

along all watercourses as established by city regulations. The City 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 Stonecrest nor abrogation of the City of Stonecrest’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, other than approved storm structures, are not allowed in drainage easements.

6. SURVEYOR’S ACKNOWLEDGEMENT

In my opinion, this plat, drawn by me or under my supervision, was made from an actual survey, and is a correct representation of the land platted and has been prepared in conformity with the minimum standards and requirements of law.

_____ R.L.S. No. _____

7. Include the following statement under the F.I.R.M. panel:

“According to the F.I.R.M. of DeKalb County, panel number _____, dated May 16, 2013, a portion of this property (is) or (is not) located in a Special Flood Hazard Area.”

8. Add this note to plat:

“City of Stonecrest and DeKalb County personnel and/or agents shall have free and total access to and across all easements.”

9. DEKALB COUNTY DEPARTMENT OF WATERSHED MANAGEMENT (required for lot splits and reconfigs)

I certify that the developer has complied with the potable water requirements and the sanitary sewer requirements of the County.

This _____ day of _____, 20_____.

ZONING

1. Provide the zoning or variance case number and all conditions of zoning or variance on the plat and clearly indicate compliance with conditions. Provide adjacent properties’ zoning classification.

2. Provide the current zoning for the property or tract of land being platted and zoning case number (if any).

The following data shall also be stated on the plat:

- ✓ Front Setback feet
- ✓ Rear Setback feet
- ✓ Side Interior Setback feet
- ✓ Side Corner Setback feet
- ✓ Minimum Heated Floor Area feet
- ✓ Parking Space(s)/ Dwelling Unit spaces
- ✓ Minimum required Lot Area square feet
- ✓ Minimum required Lot Frontage feet



3120 Stonecrest Blvd. • Stonecrest, Georgia 30038 • (770) 224-0200 • www.stonecrestga.gov

✓ Min. required Lot Width at Building Line feet

3. Show lot coverage area and percentage broken down by structures.
4. Provide and label applicable zoning buffers and landscape strips, existing structures, easements, sidewalks, existing and proposed rights of way, setbacks, etc.
5. Provide in the notes the total acreage of the entire site to the nearest 1/100 of an acre, and the total number of lots. Provide on plan view the area of each lot or parcel in square feet. Provide lot numbers and addresses.
6. Show existing retaining walls and their heights from grade.
7. Provide the centerline of any stream, point of wretched vegetation, and the 25', 50' and 75' stream buffers.
8. Show limits of any flood zones and label appropriately.
9. Show sign easements, if applicable.
10. Show adjacent property owners and adjacent zoning districts.

TRANSPORTATION

General

1. Label distance of centerline of roadway to existing and proposed right-of-way; if applicable.
2. Label all private streets as Access Easement/Utility Easement
3. Show and label all lines and curves of roadway centerlines
4. Show line of sight at entrance(s) to subdivision. Provide sight distance certification.
5. Centerline line and curve data for all streets
6. Show and label all drainage structures Roadway
7. Show and state all names for all subdivision streets and front road. Label the existing right of way and proposed right of way or access/utility easements (private roads).
8. Show and label all existing conditions including property lines, subdivisions, driveways, streets and alleys, utilities, pavement striping, etc. along the property frontage on both sides of the road. Include existing conditions to the next roadway intersection past property lines.
9. Label centerline line data for all roads (subdivision and existing roadway).
18. Sample Street Centerline Line Chart
10. Label centerline curve data: showing angles of deflection and standard curve data including radii, length of arcs and tangent between curves, point of curvature (P.C.) and point of tangency (P.T.) for subdivision and front road.



3120 Stonecrest Blvd. • Stonecrest, Georgia 30038 • (770) 224-0200 • www.stonecrestga.gov

Sample Street Centerline Curve Chart

Street Centerline Curve Chart			
Curve	Arc Radius	Chord	Chord Bearing
CC1	50.62'	150.00'	50.38' S68°38'06"W
CC2	29.58'	350.00'	29.57' S68°38'06"W
CC3	33.08'	350.00'	33.07' S68°38'06"W

11. Label distance from back of curb to right of way. Show and state all names and right of way widths (existing and proposed) for all public streets (subdivision and front roads). Show dimensions for R/W to R/W, R/W to C/L, B/C to R/W, B/C to B/C, and E/P to E/P.
12. Show and label sidewalks/trail and curb and gutter along the entire property's road frontage. Show all sidewalk/trail and curb and gutter within the subdivision and label as future if not constructed.
13. Show radius of cul-de-sac to edge of pavement and to right-of-way.
14. Show all pavement striping (crosswalks, edge lines, arrows) and signage as installed.
15. Indicate location, dimensions, and purpose of any easements, including access/utility easements, slope easements, drainage easements, access easements, no access easements, landscaping easements, signage easements, sanitary sewer easements, wall easements, gate easements, sidewalk/trails easements etc.
16. Show all private utility vaults located outside of public right of way.
17. Show all public service utility lines and any easements.
19. If applicable, add note to final plat, "Home Owners Association shall maintain all common areas".
20. Label all common areas as "C.A."

Plat Fees

Final Plats	Review	Inspection
First Review	\$200+\$5/Lot	N/A
Second Review	\$200/Sheet	N/A
Third Review and Subsequent Reviews	\$200/Sheet	N/A
Final Inspection & Punch List	N/A	No Fee