

Lot Split, Reconfiguration, Combination, Preliminary & Address Plat Checklist



4362 Peachtree Rd, Brookhaven, GA 30319
(404) 637-0500 • Fax (404) 637-0501 • www.brookhavenga.gov

OVERVIEW

This packet contains the information required to prepare and submit lot splits, reconfigurations, combination, preliminary and address plats for City of Brookhaven review and approval. Please allow 10 working days to receive plat review comments/approval. Additional approvals from DeKalb County will be required, the DeKalb plat checklist is provided on the subsequent pages.

Information in this packet is specific to creating a lot split, reconfiguration, or combination plat. Lot splits will require new address assignments from DeKalb County. The address plat checklist items are included in this packet. The City of Brookhaven will supply you with the appropriate route sheets and review requests letters so you can submit your plats to DeKalb County. Typically, lot splits require DeKalb GIS and Watershed Management approval and combination plats require DeKalb GIS approval.

If the plat is just splitting one lot into two lots by adding a new property line, then it is considered a lot split. If the plat is splitting lots and revising other, existing property lines, it is considered a lot reconfiguration and DeKalb GIS will require the parcels be first combined and then re-subdivided to the desired configuration. This will necessitate an address, combination and reconfiguration plat. If there are more than two lots involved, then a preliminary plat must be done.

Approvals from the appropriate DeKalb County Departments are required prior to the City of Brookhaven approving your plat.

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The City of Brookhaven reserves the right to change this packet and/or review criteria deemed necessary at any time.

2. MINIMUM SUBMITTAL CHECKLIST

When submitting plats for review, provide all applicable items listed below.

1. Upload the plat onto the portal (lot split, reconfiguration, address, combination plat; as appropriate) bearing the design professional's seal and signature. The Maximum sheet size (if printed) shall be 17" x 22".

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- Cover Sheet
- Zoning Conditions
- Lot(s) Survey
- Location Map
- Total & Disturbed Acreage and number of lots
- North arrow and graphic scale
- Project name/address
- Owner's name/address/phone
- Design Firm name/address/phone
- FEMA map
- Owner's Acknowledgement
- Approval Signature Blocks
- Revision Statement and signature block, if applicable.
- All sheets shall have a 3"X3" block in the upper left reserved for recording of the plat

3. LOT SPLIT/RECONFIG/COMBO PLAT CHECKLIST

****The following checklist items are required for lot splits, combos, reconfigurations & preliminary plats. Address plats have a separate checklist that is included in this packet****

GENERAL INFORMATION

1. The final plat shall be drawn clearly and legibly in black ink at a recommended scale of 1" = 10' to 1"=100'. The scale shall be stated as "1" inch to _____ ft. and shown graphically. If the complete plat cannot be shown on one sheet, then said plat shall be shown on several sheets with an index map indicated on each sheet. The recommended sheet size shall be 17" x 22" with a minimum character height of .08 inches.
2. Provide a name or title for all maps or plats. The name of the former subdivision, Deed Book and Page number shall be stated on all sheets, if applicable.
3. Provide the following: City, County, District, and Land Lot; Date of plat preparation and each individual revision of record.
4. The name of the land surveyor, registration number, and seal shall be affixed to the plat under the surveyor's signature.
5. Provide the name, phone, and address of the owner of record.
6. Provide the name and address of the sub-divider.
7. Provide a north arrow and graphic scale on all sheets and a vicinity map on the cover.
8. Show all land lot lines, district lines, and city and county boundaries labeled appropriately with words and figures.
9. Provide distances and bearings on all boundary or lot lines.

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10. For lot splits and reconfigurations, show new property lines as bold. For combinations, show property line to be removed in grey and label as such. There must be common ownership to combine parcels.
11. Provide a legal description for any dedicated Public Street Right-of-way.
12. Provide in the notes the reference for the angular bearings shown on the plat.
13. Provide a copy of the FIRM panel and the FIRM panel front cover on the plat. Show and label the location of the site.
14. Provide in the notes the total number of lots and acreage of the tract of land being split, combined, or reconfigured.
15. Locate all fire hydrants and provide lat/long coordinates.
16. Include a statement indicating the type of mail delivery available by the USPS, e.g., individual mailbox or central delivery; if applicable. Submit correspondence from USPS confirming mail delivery method is acceptable.
17. Show cluster mailbox station within common area or an easement; if applicable.

REQUIRED CERTIFICATIONS AND STATEMENTS

1. Provide the closure precision of the survey data shown on the plat as follows: "This plat has been calculated for closure and is found to be accurate within one foot in _____ feet."

2. PLAT APPROVAL

This plat has been submitted to and accepted by the Community Development Department for the City of Brookhaven, GA and has been approved as required by state law and city codes as meeting all conditions precedent to recording in the superior court of this circuit.

Director,
Department of Community Development

Date

If applicable, include a revision statement and revision number for all revisions that explains what is being revised. Include a new approval statement under the revision statement. The original approval statement should be kept on the plat with the original signature.

3. OWNER'S ACKNOWLEDGEMENT (this must be the owner of record signed in BLACK ink).

I, _____, the owner of the land shown on this plat and whose name is subscribed hereto, acknowledges that this plat was made from an actual survey, and for value received the sufficiency of which is hereby acknowledged, do hereby convey all streets indicated as public streets and rights-of-way, and further dedicate to the use of the public forever all alleys, parks, watercourses, drains, easements and public places hereon shown for the purposes and considerations herein expressed. In consideration of the approval of this development plan and other valuable considerations, the owner further releases and holds harmless City of Brookhaven from any and all claims, damages or demands arising on account of the design, construction and maintenance of the property shown hereon; on account of the roads, fills, embankments, ditches, cross-drains, culverts, water mains, sewer lines, and bridges within the proposed rights-of-way and easements shown; and on account of backwater, the collection and discharge of surface water, or the changing of courses of streams.

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And further the owner warrants that he owns fee simple title to the property shown hereon and agrees that City of Brookhaven shall not be liable to him/her, his/her heirs, successors or assigns for any claims or damages resulting from the construction or maintenance of cross-drain extensions, drives, structures, streets, culverts, curbs or sidewalks, the changing of courses of streams and rivers, flooding from natural creeks and rivers, surface waters and any other matter whatsoever. I further warrant that I have the right to sell and convey the land according to this plat and do hereby bind myself and owners subsequent in title to defend by virtue of these present.

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 City of Brookhaven, as noted below, the complete ownership and use of all improvements constructed or to be constructed in accordance with this plat, and dedicates to the use of the public forever the following:

Public Street Right-of-Way _____ acres

In witness whereof, I have hereunto set my hand this _____ day of _____/_____.

(SEAL)

(Owner) _____

Witness: _____

Notary Public.

4. FLOOD HAZARD

The Special Flood Hazard Areas (SFHA) shown herein were determined by the Professional Engineer whose stamp and signature are affixed hereto. The City of Brookhaven does not, by approving this plat, warrant their accuracy, and does not imply that land outside the areas of flood hazard shown will be free from flooding or flood damage. Further, the City of Brookhaven does not by approving this plat nor accepting the public improvements therein, assumes maintenance of the flood carrying capacity of the flood areas or watercourses. Maintenance shall remain the responsibility of the owner(s) of the land upon which they exist. The owner of a lot or parcel that contains a flood hazard area is required to submit a site plan to the City of Brookhaven prior to the initiation of any improvements to the lot or parcel. The site plan shall include the location and elevation of the SFHA within the lot or parcel and the existing and proposed improvements. Approval of the site plan by the City of Brookhaven is required prior to the issuance of a building permit.

5. DRAINAGE

The owner of record on behalf of himself (itself) and all successors in interest specifically releases the City of Brookhaven from any and all liability and responsibility for flooding or erosion from storm drains or from flooding from high water of natural creeks, river, 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 city regulations. The City 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 the common good shall not be construed as constituting a continuing maintenance obligation on the part of the City of Brookhaven nor abrogation of the City of Brookhaven's right to seek reimbursement for expenses from the owner(s) of the property (ies) or the lands that generated the conditions.

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NOTE: Stream Buffers are to remain in a natural and undisturbed condition.

NOTE: Structures, other than approved storm structures, are not allowed in drainage easements.

6. SURVEYOR'S ACKNOWLEDGEMENT

In my opinion, this plat, drawn by me or under my supervision, was made from an actual survey, and is a correct representation of the land platted and has been prepared in conformity with the minimum standards and requirements of law.

_____ R.L.S. No. _____

7. SURVEYOR'S CERTIFICATION (as required by HB 76)

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 properly surveys in Georgia as set forth in the rules and regulations of the Georgia Board of Registration for Professional Engineers and Land Surveyors and as set forth in O.C.G.A. Section 15-6-67.

Sign, seal & date on a line immediately beneath the certification.

8. Include the following statement under the F.I.R.M. panel:

"According to the F.I.R.M. of DeKalb County, panel number _____, dated August 15, 2019, a portion of this property (is) or (is not) located in a Special Flood Hazard Area."

9. Add this note to plat:

"City of Brookhaven and DeKalb County personnel and/or agents shall have free and total access to and across all easements."

10. DEKALB COUNTY DEPARTMENT OF WATERSHED MANAGEMENT (only required for lot splits which have infrastructure improvements such as sewer taps, etc.)

I certify that the developer has complied with the potable water requirements and the sanitary sewer requirements of the County.

This _____ day of _____, 20____.

ZONING

1. Provide the zoning or variance case number and all conditions of zoning or variance on the plat and clearly indicate compliance with conditions. Provide adjacent properties' zoning classification.
2. Provide the current zoning for the property or tract of land being platted and zoning case number (if any). The following data shall also be stated on the plat:

Front Setback	_____	feet
Rear Setback	_____	feet
Side Interior Setback	_____	feet

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Side Corner Setback	_____	feet
Minimum Heated Floor Area	_____	feet
Parking Space(s)/Dwelling Unit	_____	spaces
Minimum required Lot Area	_____	square feet
Minimum required Lot Frontage	_____	feet
Min. required Lot Width at Building Line	_____	feet

3. Show lot coverage area and percentage broken down by structures.
4. Provide and label applicable zoning buffers and landscape strips, existing structures, easements, sidewalks, existing and proposed rights of way, setbacks, etc.
5. Provide in the notes the total acreage of the entire site to the nearest 1/100 of an acre, and the total number of lots. Provide on plan view the area of each lot or parcel in square feet. Provide lot numbers and addresses.
6. Show existing retaining walls and their heights from grade.
7. Provide the centerline of any stream, point of wretsted vegetation, and the 25', 50' and 75' stream buffers.
8. Show limits of any flood zones and label appropriately.
9. Show sign easements, if applicable.
10. Show adjacent property owners and adjacent zoning districts.

TRANSPORTATION

General

1. Label distance of centerline of roadway to existing and proposed right-of-way; if applicable.
2. Label all private streets as Access Easement/Utility Easement
3. Show and label all lines and curves of roadway centerlines
4. Show line of sight at entrance(s) to subdivision. Provide sight distance certification.
5. Centerline line and curve data for all streets
6. Show and label all drainage structures

Roadway

7. Show and state all names for all subdivision streets and front road. Label the existing right of way and proposed right of way or access/utility easements (private roads).
8. Show and label all existing conditions including property lines, subdivisions, driveways, streets and alleys, utilities, pavement striping, etc. along the property frontage on both sides of the road. Include existing conditions to the next roadway intersection past property lines.
9. Label centerline line data for all roads (subdivision and existing roadway).

Sample Street Centerline Line Chart

Street Centerline Line Chart		
Line	Length	Bearing
CL1	255.05'	S68°38'06"W

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CL2	41.25'	S68°38'06"W
CL3	96.56'	S49°18'01"W

- Label centerline curve data: showing angles of deflection and standard curve data including radii, length of arcs and tangent between curves, point of curvature (P.C) and point of tangency (P.T.) for subdivision and front road.

Sample Street Centerline Curve Chart

Street Centerline Curve Chart				
Curve	Arc	Radius	Chord	Chord Bearing
CC1	50.62'	150.00	50.38'	S68°38'06"W
CC2	29.58'	350.00'	29.57'	S68°38'06"W
CC3	33.08'	350.00'	33.07'	S68°38'06"W

- Label distance from back of curb to right of way. Show and state all names and right of way widths (existing and proposed) for all public streets (subdivision and front roads). Show dimensions for R/W to R/W, R/W to C/L, B/C to R/W, B/C to B/C, and E/P to E/P.
- Show and label sidewalks/trail and curb and gutter along the entire property's road frontage. Show all sidewalk/trail and curb and gutter within the subdivision and label as future if not constructed.
- Show radius of cul-de-sac to edge of pavement and to right-of-way.
- Show all pavement striping (crosswalks, edge lines, arrows) and signage as installed.
- Indicate location, dimensions, and purpose of any easements, including access/utility easements, slope easements, drainage easements, access easements, no access easements, landscaping easements, signage easements, sanitary sewer easements, wall easements, gate easements, sidewalk/trails easements etc.
- Show all private utility vaults located outside of public right of way.
- Show all public service utility lines and any easements.
- If applicable, add note to final plat, "Home Owners Association shall maintain all common areas".
- Label all common areas as "C.A."

SITE

- Show Brookhaven buffers, state water buffers, zoning buffers, easements, 100-yr floodplain and other applicable setbacks.
- Show and label all drainage structures and their easements. Required D.E. Widths: 18"-30" pipe = 15' D.E., 36"-48" pipe = 20' D.E., >48" pipe = 25' D.E.

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3. Show and label the stormwater management facility, water quality facility, and all outlet structures, headwalls, etc. on the plan view. Provide 25- and 100-year elevations and volumes.
4. Show the Lowest Floor Elevations (L.F.E.) on lots that have flood plain or a detention pond and provide a recorded copy of the Flood Plain Indemnification Agreement. The L.F.E. for flood plain lots shall be a minimum of 3 feet above the 100-year flood elevation; and the L.F.E. for detention pond lots shall also be a minimum of 3 feet above the 100-year High Water (H.W.) elevation. Show the 25-year and 100-year high water elevation and volumes of the detention pond(s) on the plat. If any common areas are shown on the plat, a Mandatory Homeowner's Association shall be created and the incorporating documents submitted along with the final plat for review and approval prior to submittal to the Secretary of State. Said documents shall be recorded with the Clerk of Superior Court of DeKalb County with the Deed Book and Page Number referenced on the plat. All private covenants, if any, shall also be submitted prior to recording and shall, once recorded, be referenced on the plat.

6. DEKALB COUNTY GIS CHECKLIST

DeKalb County
Geographic Information Systems Department
GIS CHECK LIST

PROJECT: _____

PROJECT TYPE: () LDP () Sketch () Addressing () Pre-Final () Final () Parcel () Map Change

PROJECT NUMBER: _____

DATE: _____

The following items marked () need to be shown or addressed on the proposed site plan/plat. GIS review and approval are not limited to the following items; additional comments may be provided as needed

- () Project name: **Submit proposed project name** for review & approval by DeKalb GIS Department Contact Addressing Coordinator @ 404 371-2257.
- () Street name(s): **Submit street name(s)** for review & approval by DeKalb GIS Department Contact Addressing Coordinator @ 404 371-2257.
- () Provide Municipalities Approval Letter when requesting any Map Change or Commercial/Residential Developments (combination/separation/re-parcel/development/model homes) located in incorporated DeKalb County.
- () DeKalb GIS will assign street addresses
- () Add/Revise street names/addresses to plans
- () Developments that will include Residential/Commercial Apartment Addressing
Please submit:
 - Approval letter from Owner/ Property Manager or Leasing Office
 - Apartment Addressing Template (provided by GIS)
 - Site Map displaying apartment community addressing layout displayed (for placing addressing points)

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- () Label any development entrance signs, electrical gates, mail kiosk, and any other amenities where addressing will be needed for permitting purposes
- () Label common areas and show each marked as "common"
- () Show North Arrow
- () Show legal lot number
- () Add AP# (assigned project number) to plans coversheet
- () **Add a Cover Sheet:** include project name, project/AP number, assigned addressing, and parcel identification numbers. Also, show *separately* the developer's name and mailing address and the owner(s) name and mailing address
- () **Add an Existing Condition Sheet:** show all lot/parcel dimensions, parcel id number, legal description(s) of existing conditions.
- () **Add a Demolition Sheet (if applicable):** show any structures scheduled to be demolished or relocated.
- () **Add a Site Plan Sheet:** show *proposed conditions* displaying property boundary lines with all dimensions, square footage, and legal description(s) of proposed conditions.
- () DeKalb County Records show ownership in: _____
(See attached ORACLE'S view ownership documents). If the owner(s) name has changed as displayed on plans; please provide recorded deed book & page for each tax parcel.
- () Show name and mailing address of **current owner** on plat coversheet.
(Please list separately from developer)
- () Show name and mailing address of **developer** on plat coversheet.
(Please list separately from owner)
- () Provide **recorded** digitized site plan on diskette to Land Development Department. All digitized plans will be forwarded to GIS Director, Stacy Gear. Please provide in AutoCAD or Microstation platform (Subdivisions, Condos & Townhomes). **Digitized site plan must be received by Land Development prior to final plat.**
Note: GIS prefers the digital file contain separate layers of the following:
Lot Boundaries, Right of Way Boundaries, Legal Lot/Unit #'s,
Address #'s, Street Centerline, & Dimensions.

PARCEL MAP CHANGES ARE REQUIRED PRIOR TO APPROVAL OF AN ADDRESSING PLAT OR FINAL PLAT

- () All residential parcel combinations request must be requested by the owner or owner's agent and are accepted at the GIS customer service counter.
 - ❖ Owner must submit an original signed Agent Authorization Form if an agent is acting on behalf of owner. (form available in GIS)
 - ❖ Owner or Agent must complete the GIS Mapping Form for all combination requests. (form available in GIS)

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- () All residential parcel separations or re parcels (zoned R- or MR) must be submitted directly to Planning & Sustainability for approval.
- () All commercial parcel map change request must be submitted to Land Development Department customer service counter.

Please include the follow sheets:

- ❖ Coversheet Page, Existing Conditions Page, Demolition Page and Site Plan for lot combination.
 - ❖ Coversheet Page: include project name, project/AP number, parcel identification number(s) and current assigned address. Also, show separately the developer's name and mailing address and the Owner(s) name and mailing address.
 - ❖ Existing Condition Sheet: show all lot dimensions, parcel id number, legal description(s) of existing parcels.
 - ❖ Demolition Sheet: show all demolished or relocated structures.
 - ❖ Site Plan Sheet: show ***proposed conditions*** displaying property boundary lines with all dimensions, square footage, and legal description(s) of proposed conditions.
 - ❖ Acknowledgement stamp from Development Department or from the municipality must be visible on-site plans.
 - ❖ Record plat after Land Development and/or city municipality has reviewed and provided written stamped approval and;
 - ❖ Submit an original and one copy of the recorded plan to the DeKalb County GIS Department for mapping update.
 - ❖ Owner must submit an original signed Agent Authorization Form if an agent is acting on behalf of owner. (form available in GIS)
 - ❖ Owner or Agent must complete the GIS Mapping Form for all combination requests. (form available in GIS)
- () **Model Home** request must be submitted to GIS. Please submit digitized data for the model homes. Complete an Addressing Request Form and submit an Agent Authorization Form, if applicable. Provide brief description for model homes (i.e. legal lot numbers and full address for each model homes requested. Limit of 4 model homes per phase. An Addressing Request Form is attached for your convenience.

ADD THE FOLLOWING NOTE TO SITE PLAN

Please add this note to approved Addressing Plat or Final Plat, before recording at DeKalb County's Real Estate, Deeds Intake Office

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() Prior to recording add the phrase “**proposed**” or “**future**” onto plats of condos/townhomes for those units/buildings that are not ready to be mapped during this phase. GIS recommends that “**proposed**” or “**future**” items display as a gray shade or hatched items on plat.

7. ADDRESS PLAT CHECKLIST

Dekalb GIS requires a recorded “Addressing Plat” to temporarily assign addresses for proposed parcels where a Final Plat has yet to be approved and recorded. To comply with Dekalb GIS requirements, provide an “Addressing Plat” that shows the proposed layout for the proposed development as will be shown on a Final Plat at such time that the Final Plat is created. The “Addressing Plat” will not create the parcels but will provide an exhibit of the addresses that Dekalb will temporarily assign until such time that a Final Plat is approved and recorded. Include on the “Address Plat” the layout of the site including layout of proposed lots, lot numbers, addresses, streets/drives, names of streets/drives, boundary layout with bearings and distances, dimensions, etc. as will be done on the Final Plat. Notes, signature blocks, name/title of the plat shall be as follows instead of as would normally appear on a Final Plat.

1. In the title block and wherever the name of this plat appears, clearly and boldly identify the plat as an “Addressing Plat”. Also, identify the plat as “Addressing Plat” by adding “Addressing Plat” in large bold letters across bottom of plat.
2. Replace the Owners Acknowledgement text that typically appears on a Final Plat with the following text; “I, [owner's name], the owner of the land shown on this plat, hereby request Dekalb County to temporarily assign addresses shown for the proposed parcels shown on this plat. I understand Final Plat approval and recording will be required before Lots and associated addresses are permanently created.” Provide space for owner's signature, date of signature below the text and include typed name of owner beneath signature.
3. Replace the typical City approval blocks with the following: “This ADDRESSING PLAT has been submitted to and accepted by the Community Development Director of the City of Brookhaven, Georgia for the purpose of obtaining temporary address assignment for the proposed parcels. Final Plat approval and recording will be required before Lots and associated addresses are permanently created.” Provide beneath the above quoted text: “Dated this _____ Day of _____”. Provide beneath the space for the date: “By _____, Community Development Director”
4. Surveyor shall sign and date the standard Surveyor's Acknowledgement statement on the plat and seal and sign the plat;
5. On the plat show, typed and oriented along the fronting street, within the demarcated proposed lots, the lot number and address for each proposed lot in accordance with the addresses previously provided by Dekalb GIS.;

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6. Prominently add the following note to the plat: "The purpose of this plat is to create addresses and parcels temporarily for *[insert name of subdivision]*. Final Plat unavailable as of *[insert date of plat preparation]*."

After preparing the Address Plat, submit three (3) copies directly to City of Brookhaven. Once approved we will then sign the plat for you to take to DeKalb to record and generate an approval letter and routing form for you to take to DeKalb GIS. Once recorded, submit copy of recorded Address Plat along with Brookhaven approval letter and routing form to DeKalb GIS through the Land Development Customer Service Area. DeKalb GIS will then assign addresses for the proposed lots.

8. PLAT RECORDING CHECKLIST

Once all the review comments from DeKalb County and City of Brookhaven are satisfied, the following procedure will be used to record the final plat.

1. Provide a copy of the plat to the City of Brookhaven for signature by the Director of Community Development (or their designee).
2. The City of Brookhaven will approve and sign the plat and return it to you with a DeKalb County GIS letter.
3. Record the approved plat with DeKalb County Court.
4. Submit the recorded plat, along with the GIS letter to DeKalb County GIS so they can formally create the new and/or reconfigured lots.
5. Upload the recorded plat onto the City of Brookhaven Project Portal. The City of Brookhaven will not issue building permits unless the recorded plat is uploaded to the Project Portal.