

FINAL SUBDIVISION PLAT PROCESSING REQUIREMENTS

The final plat shall be approved by the Roswell Planning Commission and Mayor and City Council during the regular zoning meetings (see attached calendar).

Plats submitted without ALL of the material and information on this and the attached pages, by the appropriate deadline, cannot be processed. Complete submittal by the deadline assures adequate time for the zoning office to distribute the plats to the necessary municipal and county departments for review and comment before distribution to the Planning Commission for review prior to their meeting.

1. The original tracing and 15 copies of the final plat shall be submitted to the Roswell Planning and Zoning Office 15 days prior to the Planning Commission meeting in which the applicant desires the plat to be heard.

NOTE: PLEASE SUBMIT ALL COPIES FOLDED, RATHER THAN ROLLED.

2. Final plat fee of \$25.00. (This fee shall be in the form of a check made payable to the City of Roswell).
3. Recording fee of \$9.00. (This fee shall be in the form of a check made payable to Fulton County).
4. Completed and approved Stormwater Management/BMP Facilities Covenant form. (application attached)
5. Letter for applicable power company indicating all fees for service points and light poles have been paid.
6. Indemnity Agreement (Forms are available in the Planning and Zoning office).
7. Maintenance and/or Performance Bond as required by the Engineering Division of the City of Roswell. (Forms are available in the Planning and Zoning office).
8. If the property is located within the Parkway Village District, a landscape plan, landscape performance bond and/or landscape maintenance bond shall be required prior to final acceptance by the City.
9. Plat specifications and required certificates on attached list.

FINAL SUBDIVISION PLAT SPECIFICATIONS

(All information shall be shown on Plat)

- ___ 1. The final plat shall be clearly and legibly drawn in permanent ink on plastic vellum sheets 17" X 22". Larger sheets are accepted with the condition that required reduction costs shall be charged to surveyor of record.
- ___ 2. Accurate reference to the land lot system of the State of Georgia, Fulton County and when any part of the subdivision is within 2,500 feet of one or more of the established geographic positions of the plane coordinate system of Georgia, the bearings or azimuths of the coordinate system shall be extended to and used in the subdivision and the coordinates, based on the plane coordinate system of Georgia, shall be shown at least on four principle corners of said subdivision. Otherwise, four corners of the subdivision shall be tied to two Fulton County GPS Network points.
- ___ 3. Name and address of owner of record and of subdivider.
- ___ 4. Proposed name of subdivision and its acreage.
- ___ 5. Current zoning classification and conditions (when applicable).
- ___ 6. North arrow, graphic scale and date.
- ___ 7. Vicinity map showing location of subdivision.
- ___ 8. Exact boundary lines of the tract by bearing and distances.
- ___ 9. Existing streets, utilities and easements on, adjacent to, or across from tract.
- ___ 10. Street right-of-way/street pavement width/cul-de-sac payment radium/cul-de-sac right-of-way radium/intersection radius. Central angles, radii, length of tangents, and arc distances of all curves.
- ___ 11. Clearly identify all proposed right-of-way and roadway conditions along the entire roadway frontage.
- ___ 12. Interior and exterior sidewalks (Interior 5'; check with Engineering Division for exterior sidewalk width) shall be labeled.
- ___ 13. Square footage of each lot and lot line dimensions to the nearest one-tenth foot along with the bearings for said lines.
- ___ 14. Street names, block numbers and lot numbers. Street addressed will be assigned by The City prior to recording.
- ___ 15. Provisions for water supply, sewage disposal, water detention and storm drainage.

- ___ 16. Location, dimensions, and purposes of easements and areas to be reserved for public use.
- ___ 17. Minimum building front, side and rear yard setbacks and minimum lot width at building line noted.
- ___ 18. Natural features within the proposed subdivision, including drainage channels, bodies of water, wetlands, wooded areas and other significant features. Of all water courses leaving the tract, the direction of flow shall be indicated, and for all water courses entering the tract, the direction and acreage of the drainage area above the point of entry shall be noted. Flood plains and dam failure flood zones shall be outlined. (NOTE: Disturbance of the 100-year flood plain is prohibited).
- ___ 19. Identify tree save areas and all specimen trees. Indicate which, if any, specimen trees are proposed to be removed.
- ___ 20. The plat shall be clearly and legibly drawn at a scale not smaller than 100 feet to one inch.
- ___ 21. Certification by the Fulton County Health Department that the plat and proposed water and sewerage facilities are acceptable.
- ___ 22. The following notes and certificates:

DRAINAGE

The owner of record, on behalf of himself/herself/itself and all successors in interest, specifically release the City of Roswell from any and all liability and responsibility for flooding or erosion from storm drains or from flooding from high water of natural creeks, rivers or drainage features. Drainage easements are hereby established for the sole purpose of providing for the emergency protection of the free flow of surface or storm waters along all watercourses as established by an final plat. The City of Roswell may conduct emergency maintenance operations within this easements, where emergency conditions exist. Emergency maintenance shall include the removal of trees and other debris, excavation, filling, and the like, necessary to remedy a condition, which in the judgement of the City of Roswell is potentially injurious to health, life, public property, public roads, or utility systems. 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 Roswell. The City reserves the right to seek reimbursement for expenses from the owner(s) of the property(ies) of the land that generated the conditions requiring the emergency service.

NOTE: No structure shall be located within forty (40) feet of an open drain.

NOTE: All water lines and sewer lines installed by the developer are dedicated to he City of Roswell.

FLOOD HAZARD NOTE: Portions of this property do _____ lie within a 100 year flood hazard zone as defined by the F.E.M.A. Flood Insurance Rate Map of the City of Roswell, Georgia, Community Panel Number _____, dated _____.

NOTE: Disturbance of the 100 year flood plain is prohibited.

CERTIFICATE OF SURVEYOR/ENGINEER

It is hereby certified that this plat is true and correct and was prepared from an actual survey of the property made by me or under my supervision; that all monuments shown hereon actually exist or are marked as "Future", and their location, size, type and material are correctly shown; and that all engineering requirements of the "Land Subdivision Ordinance of the City of Roswell" and the requirements of the "Zoning Ordinance of the City of Roswell, Georgia" have been fully complied with.

BY: _____ Registered Civil Engineer No. _____

BY: _____ Registered Georgia Land Surveyor No. _____

CERTIFICATE OF OWNER

The owner of the land shown on this plat and whose name is subscribed thereto, and in person or through a duly authorized agent, 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 grounds thereon shown, which comprise a total of _____ acres, for the purposes therein expressed.

Subdivider: _____

Owner: _____

Date: _____

Date: _____

FINAL APPROVAL

MAYOR - CITY OF ROSWELL

DATE

CHAIRMAN OF PLANNING COMMISSION
CITY OF ROSWELL

DATE

ENGINEER - CITY OF ROSWELL

DATE

The natural drains, branches, culverts and drainage structures shown on this plat are necessary for drainage of the subdivision and the City of Roswell will not be held responsible for overflow or erosion caused by them or for extension of culverts shown. Pursuant to the "Land Subdivision Ordinance of the City of Roswell", this plat was given final approval by the City of Roswell.

STREET NAME REGULATIONS

The following conventions will be followed when naming a street within the City of Roswell.

- a. Street names shall consist of a root name and a suffix designation (such as "Street, Avenue, Road, Circle, Way, etc.). Root names shall consist of no more than 13 characters including spaces and hyphens.
- b. Directional prefixes (i.e., North, South, East, West) and the prefixes "old" or "new", shall not be used.
- c. A proposed street that is obviously in alignment with another already existing and named street shall bear the name of such existing street, unless this requirement is waived by the Fire, Police and Public Works Department.
- d. Except within the same development, no proposed street name shall duplicate (be spelled the same or be phonetically the same) an existing street name within the City of Roswell, in the postal zone, or in the unincorporated areas in proximity to Roswell regardless of the use of such suffix designations as "Street", "Avenue", or however otherwise designated. In the same subdivision, a root name shall not occur more than twice.
- e. City streets shall not bear the name or names of living individuals.
- f. Proposed names for private streets shall follow the same conventions as for public streets.
- g. All street root names and suffix designations are subject to the Planning and Zoning Department. Obscene or otherwise unacceptable language, abbreviations, contractions or initials shall not be used. Names must respect the dignity of all races, religions and national origins and comply with any pertinent civil laws.
- h. Letters not occurring in the English alphabet, and numerals, shall not be used.
- i. Continuous roadways shall not be subdivided into segments with different names.