

**PLANNING AND DEVELOPMENT**

**FINAL PLAT CHECKLIST**

PROJECT NAME:	Job NO.
Submitted By:	Date:
<u>1st Submittal</u>	
P&Z Review By:	Date:
ESD Review By:	Date:
CE Review by:	Date:
<u>2nd Submittal</u>	
Reviewed By:	Date:
Final approval	Date:

Note: Please return this list and redlined copy of plat when revised plat is submitted.

**I. INTERDEPARTMENTAL FUNCTION**

- 1. Complete a Flood Plain worksheet for each lot affected
- 2. Complete a Capital Improvements Data Sheet
- 3. Complete all data entry in Mainframe S/D database
- 4. Final plate reviewed by traffic tech for signs & LCA
- 5. No roadnames duplicated
- 6. All improvements complete or Bond in lieu thereof recd
- 7. Copy of 1:1000 scale location map received OR DWG File of S/D street C/L and P/L
- 8. Received check to Columbia County from developer for cost of street markers and stop sign assemblies

**II. RECORD DRAWINGS**

9. Received approved as-built drawings with horizontal location for pipes, storm traps, headwalls, and french drains shown with the following information:

- invert elevations of pipes and traps
- data on mylar of development plans
- lot lines are the same as shown on final plat
- accuracy certified by an RLS or PE
- all distances and data are clear and legible (leroy or cadd lettering only)

- 10. Contractor's certification of all materials noted on the as-builts (rcp, pvc, etc)
- 11. Identify all lots that will be on septic tank

**III. GENERAL**

- 12. Received Letter of Approval of final plat from Water Works
  - 13. Plat drawn on mylar no larger than 17"x23"
  - 14. North arrow shown
  - 15. Date shown
  - 16. Total acreage of subdivision shown
  - 17. Total number of lots shown
  - 18. Table showing size of each lot in square feet shown
  - 19. Scale not larger than 1"=100'
  - 20. Location of storm drain pipes and traps located outside of the R/W shown
  - 21. Names and locations of adjacent subdivisions and streets shown
  - 22. Name and address of owner of record and subdivider shown
  - 23. Name, stamp and signature of surveyor/preparer shown
  - 24. Identify all property lines by heavy outline
  - 25. Identify adjacent property owners
  - 26. Show layout of streets including
- street names
  - rights-of-way
  - DOT assigned County road numbers
- 27. Show street centerline information including: angles of deflection and intersection radii and lengths of tangents
  - 28. Show layout of lot lines including

- dimensions
- bearings
- minimum building lines

29. Show locations, dimensions and purposes of land to be dedicated for

- public use
- land to be for purposes other than residential

- land for future development
- any other reserved use

- \_\_\_ 30. Show all dimensions to the nearest hundredth of a foot and all bearings and angles to the nearest second of angle
- \_\_\_ 31. Identify location, materials and descriptions of monuments or markers
- \_\_\_ 32. Encroachment Agreement recd for all County facilities located within existing utility easement
- \_\_\_ 33. Current zoning status shown
- \_\_\_ 34. Submit copy of subdivision protective covenants
- \_\_\_ 35. Show Columbia county as owner of dry pond.
- \_\_\_ 36. Show bearings and distances of all storm water drainage easements outside County right-of-way.
- \_\_\_ 37. Show easement over wet ponds to Columbia County
- \_\_\_ 38. Show easement access to structure for control of pool elevation only
- \_\_\_ 39. Show 30' easement over all watercourses
- \_\_\_ 40. Show Acceptance by Board of commissioners Certification
- \_\_\_ 41. Show Engineer's/Surveyor's Certification Statement
- \_\_\_ 42. Show Owner's Dedication of Improvements Certification
- \_\_\_ 43. Show Final Approval by Zoning Commission Certification.
- \_\_\_ 44. Show heavy outline of 100 yr. flood plain
- \_\_\_ 45. Show minimum Finished Floor elevation on lots bordering 100 yr. flood plain, creeks or ponds
- \_\_\_ 46. Show location of all wetlands
- \_\_\_ 47. Received costs from bid schedule for improvements on project (for county auditing purposes only)

#### IV. NOTES

- \_\_\_ 48. Columbia county will not maintain wet ponds
- \_\_\_ 49. No marquee, island or sprinkler systems may be located within R/W
- \_\_\_ 50. A 5' drainage and utility easement is reserved to Columbia County on all side property lines and a 10' drainage and utility easement is reserved to Columbia County on all rear property lines unless otherwise noted
- \_\_\_ 51. A 20' drainage and utility easement is reserved to Columbia county over all utility lines, pipes or swales as shown or asbuilt
- \_\_\_ 52. Columbia county will not maintain swales, natural streambeds or creeks