



PLANNING & ZONING DIVISION
1117 WEST AVENUE, CONYERS, GA 30012
(770) 278-7100
PRELIMINARY PLAT CHECKLIST

Project Name: _____ Date: _____

✓	Checklist Item
☐	General conformance to Concept Plan/Rezoning Plan when required.
☐	North arrow and graphic scale.
☐	Letter of intent.
☐	Total number of lots.
☐	Lot sizes in square feet (for lots > 5 acres, sizes may be shown in acres)
☐	\$500 + \$25 per lot
☐	Vicinity map with existing streets and street names & showing project location.
☐	Show subdivision entrance sign easement. (10' out of R/W, 15' out of intersection R/W)
☐	24" x 36" sheet size. When more than one sheet is used, sheets shall be numbered
☐	Scale: 1" = 100'. (Unless otherwise approved by Planning Director)
☐	Municipal, County boundaries and Land Lot Lines tied to boundary where applicable.
☐	Error of closure to show 1: 10000 minimum.
☐	Street center lines with intersection angles.
☐	Lots numbered in numerical order.
☐	Direction and distance from boundary to point(s) of reference. (County monument required for 3 or more lots.)
☐	Areas identified to be reserved or dedicated for public use.
☐	Exact boundary lines by metes and bounds. (distances to nearest 0.01 foot; bearings to nearest second).
☐	Subdivision name and names of all streets and alleys within and immediately adjoining property being platted.
☐	Show community mailbox.
☐	Location and dimension of public or private water system.
☐	Show fire hydrants. Hydrants on public streets placed at 500' max intervals.
☐	Location, dimension and purpose of all easements, sizes and types of all culverts on the site and adjacent to subdivision limits.
☐	Location, description and dimensions of detention facilities.
☐	100 year flood plain shown and reference F.I.R.M. panel number and date.
☐	Location and dimension of 20' access easement to detention pond with easement located 10' outside of detention pond.
☐	All corners to be set with accurate location, material, and description of monuments and markers prior to approval of Final Plat.
☐	Copy of HOA covenants or conservation easements to be recorded with the plat.
☐	An organization shall be identified or established for the purpose of owning and maintaining common facilities not proposed for dedication to the county.

☐	Owner's Certification.
☐	Dedication Certification.
☐	Planning Commission Certificate of Approval.
☐	Building setbacks (front, side, rear) shown graphically or in note form.
☐	Current zoning, including zoning boundary lines (if more than one zoning classification), zoning conditions and case #, if any. (See WP zoning notes below)
☐	Tax Parcel # of all parcels involved. (Tax Map Page + Section + Parcel #) (Example: 046-01-004B)
☐	Adjoining Property Owners (Names, Addresses, Zoning).
☐	Original signature of engineer or surveyor across seal in blue ink
☐	Level 3 Soil Evaluation (Stamped, Signed & Dated) for lots on Septic Tanks (contact Environmental Health 770-278-7340)
	FOR PROPERTY ZONED WATERSHED PROTECTION (WP)
☐	NOTE ON PLAT: All site development shall adhere to Rockdale County's "Big Haynes Creek Watershed Protection Zoning District" ordinance section 206-1(i).
☐	RESERVOIR BUFFER ONLY ** NOTE ON PLAT: The land area extending outward for a distance of 150 feet from the normal pool elevation (735 feet mean seal level) of Randy Poynter Lake is zoned WP subzone W-RB and is subject to County regulations prohibiting land-disturbance and other activities. Said land area also is subject to undisturbed water protection conservation and flood easement in favor of Rockdale County, Georgia, recorded at Deed Book_____, Page_____. Additional Rockdale County and state restrictions also apply.