


ALL APPLICABLE ITEMS ARE DUE AT THE TIME OF SUBMISSION

ITEM#	REQUIRED ITEM	NUMBER OF COPIES	CHECK 
1.	Permit Application	1 original	<input type="checkbox"/>
2.	Minor Plat Checklist	1 original	<input type="checkbox"/>
3.	Review Fees	\$25 Administrative Fee + \$350 Review Fee + \$5 per Lot	<input type="checkbox"/>
4.	Minor Plat	3 copies, 17" x 22" standard sheet size (11" x 17" minimum, 24" x 36" maximum)	<input type="checkbox"/>

All plats must comply with City of Milton Chapter 20 Article II Floodplain Management, Chapter 48 requirements for Streets, Sidewalks and Other Public Places, Chapter 50 Subdivision Regulations, Chapter 60 Article II Tree Preservation, and Chapter 64 Zoning Ordinance requirements.

Minor Plat should include the following information:

Provide the name of the minor plat in the title block. Use a unique name that may pertain to the owners. Do not give minor plat the name of a street or road as this does not distinguish it from other plats along the same road;

- Provide the date the minor plat was drawn in the title block, including the date of each revision where applicable;
- Provide the location of the tract of land in the title block, including land lot, district, State of Georgia, Fulton County;
- Provide in the title block the name of the former subdivision for all of the plat or any part that has been previously subdivided;
- Provide a 3" x 3" square box in the upper left corner of all pages of the plat reserved for the Clerk of the Superior Court electronic filing information;
- Plat shall be legibly drawn at a scale of 1"=10' to 1"= 100'. Provide both the stated and graphic scale and an index map when more than one sheet is required to present plat;
- Provide the north arrow indicating the orientation of the plat;
- Provide in the notes the acreage of the entire tract of land being subdivided/combined to the nearest tenth of an acre and the lot number and area of each lot in square feet;
- Provide in the notes the zoning classification of the property, zoning case number with conditions (when applicable) and density calculations;
- Provide in the notes the minimum lot size, minimum lot width at building line, and side rear and front yard setbacks pursuant to the requirements of the applicable zoning district;
- Provide in the notes the name and address of the subdivider/combiner and/or owner(s) of record;
- Provide in the notes the error of closure, which shall not exceed one in five thousand (1/5000);
- Provide in the notes a statement indicating the reference of bearings (magnetic north, true north, or grid north) and whether bearings were calculated from angles turned in the field or taken from compass readings;
- Provide reference to an existing City of Milton or Fulton County GPS Monument (must state monument I.D. number). (NOTE: The term "monument" shall consist of a pair of monuments and one (1) azimuth Monument.);

- Provide X and Y coordinates for a minimum of two corners along the project/property boundary. The coordinates should align with the City's projection of NAD_1983_StatePlane_Georgia_West_FIPS_1002_Feet and be in either northing and easting (to two decimal places) or decimal degrees (to six decimal places);
- Identify the accurate location, material, and description of monuments and markers found or placed;
- Provide the course and distance to the nearest existing street intersections, benchmarks, or other permanent monuments which shall be accurately described on the plat;
- Provide a vicinity map showing the location of the subdivision;
- All municipal, county and land lot lines shall be shown. Land lot lines must be accurately shown on the subdivided tract by distance and angles when such lines traverse the tract;
- Provide the location of any natural features including drainage channels, streams, lakes, floodplain, and wetland areas on the property or within 200' offsite. Indicate all existing structures, water courses and impoundments including dam failure flood zones;
- Delineate 25' state, 50' undisturbed, and 75' impervious city buffers around all state waters (includes streams and ponds);
- Provide location, dimensions, and purpose of all existing drainage structures. On all water courses leaving the tract, the direction of flow shall be indicated. For all water courses entering the tract, the direction and acreage of the drainage area above the point of entry shall be noted;
- Tract boundaries shall be determined by accurate survey in the field. Provide a heavy outlined boundary for the tract of land to be subdivided and the proposed lot lines including distances to the nearest tenth of a foot and bearings to the nearest minute. For combination plats, show property line to be abandoned as dashed and label as such;
- Provide location of front, rear, and side setback lines with labels/dimensions;
- Indicate the exact location of the road(s) adjacent to the tract to be subdivided and the centerline of the pavement. Indicate the right-of-way width and whether road is private or public, paved or gravel;
- Provide the location of utilities and easements on, contiguous to, across from, and/or entering into any portion of the tract of land to be subdivided. Show slope easements, if required;
- Future sewer or right-of-way easements may be required by the Department of Public Works. (Upon submittal, staff will check for any possible future easements);
- Provide the location of any proposed streets, alleys, driveways, and provide the names of all streets and alleys within and immediately adjoining the plat and the exact location and widths of all crosswalks where applicable;
- Provide the proposed location, dimension, and purposes of easements and areas to be reserved, donated, or dedicated for public use. Any areas to be reserved by deed covenant for common uses of all property owners must be shown and labeled;
- Provide the location of any proposed pedestrian connections including sidewalks, crosswalks, and trails; Indicate provisions for water supply, sewage disposal and storm drainage;
- Provide location and results of percolation tests for lots which will not be served by a public or community sanitary sewage system, as required by the health department;
- Add notes: "Water service provided by_____." and "Wastewater service provided by_____.";
- Add note: "The owner of record, on behalf of himself (itself) and all successors in interest, specifically releases the City of Milton 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. A drainage easement is hereby established for the sole purpose of providing for the emergency protection of the free flow of surface waters along all watercourses as established by these Regulations and the Director of the Department of Public Works. Said Director 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 a common good shall not be construed as constituting a maintenance obligation on the part of the City of Milton, nor an abrogation of the City of Milton's right to seek reimbursement for expenses from the owner/s of the property or the lands that generated the conditions.";

- Include a copy of FIRM panel on plat indicating site location and add note: "According to the F.E.M.A. Flood Insurance Rate Map (FIRM) of Fulton County Panel Number _____, dated _____, portions of this property do _____ lie within a Flood Hazard Area.";
- Provide the 100-year flood elevation around any open drains outside the right-of-way;
- A statement of the private covenants (if applicable), if they are brief enough to be put directly on the plat shall be shown; otherwise, a statement as follows shall be on the plat:
"This plat is subject to the covenants set forth in the separate documents(s) as recorded in Deed Book _____, Pages(s) _____, which hereby becomes a part of this plat."
- The following certificate shall appear on all plats and should be certified by the Fulton County Department of Health and Wellness:

FULTON COUNTY DEPARTMENT OF HEALTH AND WELLNESS
ENVIRONMENTAL HEALTH SERVICES

This subdivision, as shown, is approved upon the condition that sewage disposal and water supply facilities are in compliance with Articles C and D, Sewage Disposal and Drinking Water Supply of the Fulton County Health Department regulations and in accordance with the requirements below:

TYPE OF WATER SUPPLY

- () Public Water Supply Individual Meter(s)
- () Public Water Supply Private Master Meter
- () Individual Onsite Well Water Supply

TYPE OF SEWAGE DISPOSAL

- () Public Sanitary Sewer System
- () Individual Onsite Sewage Management Systems

Date

Fulton County Health Department

Revision Date

Fulton County Health Department

Fulton County Department of Health and Wellness
Environmental Health Services Division
North District Office
3155 Royal Drive, Suite 150
Alpharetta, GA 30004
TEL: 404-332-1801

- Excluding combination plats, the following certificate note shall appear on all minor plats that have existing structures and should be certified by the Fulton County Department of Public Works (not required for combination plats):

FULTON COUNTY DEPARTMENT OF PUBLIC WORKS

“I certify that this property can be served by Fulton County water and/or sewer system in accordance with all applicable, policies, ordinances, and regulatory requirements. All water meters must be located inside of ROW, and sewer laterals shall be provided for each unit. It will be the responsibility of the owner to obtain any needed easements and/or utility permits.

Approved this _____ day of _____, 20 ____

Signature Printed Name and Title

Fulton County Department of Public Works
Water Service Division
11575 Maxwell Road
Alpharetta, GA 30009
TEL: 770-640-3040

For minor plats that do not have existing structures, add the below Fulton County Department of Public Works note:

FULTON COUNTY DETARTMENT OF PUBLIC WORKS

“Proof of Fulton County approval for water connection, sewer connection or septic system shall be provided prior to issuance of a Building Permit.”

- The following certificate shall appear on all plats:

SURVEYOR'S CERTIFICATE

“It is hereby certified that this minor 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 show hereon actually exist, or are marked as 'Future', and their locations, size, type and material are correctly shown.”

Surveyor's Name

Registered Georgia Land Surveyor Number _____

- The following certificate shall appear on all plats. The areas to be dedicated, however, shall be specific to that which are to be in the public domain.

OWNER'S ACKNOWLEDGEMENT:
(STATE OF GEORGIA)
(CITY OF MILTON)

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 Fulton County and/or City of Milton the complete ownership and use of all water and sewer improvements constructed or to be constructed in accordance with this plat, and dedicated to the use of the public forever the following:

Public Streets _____ acres
 Public Sewer Easements _____ acres
 Public Drainage Easements _____ acres
 Public Parks/Open Space _____ acres

Typed Name of Subdivider	Typed Name of Owner of Record
Signature of Subdivider	Signature of Owner of Record
Date	Date

- The following certificate shall appear on all plats:

SURVEYOR'S CERTIFICATE

"As required by subsection (D) of O.C.G.A. section 15-6-67, this plat has been prepared by a land surveyor and approved by all applicable local jurisdictions for recording as evidenced by approval certificates, signatures, stamps, or statements hereon. Such approvals or affirmations should be confirmed with the appropriate governmental bodies by any purchaser or user of this plat as to intended use of any parcel.

Furthermore, the undersigned land surveyor certifies that this plat complies with the minimum technical standards for property surveys in Georgia as set forth in the rules and regulations of the Georgia Board of Registration for Professional Engineers and Lands Surveyors and as set forth in O.C.G.A. section 15-6-67.

Surveyor's Name	Registered Georgia Land Surveyor Number	Date
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The following certificate shall appear on all plats:

MINOR SUBDIVISION PLAT APPROVAL	
The Director of the Department of Community Development of Milton, Georgia, certifies that this plat complies with the City of Milton Zoning Ordinances, Conditions of Zoning, and the City of Milton Subdivision Regulations as amended.	
_____ Director, Department of Community Development	_____ Date

For flag lots or lots with unusual configurations and/or lots more than five hundred (500) feet off the road, add these notes to the plat:

Fire Protection Notes

Be aware that for dwellings more than six hundred (600) feet off the road, flag lots or lots with unusual configurations, the Fire Department may not be able to provide fire protection unless the following items are fulfilled:

- a. A fire hydrant or water source approved by the fire department must be available within 600 feet of the dwelling's most remote point or within 800 feet if a residential sprinkler system is provided in accordance with NFPA 13D.
- b. An all-weather driveway of at least 14 feet width and having a vertical clearance of 13 feet, 6 inches must be provided.
- c. An approved turnaround at the dead end of any road or drive over 150 feet long must be provided.
- d. Fire Department approval is required for any access so constructed.
- e. Although Milton Fire Rescue will continue to serve the residents to the best of their ability, any structure more than 1000 feet from a hydrant or other water supply approved by the Fire Marshal may be considered "unprotected" by the Fire Department for insurance purposes and may face significant delays in service delivery in the event of a fire emergency.