

FINAL SUBDIVISION PLAT REVIEW CHECKLIST

Name of Development: _____

Location: _____

Reviewed By: _____ **Date of Review:** 1st _____ 2nd _____ 3rd _____

HC ID # (HPW) _____ **HC ID # (HDV)** _____

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 in the pond with cleanout elevation listed.
			4	Stormwater Pond Item: Final plat must include the benchmark location for the pond.

3 rd	2 nd	1 st		
			1	Subdivision name, total acres, & phasing of the subdivision; # of lots & usage of each lot.
			2	Name & address of owner of record and subdivider.
			3	Date of plat drawing, graphic scale, and north arrow.
			4	Notation as to reference of bearings to magnetic, true north, or grid north.
			5	Vicinity Map (and an index sheet showing the entire subdivision if on several sheets).
			6	Location of tract (LL, Land District, and G.M.D.), area of each individual lot, & lot numbers in numerical order.
			7	Tract boundary lines, street R/W lines including creek crossing structures, easements, & other R/W lines.
			8	30 ft. radius at intersections, min 60 ft. radius in cul-de-sac
			9	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.
			10	Each street name and length
			11	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'.
			12	Minimum setback lines on lots and other sites
			13	Water supply system and sewer system
			14	Location and description of monuments (show or note that Iron Pins Set at front property corners)
			15	Name of recorded owners of adjoining unplatted land
			16	Surveyor's note stating closure accuracy of plat and closure precision of field data
			17	When the tract of land to be subdivided abuts on U.S. Govt. property, then the Final Plat of the subdivided land shall show a tie or ties of Land Lot lines.
			18	When the subdivided 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".

This original checklist, along with the redline copies and corrected copies of the plans and stormwater management report, must be returned to Hall County Planning & Development Department in order for the plans to be rechecked.

3 rd	2 nd	1 st	
			19 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.
			20 Coordinates and elevations of all pipes exiting MS4
			21 Material and diameter of all storm drain pipes shown. (Storm drain pipes under roads or in streams shall be RCP or HDPE only.)
			22 As-built storm drain profiles and pipe design chart
			23 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.
			24 Sidewalk and pavement statements and details if not installed.
			25 Show 5 feet perpetual easement and note.
			26 Show Construction easements, if applicable.
			27 Fire Hydrant locations
			28 Disposal Areas or note that none exist
			29 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.
			30 Retaining wall inspection report if wall 4' high or greater and is part of infrastructure.

3 rd	2 nd	1 st	STORMWATER FACILITY INFORMATION – INCLUDE THE FOLLOWING ON FINAL PLAT
			31 Topography: Show topography of the pond with the 100-year storm elevation and the cleanout elevation. Note the corresponding mark on the silt gauge.
			32 Survey: Date of field run survey.
			33 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)
			34 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.
			35 Outlet Control Structure: Show outlet control structure detail.
			36 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.
			37 Fence: Show fence and gate location.

3 rd	2 nd	1 st	
			38 No Obstructions Note: Note stating no obstructions shall be built, constructed, or planted within the facility, its associated drainage, or access easements.
			39 Hydrology Report: Provide an as-built hydrology report, including pre and post drainage areas, a land use map and Stormwater Quality Site Development Review Tool (current version).
			40 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, include a note stating that the natural conservation easement shall remain undisturbed.

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			41	Digital Plans: Provide a CD with digital plans in AutoCAD (2007 version or older) showing all stormwater facilities, PDF file(s) of signed and sealed plans, and a PDF file of signed and sealed hydrology report.
			42	Bond: Road; storm; sidewalk; temporary cul-de-sac.
			43	Inspected Date: All field items complete.
			44	Streams & Stream Buffers: Delineate 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.
			45	Floodplain Acknowledgment: 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 Plan.
			46	Post Construction Certification: Include post construction certification for installation of site specific structures (retaining walls, proprietary devices, etc.)
			47	Misc. Items

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

ADDITIONAL COMMENTS: _____

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