

SECTION

6

Plats, Record Drawings, Lots, Phased Development, and Easements

A. PRELIMINARY PLAT

Single Family Residential Preliminary Plat Specifications

The preliminary plat shall be clearly and legibly drawn on mylar at a scale no smaller than 1" = 100'. The plat shall not exceed twenty-four (24) by thirty-six (36) inches. In no case sheet size shall be less than eight and one-half (8 1/2) inches by eleven (11) inches.

The preliminary plat shall be prepared by the appropriate design professional as required by state law and shall show the following:

1. Proposed name of residential subdivision.
2. Name, address, and telephone number of owner of record.
3. Name, address, and telephone number of the developer.
4. Date of survey, north point with magnetic north shown, graphic scale, source of datum, date of plat drawing, and space for revision dates.
5. Vicinity map locating the subdivision in relation to the surrounding area with regards to well-known landmarks such as major thoroughfares, railroads, or others. Sketches may be drawn in freehand and at a scale sufficient to clearly show the information required, but not less than one (1) inch to two thousand (2,000) feet.
6. Name of former subdivision if the preliminary plat has been previously submitted or subdivided.
7. Exact boundary lines of the tract indicated by a heavy line giving the lengths and bearings. The boundary lines shall include the entire tract to be eventually subdivided and data as required herein shall apply to the entire tract.
8. Ground elevations on the tract based on field surveys or photogram metric methods from aerial photographs. The basis for the topographic information shall be shown. Contour lines shall be drawn at intervals of two (2) feet.
9. Natural features within the proposed subdivision, including drainage channels, bodies of water, tributary, state mandated buffers, corridors, wooded area, and other significant features. On all water courses leaving the tract, the direction of flow and acreage of the drainage area above the point of entry into the site shall be noted. Floodplains shall be outlined and the elevations and total area of floodplain noted. Wetland areas should also be located on the plat and total area specified. Local

benchmarks shall be established and properly described and the mean sea level elevation noted.

10. Cultural features, including cemeteries or other historic features around and within the proposed subdivision, right-of-way and pavement widths, and names of existing and platted streets; all easements, city and county boundaries and other significant information. Locations and dimensions of bridges, proposed and existing utility line and structures, existing or proposed easements, street culverts, and other features are to be indicated.
11. Proposed layout including lot lines with rough dimensions, lot numbers, block letters, street and alley lines with proposed street names, right-of-way widths, buffers, open space, amenities, and easements dedicated for public use.
12. Proposed unit division or stage development, if any, as proposed by the owner/developer.
13. Present zoning of the proposed development and the present zoning of abutting land(s).
14. Zoning and variances granted and any stipulations/conditions placed on the project must be listed on the plans.
15. Total number of lots.
16. Show adjoining roadways, with names, pavement widths, lengths of streets, access locations, and right-of-way widths. Also include dimensions from the center line of the existing street to the required right-of-way width.

Condominium/Multifamily Residential Preliminary Plats

The preliminary plat shall be clearly and legibly drawn on mylar at a scale no smaller than 1" = 100'. The plat shall not exceed twenty-four (24) by thirty-six (36) inches. In no case sheet size shall be less than eight and one-half (8 1/2) inches by eleven (11) inches.

1. The final plat shall contain the following information:
 - a. Name of the project and street names.
 - b. Property address numbers.
 - c. Reference to record subdivision plats of adjoining land by record name.
 - d. Date of plat drawing, graphic scale, and north point.
 - e. Location of tract (land lot and district).

- f. Location sketch at a scale of one (1) inch equals two thousand (2,000) feet. Unit plats shall provide a location sketch for location within the master plat.
- g. Index map on each sheet when more than one sheet is required.
- h. Courses and distances to the nearest existing street, intersections, or other recognized permanent monuments or bench marks.
- i. Exact boundary lines of the tract, to be indicated by a heavy line, giving distances to the nearest one-tenth (1/10) foot and angles to the nearest minute, shall be balanced and closed. The error of closure shall be stated, and further the error of closure shall exceed one (1) to ten thousand (10,000). Tract boundaries shall be determined by accurate survey in the field.
- j. Land lot lines shall be accurately tied to boundary lines of the subdivision by angles and distances when such lines traverse the subdivision; when the subdivision does not intersect a land lot line, then the lines of a major controlling street shall be projected and tied to a land lot line by angles and distances. In both cases, the measured distance from land lot tie to a respective land lot corner shall be shown with the magnetic bearing of the land lot line. No approximate land lot lines shall be drawn on the subdivision plat.
- k. Exact locations, width and names of all streets and alleys within and immediately adjoining the plat and the exact location and widths of all crosswalks.
- l. Street center lines showing angles of deflection and standard curb data of intersection, radii, length of tangents and arc, and degree or curvature with basis of curve data.
- m. Lot lines with dimensions to the nearest one-tenth (1/10) foot, necessary internal angles, arcs and chords, and tangent, radii, or rounded corners.
- n. Building setback lines with dimensions.
- o. Legal description of individual condominium units shall be as follows:
 - The individual condominium unit shall be referenced as a lot by numeric data only (limited to nine hundred ninety nine (999) units).
 - Each building shall be referenced as Unit by numeric data only (limited to ninety nine (99) units).
 - Each development phase shall be assigned by the Cobb County Tax Office.

- Plats of the development shall be separated into different development phases when individual units or buildings reach the limits set forth above.
- p. Location, dimensions, drainage area, and purpose of all drainage structures and of any easements, including slope easements, flood hazard areas, public service utility right-of-way lines, and any areas to be reserved, donated or dedicated to public use or sites for other than residential use with notes stating their purpose and limitations; and of any areas to be reserved by deed covenant for common uses of all property owners.
 - q. Accurate location, material, and description of monuments and markers.
 - r. A statement referencing the protective covenants by record book and page number.
 - s. Registered land surveyor's certification and stamp required for master plat.
 - t. Registered professional engineer certification and stamp accepted for "as built" conditions on unit plats only.
 - u. Registered architect certification and stamp may be used to certify the acceptability of the structural work.
 - v. Variances, if any, and date approved.
2. Recording of plats and plans; contents; completion of structural improvements; certification by registered architect or engineer.
 - a. Prior to the first conveyance of a condominium unit, there shall be recorded one (1) or more plats of survey showing the location and dimensions of the submitted property; the location and dimensions of all structural improvements located on any portion of the submitted property; the intended location and dimensions of all easements appurtenant to the submitted property or otherwise submitted to this article as part of the common elements. With respect to all such structural improvements, the plats shall indicate which, if any, have not been begun by use of the phrase "NOT YET BEGUN." No structural improvement which contains or constitutes all or part of any unit or units and which is located on any portion of the submitted property shall be commenced on any portion of the submitted property after the recording of the plats. The declarant shall complete all structural improvements depicted on the plats, subject only to such limitations, if any, as may be expressly stated in the declarations with respect to those labeled "NOT YET BEGUN" on the plats, provided that, within six months after written notice from the association, the declarant shall be obligated to complete within a reasonable time every structural improvement actually commenced on the submitted property, notwithstanding any provisions of the declaration, unless the declarant shall be obligated to complete with a reasonable time every structural

improvement actually commenced on the submitted property, notwithstanding any provision of the declaration, unless the declarant removes with a reasonable amount of time all portions of any such structural improvements; and provided, further, that nothing contained in the sentence shall exempt the declarant from any contractual liability to complete any such structural improvement. If the submitted property consists of noncontiguous parcels, the plats shall indicate the approximate distances between such parcels unless such information is disclosed in the declaration. If, with respect to any portion or portions, but less than all, of the submitted property, the unit owners are to own only a leasehold or estate for years, the plats shall show the location and dimensions of any such portion or portions and shall label each such portion by use of the phrase "LEASED LAND." To the extent feasible, the plats shall show all easements to which the submitted property or any portion thereof is subject. The plats shall also show all encroachments by or on any operation of the submitted property. In the case of any units which have vertical boundaries lying wholly or partially outside of structures for which plans for which plans pursuant to subsection (b) of this section are recorded, the plats shall show the location and dimensions of the vertical boundaries to the extent that they are not shown on the plans; and the units or portions thereof thus depicted shall bear their identifying numbers. Each plat shall be certified as to its accuracy compliance with this subsection by a registered land surveyor. The specification within this subsection of items that shall be shown on the plats shall not be construed to mean that the plats shall not also show all other items customarily shown or required by law to be shown for land title surveys.

3. There shall be recorded prior to the first conveyance of a condominium unit:
 - a. Plans which have been prepared, signed, and sealed by a registered architect or registered engineer of every structure which contains or constitutes all or part of any unit or units location on or within any portion of the submitted property, which plans shall show:
 - The location and dimensions of the exterior walls and roof of such structures;
 - The walls, partitions, floors, and ceilings as constitute the horizontal boundaries, if any, and the vertical boundaries of each unit, including convertible spaces, to the extent that such boundaries lie within or coincide with the boundaries of such structures; and
 - The identifying numbers of all units or portions thereof depicted on the plans.
 - b. A certification by such registered architect or registered engineer to the effect that he has visited the site and viewed the property and that, to the best of his or her knowledge, information, and belief:

- The exterior walls and roof of each structure are in place as shown on the plans; and
- Such walls, partitions, floors, and ceilings, to the extent shown on said plans, as constitute the horizontal boundaries, if any, and the vertical boundaries of each unit, including convertible space, have been sufficiently constructed so as to establish clearly the physical boundaries of such unit.

In addition, each convertible space depicted in the plans shall be labeled as such by use of the phrase “CONVERTIBLE SPACE.” Unless the condominium instruments expressly provide otherwise, it shall be presumed that, in the case of the unit not wholly contained within or constituting one or more of the structures, the horizontal boundaries extend, in the case of each unit, at the same elevation with regard to any part of such unit lying outside of such structures, subject to the following exception: in the case of any unit which does not lie over any other unit other than basement units, it shall be presumed that the lower horizontal boundary, if any, of that unit lies at the level of the ground with regard to any part of that unit lying outside of the structures. This subsection shall apply to any condominium created on or after July 1, 1980, or to the expansion of such condominium.

4. There shall be recorded prior to first conveyance of condominium unit plans of every structure which contains or constitutes all or part of any unit or units located on or within any portion of the submitted property and a certification by a registered architect or registered engineer to the effect that he has visited the site and viewed the property and that, to the best of his or her knowledge, information and belief:
 - a. The foundation, structural members, exterior walls, and roof of each structure are complete and in place as shown on the plans;
 - b. The walls, partitions, floors, and ceilings, to the extent shown on the plans, as constituting or coinciding with the vertical and horizontal boundaries of each unit, including convertible space, within each such structure, are sufficiently complete and in place to establish clearly the physical boundaries of such unit and that such physical boundaries are as shown on the plans; and
 - c. Each such structure, to the extent of its stage of completion at that time, is constructed substantially in accordance with such plans.

The plans shall show the location and dimensions of the horizontal boundaries, if any, and the vertical boundaries of each unit to the extent that such boundaries lie within or coincide with the boundaries of such structures, and the units, or portions thereof, thus depicted shall bear their identifying numbers. In addition, each convertible space depicted in the plans shall be labeled as such by use of the phrase “CONVERTIBLE SPACE.” Unless the condominium instruments expressly provide otherwise, it shall be presumed that, in the case of any unit not wholly contained within or constituting

one or more of the structures, the horizontal boundaries extend, in the case of each unit, at the same elevation with regard to any part of such unit lying outside of such structures, subject to the following exception: in the case of any unit which does not lie over any other unit other than basement units, it shall be presumed that the lower horizontal boundary, if any, of that unit lies at the level of the ground with regard to any part of that unit lying outside of the structures. This subsection shall apply to any condominium created prior to July 1, 1980, or to the expansion of such condominium.

5. Prior to the first conveyance of a condominium unit located on any portion of any additional property being or having been added to an expandable condominium, there shall be recorded new plats conforming to the requirements of subsection (b) of this section and, with regard to any structures on the property being or having been added, plans conforming to the certification requirements of subsection (b) of this section, of plans previously recorded pursuant to Code Section 44-3-84.
6. When converting all or any portion of any convertible space into one or more units or limited common elements, the declarant shall record, with regard to the structure or portion thereof constituting that convertible space, plans showing the location and dimensions of the horizontal boundaries, if any, and the vertical boundaries of each unit formed out of such space. The plans shall be certified by a registered architect or registered engineer in accordance with the certification requirements of subsection (b) of this section.
7. When any portion of the submitted property is withdrawn, there shall be recorded a plat or plats showing the portion of the submitted property withdrawn and the remaining submitted property, which plat or plats shall be certified as provided in subsection (a) of this section. (Ga. L. 1975, p. 609, § 20; Ga. L. 1980, p. 1406, § 3; Ga. L. 1982, p. 3, § 44; Ga. L. 1983, p. 3, § 33; Ga. L. 1984, p. 22, § 44.)

Non-Residential Preliminary Plat Specifications

The preliminary plat shall be clearly and legibly drawn at a scale no larger than 1" = 100'. The plat shall not exceed twenty-four (24) by thirty-six (36) inches. In no case shall sheet size be less than eight and one-half (8 1/2) by eleven (11) inches. Subject to state law requirements, the preliminary or overall development plat shall be prepared by a registered landscape architect, land surveyor, or civil engineer and shall show the following:

- a. Proposed name of the non-residential subdivision.
- b. Name, address, and telephone number of owner of record.
- c. Name, address, and telephone number of the developer.
- d. Date of survey, north point with magnetic north shown, graphic scale, source of data, date of plat drawing, and space for revision dates and comments.

- e. Location (land lot and district) and gross acreage of tract.
- f. Original vicinity map locating the subdivision in relation to the surrounding area with regards to well-known landmarks such as major thoroughfares, railroads, or others. Sketches may be drawn in freehand and at a scale sufficient to clearly show the information required, but not less than one (1) inch to two thousand (2,000) feet. Photocopies of the local atlas are not acceptable. Previously developed non-residential properties must be reflected on the plat.
- g. Exact boundary lines of the tract indicated by a heavy line giving the lengths and bearing. The boundary lines shall include the entire tract to be eventually subdivided and data as required herein shall apply to the entire tract.
- h. Ground elevations on the tract bases on field surveys or photogram metric methods from aerial photographs. The basis for the topographic information shall be shown. Contour lines shall be drawn at intervals of two (2) feet.
- i. Natural features within the proposed non-residential development, including drainage channels, tributaries or state mandated buffers or corridors, bodies of water, wooded area, and other significant features. On all water courses leaving the tract, the directional flow and acreage of the drainage area above the point of entry into the site shall be noted. Floodplains shall be outlined and elevation and total area of floodplain noted. Wetland areas should also be located on the plat and total area specified. Local benchmarks shall be established and properly described and the mean sea level noted.
- j. Cultural features, including cemeteries or other historic features, around and within the proposed non-residential subdivision, right-of-way and pavement widths, the names of existing and platted streets; all easements, city and county boundaries, and other significant information. Locations and dimensions of bridges, proposed and existing utility lines and structures, existing and proposed easements, street culverts, and other features to be indicated.
- k. Proposed layout including lot lines with rough dimensions, lot numbers, street and alley lines with proposed street names, right-of-way widths, buffers, open space, and easements dedicated for public use shall be noted.
- l. Proposed out parcels, supported by internal utilities and inter parcel access points must be clearly shown.
- m. Proposed unit division or stage development, if any, as proposed by the owner or developer including but not limited to out parcel development.
- n. Zoning and variance conditions placed on the project by the City of Austell Mayor and City Council must be listed on plans.

- o. Show adjoining roadways, with names, pavement widths, lengths of streets, access locations, and right-of-way widths. Also include dimensions from the center line of the existing street to the required right-of-way width.

Preliminary Certification Statement

The certification statement that follows shall be provided on each preliminary plat submitted for review and approval be signed by the appropriate design professional.

I hereby certify that this proposed Preliminary Plat correctly represents data compiled or verified through a survey completed by me on _____ 20__ of property shown and described hereon.

By: Registered Georgia Engineer

 Engineers Name, Registration Number

or By: Registered Georgia Landscape Architect

 Engineers Name, Registration Number

or By: Registered Georgia Surveyor

 Engineers Name, Registration Number

Preliminary Plat Approval Certificate

The following approval certification should also be provided on the preliminary plat to indicate the approval and acceptance of the appropriate City of Austell departments.

All requirements of the City of Austell Subdivision Regulations relative to the preparation and submission of a Preliminary Plat having been fulfilled, approval of this plat is hereby granted subject to further provisions of said Regulations. This certificate shall expire on _____ 20__.

| | |
|-----------------------------|-------|
| _____ | _____ |
| Mayor | Date |
| _____ | _____ |
| Community Development | Date |
| _____ | _____ |
| Public Works | Date |
| _____ | _____ |
| Fire and Emergency Services | Date |

B. FINAL PLAT**Final Single Family Residential Plat Specifications**

1. The final plat shall be clearly and legibly drawn on mylar material. The scale of the final plat shall be one (1) inch to one hundred (100) feet (1" = 100'). The plat shall not exceed twenty-four (24) inches by thirty-six (36) inches. If the complete plat cannot be shown on one (1) sheet, several sheets with an index map indicated on each sheet shall be used. In no case shall sheet size be less than eight and one half (8 1/2) inches by eleven (11) inches.
2. The final plat shall conform to the preliminary plat and it may constitute only that portion of the approved preliminary plat which the subdivider proposes to record and develop at any time, provided that such portion conforms to the staging established on the preliminary plat procedure and to the requirements of these rules and regulations. All plats shall be required to meet the requirements of the Georgia Platting Act, and as may be amended from time to time.
3. The final plat shall contain the following information:
 - a. Name of subdivision and street names.
 - b. Property address numbers.
 - c. Reference to recorded subdivision plats of adjoining land by record name.
 - d. Date of plat drawing, graphic scale, and magnetic north point.
 - e. Location of tract (land lot and district).
 - f. Name of former subdivision if any or all of the final plat has been previously subdivided.
 - g. Vicinity map at a scale of 1" = 2,000'.
 - h. Index map on each sheet when more than one sheet is required.
 - i. Courses and distances to the nearest existing street, intersections, or other recognized permanent monuments or bench markers.
 - j. Exact boundary lines of the tract, to be indicated by a heavy line, giving distances to the nearest one-tenth (1/10) foot and angles to the nearest second, which shall be balanced and closed. The error of closure shall exceed one (1) to ten thousand (10,000). The tract boundaries shall be determined by accurate survey in the field.
 - k. Land lot lines shall be accurately tied to lines of the subdivision by angles and distances when such lines traverse the subdivision; when the subdivision does not

intersect a land lot line, then the lines of a major controlling street shall be projected and tied to a land lot line by angles and distance. In both cases, the measured distance from land lot tie to a respective land lot corner shall be shown with magnetic bearing of the land lot line. No approximate land lot lines shall be shown on the subdivision plat. Provide closure and field data statement.

- l. Exact locations, width and names of all streets, alleys, and proposed sidewalks within and immediately adjoining the plat and the exact location and widths of all sidewalks.
- m. Street centerlines showing angles of deflection and standard curve data of intersection, radii, length of tangents and arcs, and degree of curvature with basis of curve data, design speeds, horizontal and vertical site distances.
- n. Lot lines with dimensions to the nearest one-tenth (1/10) foot, necessary internal angles, arcs and chords, and tangent or radii of rounded corners.
- o. Building setback lines with dimension.
- p. Lots or sites numbered in numerical and clockwise order. Blocks shall be identified alphabetically.
- q. Cultural features, including cemeteries and historic features.
- r. Location, dimensions, stormwater management structures, access easements, detention area, and other easements, tributary and state mandated buffers and corridors, flood hazard areas and elevations, water, sanitary sewer, and drainage easements with setback requirements, and any areas to be reserved, donated or dedicated to public use or sites for other than residential use with notes stating their purpose and limitations; and of any areas to be reserved by deed covenant for common uses of all property owners. Delineation of protected wetlands with total acreage noted.
- s. A statement of the private covenants, if they are brief enough to be put directly on the plat; otherwise, a statement as follows:

This plat is subject to the covenants set forth in the separate document(s) dated _____, which hereby becomes a part of this plat, recorded in Deed Book _____, page _____, Cobb County Deed Records and signed by the owner.
- t. Accurate location, material, and description of monuments and markers. Monuments to be placed after final street improvements shall be designated as “future”.
- u. Seal of appropriate design professional.

- v. Zoning stipulations and variances, if any, and date approved by the City of Austell Mayor and City Council or the City of Austell Board of Zoning Appeals.
- w. State law prohibits the private construction, planting, or other making improvements on the dedicated right-of-way. The sole responsibility for repairing any of the damage of any such improvements shall be the property owners.
- x. Tabular chart which specifies the lengths of each public street or right-of-way.

Final Condominium/Multifamily Residential Plats

The preliminary plat shall be clearly and legibly drawn on mylar at a scale no smaller than one (1) inch to one (100) feet (1" = 100'). The plat shall not exceed twenty-four (24) inches by thirty-six (36) inches. In no case shall sheet size be smaller than eight and one-half (8 1/2) inches by eleven (11) inches.

1. The final plat shall contain the following information:
 - a. Name of the project and street names.
 - b. Property address numbers.
 - c. Reference to record subdivision plats of adjoining land by record name.
 - d. Date of plat drawing, graphic scale, and north point.
 - e. Location of tract (land lot and district).
 - f. Index map on each sheet when more than one sheet is required.
 - g. Courses and distances to the nearest existing street, intersections, or other recognized permanent monuments or bench marks.
 - h. Exact boundary lines of the tract, to be indicated by a heavy line, giving distances to the nearest one tenth (1/10) foot and angles to the nearest minute, shall be balanced and closed. The error of closure shall be stated, and further the error of closure shall exceed one (1) to ten thousand (10,000). Tract boundaries shall be determined by accurate survey in the field.

NOTE: Unit plats shall provide a location sketch for location within the master plat.

- i. Land lot lines shall be accurately tied to boundary lines of the subdivision by angles and distances when such lines traverse the subdivision; when the subdivision does not intersect a land lot line, then the lines of a major controlling street shall be projected and tied to a land lot line by angles and distances. In both cases, the measured distance from land lot tie to a respective land lot corner shall be shown on the subdivision plat.
- j. Exact locations, width, and names of all streets and alleys within and immediately adjoin the plat and the exact location and widths of all crosswalks.
- k. Street center lines showing angles of deflection and standard curb data of intersection, radii, length of tangent or radii or rounded corners.
- l. Building setback lines with dimension.
- m. Legal description of individual condominium units shall be as follows:
 - The individual condominium unit shall be referenced as a lot by numeric data only (limited to 999 units).
 - Each building shall be referenced as Unit by numeric data only (limited to 99 units).
 - Each development phase shall be referenced as a block by alpha data.
 - Parcel numbers shall be assigned by the Cobb County Tax Office.
 - Plats of the development shall be separated into different development phases when individual units or buildings reach the limits set forth above.
- n. Location, dimensions, drainage area, and purpose of all drainage structures and of any easements, including slope easements, flood hazard areas, public service utility right-of-way lines, and any areas to be reserved, donated, or dedicated to public use or sites for other than residential use with notes stating their purpose and limitations; and of any areas to be reserved by deed covenant for common uses of all property owners.
- o. Accurate location, material, and description of monuments and markers.
- p. A statement referencing the protective covenants by record book and page number.
- q. Registered land surveyor's certification and stamp required for master plat.
- r. Registered professional engineer certification and stamp for "as built" condition on unit plats only.

- s. Registered architect certification and stamp may be used to certify the acceptability of the structural work.
 - t. Variances, if any, and date approved.
3. Recording of plats and plans; contents; completion of structural improvements; certification by registered architect or engineer.
- a. Prior to the first conveyance of a condominium unit, there shall be recorded one or more plats of survey showing the location and dimensions of the submitted property; the location and dimensions of all structural improvements located on any portion of the submitted property; the intended location and dimensions of all easements appurtenant to the submitted property or otherwise submitted to this article as part of the common elements. With respect to all such structural improvements, the plats shall indicate which, if any, have not been begun by use of the phrase “NOT YET BEGUN.” No structural improvement which contains or constitutes all or part of any unit or units and which is located on any portion of the submitted property shall be commenced on any portion of the submitted property after the recording of the plats. The declarant shall complete all structural improvements depicted on the plats, subject only to such limitations, if any, as may be expressly stated in the declarations with respect to those labeled “NOT YET BEGUN” on the plats, provided that, within six months after written notice from the association, the declarant shall be obligated to complete within a reasonable time every structural improvement actually commenced on the submitted property, notwithstanding any provisions of the declaration, unless the declarant shall be obligated to complete with a reasonable time every structural improvement actually commenced on the submitted property, notwithstanding any provision of the declaration, unless the declarant removes with a reasonable amount of time all portions of any such structural improvements; and provided, further, that nothing contained in the sentence shall exempt the declarant from any contractual liability to complete any such structural improvement. If the submitted property consists of noncontiguous parcels, the plats shall indicate the approximate distances between such parcels unless such information is disclosed in the declaration. If, with respect to any portion or portions, but less than all, of the submitted property, the unit owners are to own only a leasehold or estate for years, the plats shall show the location and dimensions of any such portion or portions and shall label each such portion by use of the phrase “LEASED LAND.” To the extent feasible, the plats shall show all easements to which the submitted property or any portion thereof is subject. The plats shall also show all encroachments by or on any operation of the submitted property. In the case of any units which have vertical boundaries lying wholly or partially outside of structures for which plans pursuant to subsection (b) of this section are recorded, the plats shall show the location and dimensions of the vertical boundaries to the extent that they are not shown on the plans; and the units or portions thereof thus depicted shall bear their identifying numbers. Each plat shall be certified as to its accuracy compliance with this subsection by a registered land surveyor. The specification within this subsection

of items that shall be shown on the plats shall not be construed to mean that the plats shall not also show all other items customarily shown or required by law to be shown for land title surveys.

4. There shall be recorded prior to the first conveyance of a condominium unit:
 - a. Plans which have been prepared, signed, and sealed by a registered architect or registered engineer of every structure which contains or constitutes all or part of any unit or units located on or within any portion of the submitted property, which plans shall show:
 - The location and dimensions of the exterior walls and roofs of such structures;
 - The walls, partitions, floors, and ceilings as constitute the horizontal boundaries, if any, and the vertical boundaries of each unit, including convertible space, to the extent that such boundaries lie within or coincide with the boundaries of such structures; and
 - The identifying numbers of all units or portions thereof depicted on the plans; and
 - b. A certification by such architect or engineer to the effect that he or she has visited the site and viewed the property and that, to the best of his or her knowledge, information, and belief:
 - The exterior walls and roof of each structure are in place as shown on the plans; and
 - Such walls, partitions, floors, and ceilings, to the extent shown on said plans, as constitute the horizontal boundaries, if any, and the vertical boundaries of each unit, including convertible space, have been sufficiently constructed so as to establish clearly the physical boundaries of such units.

In addition, each convertible space depicted in the plans shall be labeled as such by use of the phrase "CONVERTIBLE SPACE." Unless the condominium instruments expressly provide otherwise, it shall be presumed that, in the case of the unit not wholly contained within or constituting one or more of the structures, the horizontal boundaries extend, in the case of each unit, at the same elevation with regard to any part of such unit lying outside of such structures, subject to the following exception: in the case of any unit which does not lie over any other unit other than basement units, it shall be presumed that the lower horizontal boundary, if any, of that unit lies at the level of the ground with regard to any part of that unit lying outside of the structures. This subsection shall apply to any condominium created on or after July 1, 1980, or to the expansion of such condominium.

4. There shall be recorded prior to first conveyance of condominium unit plans of every structure which contains or constitutes all or part of any unit or units located on or within any portion of the submitted property and a certification by a registered architect or registered engineer to the effect that he has visited the site and viewed the property and that, to the best of his or her knowledge, information and belief:
 - a. The foundation, structural members, exterior walls, and roof of each structure are complete and in place as shown on the plans;
 - b. The walls, partitions, floors, and ceilings, to the extent shown on the plans, as constituting or coinciding with the vertical and horizontal boundaries of each unit, including convertible space, within each such structure, are sufficiently complete and in place to establish clearly the physical boundaries of such unit and that such physical boundaries are as shown on the plans; and
 - c. Each such structure, to the extent of its stage of completion at that time, is constructed substantially in accordance with such plans.

The plans shall show the location and dimensions of the horizontal boundaries, if any, and the vertical boundaries of each unit to the extent that such boundaries lie within or coincide with the boundaries of such structures, and the units, or portions thereof, thus depicted shall bear their identifying numbers. In addition, each convertible space depicted in the plans shall be labeled as such by use of the phrase "CONVERTIBLE SPACE." Unless the condominium instruments expressly provide otherwise, it shall be presumed that, in the case of any unit not wholly contained within or constituting one or more of the structures, the horizontal boundaries extend, in the case of each unit, at the same elevation with regard to any part of such unit lying outside of such structures, subject to the following exception: in the case of any unit which does not lie over any other unit other than basement units, it shall be presumed that the lower horizontal boundary, if any, of that unit lies at the level of the ground with regard to any part of that unit lying outside of the structures. This subsection shall apply to any condominium created prior to July 1, 1980, or to the expansion of such condominium.

5. Prior to the first conveyance of a condominium unit located on any portion of any additional property being or having been added to an expandable condominium, there shall be recorded new plats conforming to the requirements of subsection (b) of this section and, with regard to any structures on the property being or having been added, plans conforming to the certification requirements of subsection (b) of this section, of plans previously recorded pursuant to Code Section 44-3-84.
6. When converting all or any portion of any convertible space into one or more units or limited common elements, the declarant shall record, with regard to the structure or portion thereof constituting that convertible space, plans showing the location and dimensions of the horizontal boundaries, if any, and the vertical boundaries of each unit formed out of such space. The plans shall be certified by a registered architect or registered engineer in accordance with the certification requirements of subsection (b) of this section.

7. When any portion of the submitted property is withdrawn, there shall be recorded a plat or plats showing the portion of the submitted property withdrawn and the remaining submitted property withdrawn and the remaining submitted property, which plat or plats shall be certified as provided in subsection (a) of this section. (Ga. L. 1975, p. 609, § 20; Ga. L. 1980, p. 1406, § 3; Ga. L. 1982, p. 3, § 44; Ga. L. 1983, p. 3, § 33; Ga. L. 1984, p. 22, § 44.)

Final Non-Residential Plat Specifications

1. The final plat shall be clearly and legibly drawn on mylar material. The scale of the final plat shall be one (1) inch to one hundred (100) feet (1" = 100'). The plat shall not exceed twenty-four (24) inches by thirty-six (36) inches. If the complete plat cannot be shown on one (1) sheet, several sheets with an index map indicted on each sheet shall be used. In no case shall sheet size be less than eight and one half (8 1/2) inches by eleven (11).
2. The final plat shall conform to the preliminary plat and it may constitute only that portion of the approved preliminary plat which the subdivider proposes to record and develop at any time, provide that such portion conforms to the staging established on the preliminary plat procedure and to the requirements of these rules and regulations.
3. The final plat shall contain the following:
 - a. Name of the subdivision and street names.
 - b. Property address numbers.
 - c. Reference to recorded subdivision plats of adjoining land by record name.
 - d. Date of plat drawing, graphic scale, and magnetic north point.
 - e. Gross acreage of tract and square footage of out parcel.
 - f. Location of tract (land lot and district).
 - g. Name of former subdivision if any or all of the final plat has been previously subdivided.
 - h. Vicinity map at a scale of 1" = 2,000'.
 - i. Index map on each sheet when more than one sheet is required.
 - j. Courses and distances to the nearest existing street, intersections, or other recognized permanent monuments or bench markers.

- k. Exact boundary lines of the tract, to be indicated by a heavy line, giving distances to the nearest one-tenth (1/10th) foot and angles to the nearest second, which shall be balanced and closed. The error of closure shall exceed one (1) to ten thousand (10,000). The tract boundaries shall be determined by accurate survey in the field.
- j. Land lot lines shall be accurately tied to lines of the subdivision by angles and distances when such lines traverse the subdivision; when the subdivision does not intersect a land lot line, then the lines of a major controlling street shall be projected and tied to a land lot line by angles and distance. In both cases, the measured distance from land lot tied to a respective land lot corner shall be shown with the magnetic bearing of the land lot line. No approximate land lot lines shall be shown on the subdivision plat.
- k. Exact locations, width and names of all streets, alleys and sidewalks within and immediately adjoining the plat and the exact location of widths of all sidewalks.
- l. Street centerlines showing angles of deflection and standard curve data of intersection, radii, length of tangents and arcs, and degree of curvature with basis of curve data, speeds, horizontal site distances.
- m. Lot lines with dimensions to the nearest one-tenth (1/10th), necessary internal angles, arcs, chords, and tangent or radii of rounded corners.
- n. Building setback lines with dimension.
- o. Lots or sites numbered in numerical or clockwise order. Blocks shall be identified alphabetically.
- p. Cultural features, including cemeteries, and historic features.
- q. References to recorded and unrecorded access/cross parking, easements, utilities, and off-site stormwater management facility.
- r. Location, dimensions, drainage area, and purpose of all drainage structures, stormwater management structures, access easements, and any other easements, including slope easements, tributary and state mandated buffers and corridors, flood hazard areas and elevations, new or existing water and sanitary sewer line easements with setback requirements that are or shall be maintained by the City of Austell, and any areas to be reserved, donated, or dedicated to public use or sites for other than residential use with notes stating their purpose and limitations; and of any areas to be reserved by deed covenant for common uses of all property owners. Delineation of protected wetlands with total acreage noted.

- s. For purposes of dedication of stormwater management easements and facilities, reference should be made to the City of Austell Development Standard for Stormwater Management, Erosion and Sedimentation Control and Associated Activities.
- t. Accurate location, material, and description of monuments and markers. Monuments to be placed after final street improvements shall be designated as “future”.
- u. Seal of appropriate design professional.
- v. Zoning stipulations and variances, if any, and date approved by the City of Austell Mayor and City Council.
- w. State law prohibits private construction, planting, or otherwise making improvements on the dedicated right-of-way. The sole responsibility for repairing of any damage of any such improvements shall the property owners.
- x. Tabular chart which specifies the length of each public street or right-of-way.

Final Plat Certificates

The following certifications and acknowledgments must appear on the final plat presented for approval. The language of each must be verbatim as they appear below:

a. **Owners Acknowledgment**

I hereby certify as the owner of the land shown on this plat and whose name is subscribed hereto, acknowledge 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 and rights-of-ways, water mains, and sanitary sewer lines shown hereon in fee simple to the City of Austell 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 the City of Austell from any and all claims, damages, or demands arising: (a) on account of the design, construction, and maintenance of the property shown hereon; (b) on account of the roads, fills, embankments, ditches, cross drains, culverts, water mains, sanitary sewer lines, and bridges within the proposed rights-of-way and easements shown; (c) 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 or she owns fee simple title to the property shown hereon and agrees that the City of Austell shall not be liable to the owner, its 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 presents.

Owners Signature

Date

b. Surveyor's Acknowledgement

I hereby certify that the plan shown and described hereon is a true and correct survey made on the ground under my supervision, that the monuments have been placed as shown hereon, and is to the accuracy and specifications required by the City of Austell Development Standards.

Registered Georgia Land Surveyor Signature

Date

c. Cobb County Environmental Health Certification

This plat has been approved for individual septic tank systems (except noted) and individual septic tank permits will be issued upon receipt of individual plans showing the septic tank system in a suitable place on the lot.

Cobb County Environmental Health

Date

Notes on Individual Septic Tank Systems

Out: Means unsuitable for septic tank system.

SP: Means approval of individual site plan required prior to issuance of septic tank permit.

PP: Means approval of individual plot plan required prior to issuance of septic tank permit.

d. City of Austell Development Certification

This plat, having been submitted to the City of Austell and having been found to comply with the City of Austell Development Standards and the City of Austell Zoning Ordinance, is approved subject to the installation

and dedication of all streets, utilities, easements, and other improvements in accordance with the City of Austell Standard Design Specifications and the posting of a one year maintenance bond.

| | |
|---|-------|
| _____ | _____ |
| Mayor | Date |
| _____ | _____ |
| Zoning | Date |
| _____ | _____ |
| Water and Sanitary Sewer | Date |
| _____ | _____ |
| Stormwater Management and Erosion Control | Date |

Final Plat Revisions

Should a developer/subdivider desire to amend or revise a previously approved final plat, then the developer/subdivider shall submit to the City of Austell Public Works Department the following:

- a. A letter specifically identifying the modifications/revisions to the final plat and stating that all necessary infrastructure (storm, sanitary sewer, and water) has been adjusted in accordance with the City of Austell Development Standards to address the modifications.
- b. Submission of the latest recorded original final plat with a specific statement regarding the nature of the revision on the face thereof. The form for such a revision statement shall be as follows:

This plat supersedes the plat recorded in Plat Book _____, Page _____. The purpose of this revision is to _____

_____.

- c. If the original plat is otherwise unavailable, then the developer/subdivider may submit a plat prepared to show the specific revision to the original plat of record with the revisions noted thereon with references to the previously recorded plat (latest revision).

Approved By: _____

Community Development

Public Works

Mayor

C. RECORD DRAWINGS

Construction and Close Out Standards

1. Inspection and Acceptance of Work

- a. The Austell Water Division superintendent shall be notified at least twenty-four (24) hours prior to tapping into any City water line.
- b. All taps, manholes, and lines must be inspected by the Austell Water Division. The owner/developer shall notify the Austell Water Division superintendent at least twenty-four (24) hours prior to inspection.
- c. Contractors must have at all times on the job site, a set of approved original plans. These plans shall be kept current by the contractor in regards to the approved field changes by the contractor.
- d. All water mains shall pass a pressure and leakage test, be disinfected in accordance with the American Water Works Association standards, and pass a bacteriological test prior to be put into service. A record of successful pressure testing results will be provided by the contractor to the Austell Water Division superintendent at the time of the leakage testing.
- e. All sanitary sewer lines shall be tested by the contractor for infiltration by low pressure air testing prior to requesting an inspection. A record of successful air testing results will be provided at the time of final sewer inspection. The record will include the line segment identification, initial air pressure, time internal allowed, final air pressure, date of test, and the name of the person in charge of the testing.
- f. The developer shall present the following prior to final inspection:
 - Records of sanitary sewer line low pressure air testing and water line testing.
- g. The developer shall present the following prior to final plat approval:
 - As-built plans from surveyor or engineer.
 - Length of sanitary sewer line installed by line size.
 - Length of water line installed by line size.
 - Length of stormwater drainage pipe installed by pipe size.
 - An inventory of all drainage infrastructure components.
 - Cost of sanitary sewer line installed by line size.
 - Cost of water line installed by line size.
 - Cost of stormwater drainage pipe size.
 - Cost of all drainage infrastructure components, listed by component.

- h. The developer must provide to the City of Austell a Stormwater Management Facility Maintenance Agreement as provided by Austell Public Works.
2. Guidelines for Record Drawings
 - a. Water record drawings shall be a separate plan from the sewer record drawings plan.
 - b. Maximum plan size shall be twenty-four (24) by thirty-six (36) inches.
 - c. Scale no larger than 1" = 20'; no smaller than 1" = 100'.
 - d. No hand-drawn or marked up construction plans will be accepted as record drawings.
 - e. Blue lines are to be clear and legible.
 - f. When a phase of a subdivision is completed, a location sketch of the entire subdivision with said phase outlined shall appear on the plans.
 - g. Record drawings shall contain the developers name, address, and telephone number.
 - h. Land lots and district shall be shown.
 - i. All lots are to be clearly numbered.
 - j. Road names and rights-of-way widths shall be shown.
 - k. Easements must be shown on record drawings.
 - l. No contour lines.
 - m. All water meter locations must be shown.
 - o. All sanitary service lateral locations must be shown.
 - p. All laterals shall be stationed from a manhole.
 - q. Invert and top elevations shall be shown for all manholes.
 - r. Profiles must be included in all sewer record drawings.
 - s. Slopes for any sewer laid at 1% or less grade will be verified after construction and shown on the record drawing.

- t. Drawings must be submitted in both hard copy and digital formats. Digital formats may be AutoCAD DFX, AutoCAD DWG, or Microstation DGN files, when available.

D. PHASED DEVELOPMENT

Each construction phase of any development shall be capable of standing on its own if subsequent phases will be constructed at some future time.

Subdivisions may be divided into units. Units may be further divided into phases. Phases may be divided into sub-phases. No division element, whether phase or sub-phase, shall be served by any utility to be constructed in the future. Developed phases shall be numbered in sequence (for example, Phase Two must follow Phase One and precede Phase Three). Sub-phases must also be labeled in a like fashion (for example, Sub-Phase B must follow Sub-Phase A and precede Sub-Phase C).

Units will be denoted by roman numerals. Phases will be denoted by Arabic number. Unit and phases may be referenced by spelling out the number if both unit and phase are spelled out. Sub-Phases are to be always referenced by alphabetic character, beginning with the letter "A".

E. LOTS

General

A portion of a subdivision intended as a unit for transfer or ownership or for development or both. In determining the area and dimensions of a lot, no part of the right-of-way of a road or crosswalk may be included.

A parcel of land, whether or not platted, in single ownership, and not divided by a street.

Lot of record: a lot which is part of an approved subdivision, a plat of which has been recorded in the office of the Clerk of the Superior Court of Cobb County; or a parcel of land, the deed of which has been recorded in the office of the Clerk of the Superior Court of Cobb County.

Dimensions

Lot coverage shall be the percentage of a lot which may be covered with permitted or accessory building or structures, excluding walks, drives, or other similar uses, and recreational facilities which are accessory to a permitted use.

Lot depth shall be the average horizontal distance between the front and rear lot lines.

Lot width shall be the distance between the side lot lines measures along the front building line of the lot as determine by the prescribed front yard requirements.

Multiple Lot Extensions

A multiple front lot is a lot fronting on two or more streets. When the frontage of one (1) street exceeds the front of the other, the one (1) with the least frontage shall be deemed the front of the lot (for the purpose of determining building setback).

Out Lot or Legend Lot

Requirements for special lots requiring site plans should be referenced to back sections (for example, septic tanks and floodplain require a site plans).

D. DEDICATION OF RIGHT-OF-WAY AND EASEMENTS

1. Any property other than shown on approved development plats, which are to be dedicated to the City of Austell in fee or by easement shall be accomplished in the following method:
 - a. The property owner shall submit a plat demonstrating the boundary limits of the property to be dedicated consistent with the requirements of the Georgia Plat Act.
 - b. The property owner shall execute and submit an owner's affidavit and evidence that the development is in conformity with these standards and specifications and evidence of good and marketable title in a form approved by the City Attorney.
 - c. In the event the property is encumbered by liens or mortgages, the property owner shall furnish consent of lender/lien holder affidavits in forms approved by the City Attorney.
 - d. The property owner shall submit a deed or easement in favor of the City of Austell, Georgia for such property to be dedicated.
 - e. Unless the property is conveyed to the City of Austell, the property owner shall furnish a maintenance bond contemporarily with the above.
2. Any dedication relating to streets, sidewalks, street lighting, storm drainage, drainage channels, storm sewer, water lines, or sanitary sewer lines shall be submitted to Austell Public Works.
3. All materials in the right-of-way which have salvage value, as determined by the City of Austell, shall remain the property of the City of Austell and shall be utilized as shown on the plans or returned to the City of Austell. Any item damaged during the removal or relocation must be replaced in kind.