

City of McDonough
FINAL SUBDIVISION PLAT APPLICATION
AND DEVELOPER CHECKLIST

Date: _____		
Name of Subdivision: _____		
Unit: _____	Phase: _____	
Location: _____		
Land Lot: _____	District: _____	
No. of Acres: _____	No. of Lots: _____	Zoning: _____
Developer: _____	Company Name: _____	
Address: _____		City/State/Zip: _____
Phone: _____	Pager/Cell Phone: _____	Fax: _____
Engineer/Surveyor: _____		
Address: _____		City/State/Zip: _____
Phone: _____	Pager/Cell Phone: _____	Fax: _____
FEE: \$ _____		
Payment Method: Cash/Credit Card/Check/Money Order # _____		

The following pages are the requirements you need to meet in order for your Final Plat to be approved. Keep this checklist as a guide for you to provide the necessary documents and fees.

Please follow the guidelines listed here to avoid any delay in getting the necessary approval. All necessary documents and on-site corrections must be approved and completed prior to approval by the Planning Commission and City Council.

If you have any questions, please call the Community Development Department at (678) 432-4622.

1. Fees

- Final Plat Processing Amount: \$ _____
- \$50 per subdivision lot
- \$10 right-of-way recording fee
- (make check payable to: Henry County Clerk of Superior Court)

2. Documents

- Right-of-Way Deed for streets

3. **Plans (as required by the Subdivision Ordinance)**

- Final Plat
Include (eight) 8 copies and one (1) Mylar original. See Subdivision Ordinance for requirements.
- Restrictive Covenants (if applicable)
- Street Names (please attach)

4. Financial Documents (see Letter of Credit Example)

- 3 year Maintenance Letter of Credit Amount: \$ _____
(\$50.00 per linear foot of streets)

5. Street Signs

- Street signs installed by Developer – placement noted on the Final Plat

6. Street Lights

- Street Lights installed or ordered for installation (provide documentation (Please note: The Phase indicated on final plat must be 50% built-out before petitioning for street-light acceptance by the City Council. It is the Developer's responsibility for costs associated in placing and operating the streetlights until acceptance by the City Council.)

7. Plans

- As-built plans for storm drainage system and street
 - Street Core Test Results
- (For detailed information on as-built drawings and street-core testing, see attachments at the end of this form).

8. Final Inspection by City Staff

9. Planning Commission Approval

10. **Street Acceptance – City Council**

Right-of-Way Deed Specifications

1. Use only BLACK INK.
2. Only the names and titles of authorized persons – along with the correct name of the company – should appear on the ROW deed.
3. Corporation name, property owner name, and the name of the authorized person signing must be printed or typed under the signature.
4. The corporation seal must be affixed to the ROW deed.
5. The witness name must be printed under the signature.
6. Street Names must be written or typed.
7. Deed must be notarized.
8. Land Lot and District numbers, surveyor information, and ROW width must be on the deed.

A blank Right-of-Way Deed form is found at the end of this packet.

Plat Specifications of Recording

1. Maximum size of (17" x 22"); Minimum size of (8 1/2" x 11").
2. Paper must be blue line or P.M.T. print.
3. Numbers and letter must be no smaller than 1/8 inch. In the event a plat must be reduced for recording, the print shall be no smaller than 0.09 inch.
4. Any printing or typing on the plat (such as restrictive covenants, etc) must be clearly legible.

The final decision as to acceptance or rejection shall be made by the Clerk receiving the plat for filing.

List of Requirements for As-Built drawings

As-built drawings of streets, storm drainage systems, and storm-water detention basins are required at the final plat stage by the McDonough Subdivision Ordinance. The minimum required as-built information to be submitted with the final plat application includes the following.

1. The existing centerline profile of all newly constructed street as provided in Section 16.12.090 of the Subdivision Ordinance.
2. The size, material, length, slope, invert elevation, and accurate location of all storm drain pipes. (This information may be shown on the final plan view.)
3. The top and invert elevations of all drainage structures.
4. An existing topographical survey of all detention basins and details of existing outlet structures.
5. Hydrological studies of all as-built detention basins.

The as-built drawings shall be prepared by a registered professional engineer or land surveyor at a scale of 1:100. The as-built hydro study shall be prepared by a registered

professional engineer. Two (2) copies shall be submitted to the Community Development Department for review after all construction within the subdivision is complete and prior to filing the Final Plat Application.

Requirements for Street Core Test

Core samples of all street paving base and asphalt courses must be taken to determine the thickness of each course. **All core test made on street paving must include the base course as well as the asphalt binder and surface courses.** A report of findings from the core samples shall be submitted to the Community Development Department along with a diagram showing the location of the core samples.

Final Plat Requirements

The final plat shall be prepared by a registered professional engineer or landscape architect and surveyor, at a scale of 1:100. Refer to Section 16.12.110 of the Subdivision Ordinance for the required information.

MAINTENANCE BOND
BOND NO. _____

KNOW ALL MEN BY THESE PRESENTS: That we, _____ as Principal and _____, as Surety, are held and bound unto the CITY OF MCDONOUGH, GA hereinafter called "Obligee" in the sum of _____ Dollars (\$_____) lawful money of the United States of America, for the payment whereof well and truly to be made, we bind ourselves, our heirs, executors, successors and assigns, jointly and severally firmly by these presents.

The condition of the foregoing obligation is such that,

WHEREAS, the Principal agrees to maintain certain improvements at _____ for a period of three (3) years.

The purpose of this Maintenance Bond is to guarantee payment of any labor and material costs incurred by the City of McDonough in the maintenance of any streets, drainage structures and drainage ways, storm water detention facilities, and other public facilities and improvements within street rights-of-way and designated easements.

NOW, THEREFORE, if the Principal shall maintain and remedy said work free from defects in materials and workmanship for a period of _____ year(s) following the date on which the Obligee formally accepts such work described herein, then this obligation shall be void, otherwise, it shall remain in full force and effect.

This bond will be automatically renewed until release by letter from City of McDonough, GA stating that all work has been satisfactorily completed.

IN WITNESS WHEREOF, this Maintenance Bond is executed on the _____ day of _____, _____, in the City of _____, County of _____

State of _____.

By: _____

By: _____
Address _____

**THE CITY OF McDONOUGH SUBDIVISION
RIGHT-OF-WAY DEED**

THIS INDENTURE, made this _____ day of _____, _____ between the undersigned Grantor(s), party(ies) _____ of the first part, and the City of McDonough, a political subdivision of the State of Georgia, party of the second part.

WITNESSETH:

That for and in consideration of the sum of One Dollar (\$1.00) in hand paid and the benefits flowing to the Grantor(s) from the project hereinafter described, party(ies) of the first part does(do) grant and convey unto party of the second part, its successors and assigns, the following property, to wit:

All roads, streets, water and sewer lines and appurtenances thereto, all storm drains and drainage easements located on the following described tract of property:

All that tract or parcel of land lying and being in Land Lot(s) _____ of the _____ District(s), Henry County Georgia, as shown by plat of survey of: _____ Subdivision, Unit _____, Phase _____, made by _____, dated _____, recorded in Plat Book _____, Page _____, Henry County Records.

It is the intent of the parties that the City of McDonough, Henry County, Georgia shall have a Total Rightof-Way width of _____ feet.

Grantor(s) further agrees (agree) to grant the City of McDonough the right to grade, till, landscape or slope for drainage, such private property adjoining this right-of-way, as may be necessary for the construction and maintenance of said road, and the City agrees to pay the materials and labor replacement costs for any fence that may become necessary for the City Council to move in conjunction with a road improvement project involving this right-of-way. Any material or labor relocation expenses incurred due to waterline construction will be the responsibility of the City of McDonough.

To have and to hold bargained premises unto grantee, its successors and assigns forever in fee simple.

Party(ies) of the first part will forever warrant and defend the title to the bargained premises unto party of the second part, its successors and assigns against the claims of all persons whomsoever.

IN WITNESS WHEREOF party(ies) of the first part have hereunto set their hand(s) and seal(s) the day and year above written.

Street Names: _____

Witness:

Signatures:

_____ (LS)

(LS)

Print Name

Print Name

_____ (LS)

Notary Public

(LS)

Print Name

(SEAL)

(CORPORATE SEAL)

(IF CORPORATION MUST HAVE SIGNATURE OF TWO (2) OFFICERS WITH TITLE OF OFFICERS, OR CORPORATE SEAL AND ONE (1) SIGNATURE WITH TITLE OF OFFICER.