



SUBDIVISION FINAL PLAT REVIEW CHECKLIST

Name of Development: _____

Location: _____

Reviewed by: _____

Date of Review: 1st _____ 2nd _____ 3rd _____

Hall County Project Number #: _____

3 rd	2 nd	1 st	MINIMUM COMPLETENESS ITEMS FOR INITIAL INTAKE – WILL NOT INTAKE IF MISSING:	
			1.	Hydrology Report: Cover page must have P.E.'s original signature.
			2.	Stormwater Details: Final plat must include the pond and OCS details.
			3.	Stormwater Pond Item: Final plat must include the silt gauge location/elevation in the pond with cleanout location/elevation listed.
			4.	Stormwater Pond Item: Final plat must include benchmark location and pond elevation labeled.
3 rd	2 nd	1 st		
			5.	Subdivision name, total acres, & phasing of the subdivision: # of lots & usage of each lot.
			6.	Name & address of owner of record and sub-divider.
			7.	Date of plat drawing, graphic scale, and north arrow.
			8.	Notation as to reference of bearings to magnetic, true north, or grid north.
			9.	Vicinity Map (and an index sheet showing the entire subdivision if on several sheets).
			10.	Location of tract (LL, Land District, and G.M.D.), area of each individual lot, & lot numbers in numerical order.
			11.	Tract boundary lines, street R/W lines including creek crossing structures, easements, & other R/W lines.
			12.	30 ft. radius at intersections, min 60 ft. radius in cul-de-sac
			13.	Property lines of lots labeled with accurate dimensions; bearings or deflection angles and horizontal distances. Curved lines must be described with the following data: chord bearings, chord lengths, arc lengths, arc radii and central angles. In the case of irregular curves, i.e. dirt roads and old paved roads, chord bearings and distances are acceptable.
			14.	Each street name and provide total length on coversheet.
			15.	ROW on existing road with curb and gutter shall be a minimum of 50'. ROW on an existing road with ditches (without curb and gutter) shall be a minimum of 60'.
			16.	Minimum setback lines on lots and other sites.
			17.	Water supply system and sewer system.
			18.	Location and description of monuments (show or note that Iron Pin Set at front property corners)
			19.	Name of recorded owners of adjoining unplatted land.
			20.	Surveyor's note stating closure accuracy of plat and closure precision of field data.
			21.	When the tract of land to be sub-divided abuts on U.S. Government property, then the Final Plat of the sub-divided land shall show a tie or ties of Land Lot lines.

This original checklist, along with the redline copies and corrected copies of the plans and hydrology report, must be returned to Hall County Public Works Department in order for the plans to be rechecked.



3 rd	2 nd	1 st	
			22. When the sub-divided property abuts Buford Dam Reservoir property or easement, the 1,071-foot contour line shall be shown and designated "Lake Sidney Lanier-Normal Lake Level" and the 1,085-foot contour line shall be shown and designated "Lake Sidney Lanier-Maximum Lake Level".
			23. Location, coordinates, dimensions (invert elevations, pipe sizes and slopes) and purpose of all drainage structures and of any easements, including slope easements, if required, and public utility right-of-way lines, and any areas to be reserved, donated, or dedicated to public use of 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.
			24. Coordinates and elevations of all pipes exiting MS4.
			25. Material and diameter of all storm drain pipes shown. (Storm drain pipes under roads or in streams shall be RCP or HDPE only.)
			26. As-built storm drain profiles and pipe design chart.
			27. Signed and dated Final Plat Certificates as specified in Section 16.40.070. If the development has private roads, the owner's dedication should be to the Home Owners Association. If the development has sanitary sewer, the owner's dedication must include the sanitary sewer.
			28. Sidewalk and pavement statements and details, if not installed.
			29. Show (5) five feet perpetual easement and note.
			30. Show Construction easements, if applicable.
			31. Fire Hydrant locations.
			32. Disposal Areas or note that none exist.
			33. Check R/W of streets between old and new phases. Make sure R/W from previous phase matches with new phase. Designate R/W for temp cul-de-sac, if required.
			34. Retaining wall inspection report if wall 4' high or greater and is part of infrastructure.
			35. On cover sheet add note for the LF of gravity and forcemain.

3 rd	2 nd	1 st	STORMWATER FACILITY INFORMATION-INCLUDE THE FOLLOWING ON FINAL PLAT
			36. Topography: Show topography of the pond with the 100-year storm elevation and the cleanout elevation. Note the corresponding mark on the silt gauge.
			37. Survey: Provide the date of field run survey.
			38. Easements: Show the location of any easements around and leading to the pond from a county maintained road. Easement around pond shall be located along toe of slope on downstream side of the pond dam. (Confirm with Road Maintenance)
			39. Stormwater Pond Items: Show silt gauge, benchmark, outlet control structure, sand filter, headwalls, and all related stormwater structures with state plane coordinates and mean sea level elevations.
			40. Outlet Control Structure: Show outlet control structure detail.
			41. P.E. Stamp: P.E. Stamp and note stating the "facility is functioning as designed and the required detention storage and outflow rates are being provided".
			42. Fence: Show fence and gate location.
			43. No Obstruction Note: Provide a note stating "no obstructions shall be built, constructed, or planted within the facility, its associated drainage, or access easement".

This original checklist, along with the redline copies and corrected copies of the plans and hydrology report, must be returned to Hall County Public Works Department in order for the plans to be rechecked.



3 rd	2 nd	1 st	STORMWATER FACILITY INFORMATION-INCLUDE THE FOLLOWING ON FINAL PLAT (Cont.)
			44. Hydrology Report: Provide an as-built hydrology report with P.E. stamp, including pre and post drainage areas, a land use map and Stormwater Quality Site Development Review Tool (current version).
			45. Stormwater Structural & Non-Structural Controls: Plans must include all stormwater structural and non-structural controls included on the Stormwater Quality Site Development Review Tool. If a natural conservation easement is delineated, included a note stating that “the natural conservation easement shall remain undisturbed”. Provide signed “Conservation Easement” form.
			46. Digital Plans: Provide a 2007 saved Autocad/DWG file and signed P.E. Stamped dated pdf files. Provide PDF of P.E. stamped Stormwater Management Report.
			47. Bond: Road; Storm; Sidewalk; Temporary Cul-de-sac (Contact Public Works and Utilities office)
			48. Inspected Date: All field items completed. (Per Hall County Inspector)
			48. Streams & Stream Buffers: Delineated all streams, state waters and county stream buffers, and impervious area setbacks. Delineate appropriate setbacks if subdivision is within protected water supply reservoir district, protected groundwater recharge area, or wetlands protection overlay area.
			50. Floodplain Acknowledgement: Delineate all floodplains (both FEMA and Hall County Future). Note stating “no construction activity allowed within existing and future floodplain limits without approved Floodplain Management Plain”.
			51. Post Construction Certification: Include post construction certification for installation of site specific structures (retaining walls, proprietary devices, etc.)
			52. Add Note to Cover Sheet: Hall County will not maintain any stormwater infrastructure outside of the dedicated right-of-way.
			53. Misc. Items:

NOTE: Items marked with red “X” must be corrected before permit completion.

ADDITIONAL COMMENTS:

This original checklist, along with the redline copies and corrected copies of the plans and hydrology report, must be returned to Hall County Public Works Department in order for the plans to be rechecked.