



# Paulding County Board of Commissioners

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## *Community Development Department Development Division*

Watson Government Complex  
240 Constitution Boulevard, Dallas, Georgia 30132  
770-443-7571 · [www.paulding.gov](http://www.paulding.gov)

### **DEVELOPMENT DIVISION PLAN REVIEW PACKET**

**All grading, land disturbance or development in Paulding County must be permitted and inspected.**

**Land Disturbance Permits (LDP):** LDP must be obtained prior to any grading, disturbing or development of 1-acre or more of land. LDP can be obtained from The Development Division by going through the Plan Review process. LDP will be issued after the Plans have been approved by all required departments and the EPD.

**House Location Plans (HLP):** Indicated on the final plat by an asterisk (\*). If plat requires a HLP, you must submit three (3) copies to our office for approval. The HLP must be on 8 ½" x 14" paper and must be prepared by a certified surveyor /engineer. The HLP must contain the information on the HLP checklist.

**Elevation Certificates:** Indicated on the final plat by (CE). If plat requires an Elevation Certificate, two (2) copies must be submitted to our division prior to the Certificate of Occupancy. Elevation Certificates are drafted by the project design professional or a licensed surveyor, not Paulding County.

**Lot Inspections:** If required by the final plat, lot inspection requests must be faxed into our office 770-443-7501, ATTN: DEVELOPMENT INSPECTOR. All inspections will be completed within two (2) business days.

**Pre-Construction Meetings:** At the time that the Plan Review Committee accepts and approves the construction plans, fees must be paid (fee sheets can be obtained by contacting the Development Division office staff). Once fees have been received, a pre-construction meeting is set up with the developer and development inspector. The developer will receive the LDP and two (2) sets of approved construction plans at the time of the Pre-Construction Meeting. At this time, the developer and inspector will sign the subdivision or commercial construction procedure forms, a document outlining the proper construction sequences.

**Timber Harvesting Notices:** Timber Notice forms are available in our office or may be downloaded from our PDF Library. Timber Notice must be completed by the timbering company. Timber forms must be submitted in person to our office. A Timber Notice is valid for one (1) year only. Timber Harvester shall maintain a 25-foot buffer from any County road right-of-way, (excluding driveways) and a 50-foot undisturbed stream bank buffer and a Map or Survey of site being harvested and the Sales Contract or statement showing sale of timber. There is no charge for a Timber Notice; however, we must have a Surety Bond or Letter of Credit in the amount of \$5,000.00 on file. The letter of credit must be made out to Paulding County Board of Commissioners.

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770-443-7601 • www.paulding.gov

## DEVELOPMENT DIVISION PLAN REVIEW / PLAT SUBMITTAL APPLICATION

**\*\*DO NOT SUBMIT PLAT IF INFRASTRUCTURE IS NOT INSTALLED\*\***

Development/Project Name: \_\_\_\_\_ Date: \_\_\_\_\_

Location: \_\_\_\_\_

Owner or Developer (Please circle) Name: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_ Email: \_\_\_\_\_

Design Professional Name: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_ Email: \_\_\_\_\_

### TYPE OF SUBMITTAL



PLAT (If Site – Skip to the next section)

Total Acres: \_\_\_\_\_ Disturbed Acres: \_\_\_\_\_ Number of lots (Residential Only): \_\_\_\_\_

Type of Submittal:



Preliminary Plat



Preliminary Plat Revision



Final Plat 1<sup>st</sup> Submittal

Please check ensuring the following requirements are met:

\$100.00 Review fee  7 Paper Copies (8 if sewer)  5 Paper Copies of As-Built

1 Digital Plat (PDF)  1 Digital As-Built (CAD)



Final Plat Second Submittal

Please check ensuring the following requirements are met:

1 Paper Copy  Fees Paid  Maintenance Bond

Performance Bond

Final Plat Revision

Please check ensuring the following requirements are met:

\$100.00 Review fee    4 Paper Copies    1 Digital Plat (PDF)    Revision Letter

Is project:  Sewer or  Septic

If sewer, please specify County of City: \_\_\_\_\_

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## SITE

Type of site review (Check all that apply):

Full Site    LDP Revision    Conceptual Plan    House Location Plan (HLP)

R/W Only    Clearing Only    Grading Only    Pool (PLP)

Plan Submitted (Check all that apply):

Preliminary Plat    Site Plan    Hydro Study    Full Construction Drawings

Grading Only    ES&PC    Utility Plan

NPDES Permit Type (Please check):    Primary    Secondary    Tertiary

Is project (Please check):    Sewer    Septic   If sewer please specify County or City: \_\_\_\_\_

By signing this page I acknowledge that all information provided is true and correct. If the submittals are returned due to misinformation or any part of the required documentation and/or fees, etc. is missing, I will be responsible for paying an additional Submittal Fee.

IF SUBMITTING PLAT – By signing this page, I am confirming that all infrastructure (roads, water, sewer, storm, etc.) is installed. If for any reason infrastructure IS NOT installed, I understand the plat will be DENIED AND RETURNED resulting in an additional submittal fee being owed.

Printed

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

**Maintenance & Warranty Bonds:** All maintenance & warranty bonds must be 18 month bonds and submitted to our office prior to receiving an approved final plat. Bond amounts are based on the linear feet of streets. Please see PDF Library link for an example of an acceptable maintenance & warranty bond.

**Stormwater Facility Maintenance Agreements:** A “DRAFT” SFMA must be submitted to our division for review and approval prior to issuance of a BUILDING PERMIT. It is recommended the project owner and engineer of record meet with staff during the plan review process to facilitate development of the SFMA agreement.

### **Plan Review:**

#### **Residential Preliminary Phase**

- 1: Must submit six (6) copies of preliminary plans, if sewer –OR- seven (7) copies of preliminary plans, if septic.
- 2: Plans must be submitted no later than 4:00pm on Wednesday to be reviewed by our Plan Review Committee on Thursday of the following week.

#### **Residential Construction Phase**

- 1: Must submit ten (10) copies of construction plans, one (1) Hydrology Report, one (1) copy of completed GSWCC Plan Review Checklist and one (1) copy of the completed ES&CP Checklist.
- 2: Submit a copy of the Plan, Hydrology Report and completed GSWCC Plan Review Checklist to the EPD Watershed Protection Branch Office.
- 3: Plans must be submitted no later than 4:00pm on Wednesday to be reviewed by our Plan Review Committee on Thursday of the following week.

#### **Residential Final Plat**

- 1: Submit seven (7) copies of the Final Plat, two (2) copies of Storm Water As-Built and one (1) copy of the completed Final Plat Review Checklist for comments.
- 2: If detention ponds are installed, also submit two (2) copies of the Detention Pond As-Built Certifications.
- 3: The Developer or the Design Professional will be notified when comments are ready for pick up.

#### **Commercial – Construction Only; No Preliminary Phase**

- 1: Must submit ten (10) copies of construction plans, one (1) Hydrology Report, one (1) copy of completed GSWCC Plan Review Checklist and one (1) copy of the completed ES&CP Checklist.
- 2: Submit a copy of the Plan, Hydrology Report and completed GSWCC Plan Review Checklist to the EPD Watershed Protection Branch Office.
- 3: Plans must be submitted no later than 4:00pm on Wednesday to be reviewed by our Plan Review Committee on Thursday of the following week.

#### **Grading Only**

- 1: Must submit five (5) copies of construction plans, one (1) Hydrology Report, one (1) copy of completed GSWCC Plan Review Checklist and one (1) copy of the completed ES&CP Checklist.
- 2: Submit a copy of the Plan, Hydrology Report and completed GSWCC Plan Review Checklist to the EPD Watershed Protection Branch Office.
- 3: Plans must be submitted no later than 4:00pm on Wednesday to be reviewed by our Plan Review Committee on Thursday of the following week.



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## LAND DISTURBANCE ACTIVITY PERMIT

Development Type ("X" beside the one applicable)

( ) Subdivision      ( ) Commercial      ( ) Industrial      ( ) Other \_\_\_\_\_

Project Name: \_\_\_\_\_

Address or General Location of Property: \_\_\_\_\_

Land Lots(s) \_\_\_\_\_ District(s) \_\_\_\_\_ Section(s) \_\_\_\_\_

Phase(s) \_\_\_\_\_ Unit(s) \_\_\_\_\_ # Lots \_\_\_\_\_ Lot size \_\_\_\_\_ Acre(s) \_\_\_\_\_

Water / Sewage Type \_\_\_\_\_

Owner / Developer

Engineer / Surveyor

Address

Address

City                      State                      Zip

City                      State                      Zip

Phone / Fax

Phone / Fax

Signature

Signature

*LDA Permit will be issued after Plans have been approved by all required departments and the EPD.  
Owner / Developer certifies that all other State and Federal Permits have been obtained.*

*Official use only*

Approved By: \_\_\_\_\_ Date Approved: \_\_\_\_\_ Project # \_\_\_\_\_ Fees Paid: \_\_\_\_\_



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## ES&PC PLAN and HYDROLOGY REPORT CHECKLIST

Review By: \_\_\_\_\_ Date: \_\_\_\_\_ Project Number: \_\_\_\_\_

Project Name: \_\_\_\_\_ Phase: \_\_\_\_\_ Unit: \_\_\_\_\_

Location: \_\_\_\_\_

Developer: \_\_\_\_\_ Phone #: \_\_\_\_\_

Engineer: \_\_\_\_\_ Phone #: \_\_\_\_\_

*Please refer to the Georgia Stormwater Management Manual, including Section 4.2.3(Volume I) Minimum Stormwater Management Standards, and to the Stormwater Quality Control Ordinance Article 13 et seq of the Code of Paulding County.*

***\* This completed Checklist, the appropriate GSWCC Checklist and the Land Disturbance Activity Permit Application must be submitted with the ES&PC Plan or the Plan will not be reviewed.***

**Project Type:**      Commercial \_\_\_\_\_ Residential \_\_\_\_\_ Industrial \_\_\_\_\_ Other \_\_\_\_\_

### ES&PC Plan and Hydrology Report to include as a minimum:

**Use of Better Site Design Practices for Stormwater Management:** Site designs should preserve the natural drainage and treatment systems and reduce the generation of additional stormwater runoff and pollutants to the fullest extent practicable. Additionally, any design which conflicts with potential State Waters or Wetlands shall include the necessary documentation under State and Federal Laws.

**Stormwater Runoff Quality:** All stormwater runoff generated from a site shall be adequately treated before discharge. Stormwater management systems, which includes both structural stormwater controls and better site design practices must be designed to remove 80% of the average annual post-development total suspended solids (TSS) load and be able to meet any other additional watershed or site specific water quality requirements. It is to be sized to capture and treat the prescribed water quality treatment volume, which is defined as the runoff volume resulting from the first 1.2 inches of rainfall from the site.

**Extreme Flood Protection:** Extreme flood protection shall be provided by controlling and / or safely conveying the 100-year, 24-hour return frequency storm event.

**Downstream Analysis:** This shall be performed to determine if there are any additional impacts (peak flow increase or downstream flooding) while meeting the standards above. It shall be performed at the outlet(s) of the site, and downstream at each tributary junction where the area of the portion of the site draining into the system is less than or equal to 10% of the total drainage area above.

**Stream Channel Protection:** Provided by using ALL of the following three approaches: (1) 24-hr extended detention storage of the 1-year, 24-hour return frequency storm event; (2) erosion prevention measures such as energy dissipation and velocity control; and (3) preservation of the applicable stream buffer.

**Overbank Flood Protection:** Downstream overbank flood protection shall be provided by controlling the post-development peak discharge rate to the predevelopment rate for the 25-year, 24-hour return frequency storm event. If control of the 1-year, 24-hour storm is exempted, then overbank flood protection shall be provided by controlling the post-development peak discharge rate to the predevelopment rate for the 2-year through the 25-year return frequency storm events.

### **Grading/Storm Drainage**

Page # N/A

- \_\_\_\_\_  Topographic layout of the development must be at two (2) foot contour intervals based on Mean Sea Level datum (existing & proposed contours).
- \_\_\_\_\_  Give on-site MSLE benchmark.
- \_\_\_\_\_  Identify the location, size and length of existing drainage structures with drainage area.
- \_\_\_\_\_  Show drainage calculations stating how drainage structures were sized. Calculations must be sealed by a Professional Engineer or Landscape Architect. Indicate outlet velocity at all pipe outlets.
- \_\_\_\_\_  Show location and design criteria of accessory drainage structures (headwalls, drainage ditches, catch basins, junction boxes, drop inlets, retention areas and retention outlet controls).
- \_\_\_\_\_  Include street profiles with all cross drainpipes located.
- \_\_\_\_\_  Show profile of storm drainage pipes.
- \_\_\_\_\_  Indicate drainage at intersections using flow arrows on plan or profile sheet.
- \_\_\_\_\_  State the 100 year floodplain limits and elevations, or note absence. Indicate Community Panel Number and date of panel referenced. Show/note lot FFE at 100-year elevation plus 4 vertical feet (if applicable).
- \_\_\_\_\_  Show ingress/egress easement to storm water detention structure and sufficient maintenance easement to include the surface area inundated by the 100-year storm event and 100-year backwater elevation on all pipes. Include a 4-foot high fence of durable material with a 12-foot wide access gate around detention facilities and stormwater quality ponds.
- \_\_\_\_\_  Show or indicate whether small parts of a site are in compliance with a previously approved drainage plan of parent site.
- \_\_\_\_\_  Identify water travel distance in street between catch basins.
- \_\_\_\_\_  Show easements for all storm water directed across property lines and piping system.
- \_\_\_\_\_  Show easements covering all roadway fill constructed on individual building lots.
- \_\_\_\_\_  Provide detail of outlet control structure.
- \_\_\_\_\_  Show cross section through the detention pond dam.
- \_\_\_\_\_  Show/note all storm structures per GA DOT standards.
- \_\_\_\_\_  All live creek/springs (20 Acres +) to be BCCMP or RCP for entire pipe length.
- \_\_\_\_\_  Show/note all pipe gauge/class per GA DOT 1030-D standard.
- \_\_\_\_\_  Show design/detail of all drainage ditches.

## Site Hydrology Study

Page # N/A

- \_\_\_\_\_  Hydrology study must be prepared and signed by a Professional Engineer.
- \_\_\_\_\_  Include narrative explaining the rationale and method used in design.
- \_\_\_\_\_  Include a drainage area map showing all drainage basins and sub-basins. Drainage basins shall be clearly labeled and correlate to basin identifiers used in the study.
- \_\_\_\_\_  Include a drainage area map showing the direction of flow and acreage of drainage area for stormwater entering and exiting the site.
- \_\_\_\_\_  Give a summary of pre-development and post-development flows.
- \_\_\_\_\_  Allowable discharge from the site depends upon downstream conditions. Explain impact on lower adjacent properties. Describe the pre and post conditions of the downstream receiving the concentrated discharge from the site.
- \_\_\_\_\_  Identify off-site drainage and drainage areas that bypass detention in a developed state. Demonstrate how these flows are managed to a pre-development rate.
- \_\_\_\_\_  Fill out and include the Stormwater Quality Site Development Review Tool from <http://www.northgeorgiawater.com> for post development Water Quality (WQ).
- \_\_\_\_\_  Include a Water Quality Basin Map showing post Development Water Quality features.

## General Notes

Page # N/A

- \_\_\_\_\_  “Additional erosion control devices to be used as required by Paulding County.”
- \_\_\_\_\_  “Disturbed areas left idle for two to four weeks, and not to final grade, will be established to temporary vegetation (Ds2). Disturbed areas left idle for four weeks or more will be established to permanent vegetation (Ds3 or Ds4). All areas to final grade will be established to permanent vegetation within two weeks.”
- \_\_\_\_\_  “When hand planting, mulch (hay or straw) should be uniformly spread over seeded area within 24 hours of seeding.”
- \_\_\_\_\_  “During unsuitable growing seasons, mulch will be used as a temporary cover (Ds1). On slopes that are 4:1 or steeper, mulch will be anchored.”
- \_\_\_\_\_  “Paulding County Land Disturbance Permit must be displayed on site at all times during construction and in plain view from a county road or street.”
- \_\_\_\_\_  “Erosion and sediment control devices must be installed and inspected prior to any grading on site. Call (770) 443-7601 for an inspection.”
- \_\_\_\_\_  “Sediment/erosion control devices must be checked by the developer after each storm event. Each device is to be maintained or replaced if sediment accumulation has reached one half the capacity of the device.”
- \_\_\_\_\_  “Owner / Developer to execute Maintenance Agreement for commercial and or private ponds at or before C.O.”
- \_\_\_\_\_  “Water Quality (WQ) features to be installed at 80% build-out or end of warranty.”
- \_\_\_\_\_  “Developer shall attend a pre-construction conference at the project site with representatives of the Paulding County Departments of Community Development, Transportation and Water, Sewer & Environmental Services.”
- \_\_\_\_\_  Include the statement in bold letters that **“Washout of the concrete truck mixer drum at the construction site is prohibited per NPDES General Permits.”**
- \_\_\_\_\_  “An As Built Pond Certification Letter for all ponds must be completed prior to C.O.”



**Paulding County Development Division Comments:**

Scan the attached Stormwater Facility Inspection and Maintenance Schedule onto the Plan page at or near the pond and/or the stormwater structures detail.

## PAULDING COUNTY STORMWATER FACILITY INSPECTION AND MAINTENANCE SCHEDULE

STORMWATER FACILITY	INSPECTION FREQUENCY	MAINTENANCE FREQUENCY
Wet Pond	Once per Year	Once per Month, Year and after a Major Rain Event (>2")
Dry Pond	Once per Year	Once per Month, Year and after a Major Rain Event (>2")
Constructed Wetlands	Once per Year	Once per Month, Year and after a Major Rain Event (>2")
Filtration and Bio Retention Facilities	Once per Year	Once per Month, Year and after a Major Rain Event (>2")
Enhanced Swales, Grass Channels and Filter Strips	Once per Year	Once per Month, Year and after a Major Rain Event (>2")
Stormwater Infrastructure (culverts, pipes, drop inlets, outfalls, etc.)	20% per Year	As needed per the Paulding County Maintenance Policy

**Required Maintenance** – All stormwater structural control facilities will be maintained, at a minimum, according to the guidelines and procedures provided in Volume 2 of the Georgia Stormwater Management Manual. (See [www.georgiastormwater.com](http://www.georgiastormwater.com) for more information).

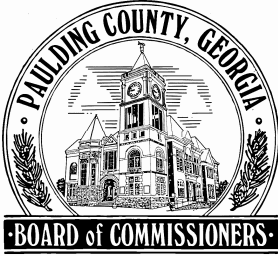
**Maintenance Responsibility** - In general, the County is responsible for maintenance of stormwater infrastructures located on public property (including structures deeded to the County located in residential subdivisions *after warranty period*), in flood-prone areas and in the right of way. Commercial, industrial and residential property owners are responsible for maintenance of stormwater infrastructures located on private property.

**Additional Guidance** - Additional information on inspections and maintenance policies of stormwater facilities and related infrastructure is provided in the Paulding County Stormwater Maintenance Policy. Note: the Paulding County Stormwater Maintenance Policy is subject to change with approval by the County Commission.

**Facility Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Owner's Name:** \_\_\_\_\_ **Owner's Signature:** \_\_\_\_\_

**Paulding County Development Division  
240 Constitution Boulevard, Dallas, Georgia  
30132 PH: 770-443-7571 / FX: 770-443-7501**



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## POND CERTIFICATION

I, \_\_\_\_\_, have reviewed the attached “As-Built” topographic plans and conducted a field verification of the “As-Built” plans for the detention pond and outlet structure and hereby certify that the pond located at \_\_\_\_\_ Paulding County, Georgia was built in general accordance with the approved plans and functions as designed. In addition, I certify that during the field verification on \_\_\_\_\_ the banks of the pond were stable, with no signs of erosion and there was no standing water within the pond (for Dry Ponds). I have also re-run the Hydro Study to ensure that the as-built stage-storage curve is adequate and the post-development discharges meet the requirements of Paulding County Regulations..

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print/Title

\_\_\_\_\_  
Seal

\*Certification to accompany “As-Built” Drawings. Each pond requires a separate Pond Certification.



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### PRELIMINARY PLAT CHECKLIST

Review By: \_\_\_\_\_ Date: \_\_\_\_\_ Project Number: \_\_\_\_\_

Project Name: \_\_\_\_\_ Phase: \_\_\_\_\_ Unit: \_\_\_\_\_

Location: \_\_\_\_\_

Developer: \_\_\_\_\_ Phone #: \_\_\_\_\_

Engineer: \_\_\_\_\_ Phone #: \_\_\_\_\_

#### General Checklist:

Y N N/A

- Show name of project and date of submittal.
- Show the name, address and phone number of the developer.
- The minimum scale for preliminary plats shall be 1" = 20' and the maximum scale shall be 1" = 100' unless otherwise approved by the Development Control Committee.
- Plats shall be drawn on no larger than a 24-inch by 36-inch sheet of paper.
- Plats shall include north arrow and show land lot lines and district.
- Plats shall include a location/vicinity map with land lot lines; minimum scale 1" = 2000'.
- Show any jurisdictional (city or county) boundary lines.
- Show topography by contours at vertical intervals of not more than five (5) feet.
- Show location of streams, lakes, swamps and land subject to flooding as determined from past history of flooding or hydraulic engineering calculations of existing conditions.
- Show all structures, both above and below ground, that might interfere with the proposed construction.
- Show location and right-of-way of railroads on or adjacent to the property.
- Show the size and location of existing sewers, water mains, drains, culverts and all other facilities and structures, both above and below ground, within the tract or within the right-of-way of streets or roads adjoining the tract.
- Identify the acreage of each drainage area affecting the proposed subdivision.
- All elevations shall refer to Mean Sea Level Datum where public water and/or public sewers are to be installed.
- State the total number of acres and number of lots.
- Show the proposed unit division or stage development, if any.
- Show all required buffers (if applicable).
- Show 10 foot "No Access Easement" along the rear of all double frontage lots.
- Show water line plan and sewer line plan, including all lines required to serve any lots to be developed and any surrounding property that may be served through the property.

#### Comments:



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770-443-7571 • www.paulding.gov

ANN LIPPMANN, AICP  
Director

## **FINAL PLAT REVIEW FORM**

Review By: \_\_\_\_\_ Date: \_\_\_\_\_ Project Number: \_\_\_\_\_

Project Name: \_\_\_\_\_ Phase: \_\_\_\_\_ Unit: \_\_\_\_\_

Location: \_\_\_\_\_

Developer: \_\_\_\_\_ Phone# \_\_\_\_\_

Engineer: \_\_\_\_\_ Phone# \_\_\_\_\_

### **Final Plat Submittal**

- 1) Plats will be accepted on the 1<sup>st</sup> and 3<sup>rd</sup> Wednesday of each month and must be received prior to 2:00 p.m. in the Development Division. All plats are required to be signed in the Final Plat Sign-In Book.
- 2) Infrastructure must be in place before the final plat can be submitted.
- 3) At the time of final plat submittal you will need to provide 7 paper copies if sewer or 8 paper copies if septic and 1 digital copy in PDF format, along with 5 paper copies of as-built and 1 digital copy in CAD format. Refer to the Final Plat Submittal Process sheet for the number of copies needed for resubmittals.
- 4) Only paper copies will be accepted; no Mylar copies.
- 5) The final plat shall conform substantially to the preliminary plat and construction plans as approved; shall submit a performance and maintenance bond in accordance with Article 11 of these Regulations, and shall meet all requirements set forth in these regulations. The final plat shall be drawn to scale of not less than one-inch equals one hundred (100) feet on a sheet or sheets not exceeding seventeen (17) inches by twenty-two (22) inches.
- 6) An “As Built Pond Certification Letter” for all ponds must accompany the approved final plat.
- 7) A plan review fee of \$100.00 is due with each submittal.

### **General Checklist**

Y N N/A

- Show name of subdivision.
- Give name, address and phone number of person to be notified of action.
- Show graphic scale, north point and date. The north point shall be identified as magnetic, true, or grid north.
- Provide a location/vicinity map showing relationship of the subdivision to the surrounding area.
- State the total number of acres and number of lots.
- Show the layout of all lots, including front, side and rear building setback lines, scaled dimensions on lots and utility easements with width and use.
- Show the proposed unit division or stage development, if any.
- Identify all land to be reserved or dedicated for public use.

- State zoning category of the property.
- Note zoning case number, date of approval, and all conditions of zoning on the plat (if applicable).
- Show and note front, side and rear setbacks on plat.
- Note minimum lot size requirement.
- State names of adjoining property owners or subdivisions, and zoning category of adjacent properties.
- Show required buffer areas (if applicable).
- If any variances were obtained for the property, note variance case number, date of approval, and type of variance (and conditions) approved.
- Provide final plan of water supply system (if applicable) with pipe sizes and location of hydrants, valves, and meter boxes.
- Provide final plan of sanitary sewers (if applicable) with grade, pipe sizes and points of discharge and minimum finished floor elevation as applicable.
- Show all street names and street addresses.
- Show name, location, right-of-way, dimension from centerline, pavement width and surface type of all streets and roads on or adjacent to the property to be subdivided.
- Show and state names, right-of-way, dimension from centerline, pavement width and surface type of all proposed roads.
- Show 10 foot "No Access Easement" along the rear of all double frontage lots.
- Show relevant curve data in the form of a curve table on the plat.
- Provide sufficient data to readily determine and reproduce on the ground the location, bearing and length of every road line, boundary line, block line and building line, whether curved or straight. This shall include the radius, central angle, and tangent distance for the centerlines of curved streets. Curved property lines shall show arc or chord distance and radii.
- Show all dimensions to the nearest one-hundredth of a foot and angles to the nearest minute.
- Show location and description of monuments.
- Provide computations showing closure of tract boundary, which closure shall be one (1) foot in 2500 feet or better.
- Provide final plan of storm sewer system with grade, pipe sizes, and location of outlets, access and drainage easements.
- Provide certification by a registered surveyor attesting to the accuracy of survey, plat, and placement of monuments.
- Provide certification that the land owner dedicates roads, rights-of-way and designated sites for public use.
- Provide certification by the Health Department that the water supply and sewage systems installed or proposed to be installed fully meet the requirements of the Health Department regulations or certification from the Water Systems Department if on public water or sewer.
- Provide certification by the Board of Commissioners or its designee that all improvements have been installed in accordance with these regulations or certification by the Board of Commissioners that a maintenance bond or other surety in an amount sufficient to assure that completion of all required improvements has been received.
- Protective covenants or deed restrictions, if any, shall be placed directly on the final plat or attached thereto in form for recording.

- □ □ To satisfy street light requirements for new subdivisions, the following notes must be shown on the final plat:
  1. "In accordance with the Paulding County Street Light District Ordinance (amendment 12/12/17), the developer of this subdivision must provide street lights."
  2. "The developer shall submit to the Paulding County DOT the street light layout prepared by the utility company that will provide the lighting service showing exact location of street lights within this subdivision."
  3. "The developer shall submit payment to the Paulding County DOT for both 12 months energy cost plus a 10% administrative fee and installation cost of street lights, including poles, fixtures, and any related items or materials necessary for installation."
  4. "The final plat shall annotate that street lights shall be installed in accordance with provisions of the Street Light Ordinance."
  5. "The street light requirements must be met prior to obtaining any building permits or water meters for this subdivision."

**Certifications on Final Plat**

**Owner's Acknowledgment**

I hereby certify as the owner of the land shown on this plat and whose name is subscribed hereto, acknowledge 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 and rights-of-way, water mains and sewer lines shown hereon in fee simple to Paulding County and further dedicate to the use of the public forever all alleys, parks, water courses, 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 Paulding County from any and all claims, damages or demands arising: on account of the design, construction and maintenance of the property shown heron; 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. And further the owner warrants that he owns fee simple title to the property shown hereon and agrees that Paulding County shall not be liable to him, his heirs, successors or assigns for any claims or damages resulting from the construction or maintenance of cross drain extensions, drives, structures, street, culverts, curbs of 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 presents.

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Signature

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Date

**Surveyor's Acknowledgment**

I hereby certify that the plan shown and described hereon is a true and correct survey made on the ground under my supervision, that the monuments have been placed as shown hereon, and is to the accuracy and specifications required by the Paulding County Development Standards.

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Signature

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Date

**Certificate of Individual Sewage Disposal Systems**

This subdivision is approved for development utilizing on-site sewage management systems. Issuance of permits will depend on the physical merits of each lot to have an approved installation as based on the rules and regulations and the judgment of the Paulding County Health Department. General approval of this plat does not constitute an approval of any individual lot.

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Signature \_\_\_\_\_ Date \_\_\_\_\_

**Paulding County Development Certification**

This plat, having been submitted to Paulding County and having been found to comply with the Paulding County Development Regulations and the Paulding County Zoning Ordinance, is approved subject to the installation and dedication of all streets, utilities, easements and other improvements in accordance with the Standard Details and the posting of an 18-month maintenance bond.

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Community Development Department \_\_\_\_\_ Date \_\_\_\_\_

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Water, Sewer & Environmental Services \_\_\_\_\_ Date \_\_\_\_\_

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Department of Transportation \_\_\_\_\_ Date \_\_\_\_\_

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Paulding County Board of Commissioners \_\_\_\_\_ Date \_\_\_\_\_

Comments:





# Paulding County Board of Commissioners

## Community Development Department Development Division

Watson Government Complex  
240 Constitution Boulevard, Dallas, Georgia 30132  
770-443-7571 • [www.paulding.gov](http://www.paulding.gov)

### HOUSE LOCATION PLAN CHECKLIST

Electronic HLPs can be submitted for review prior to permitting; however, approval will be made only on plans drawn on 11-inch by 17-inch paper. Three (3) copies of the HLP are required for approval. HLPs are not reviewed the same day they are submitted. Please allow 3 to 5 business days for review. All items listed below must be included on the Plan.

Y N N/A

- |                          |                          |                          |  |
|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Show subdivision name, lot number and unit, if any.  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Show the name, address and phone number of the owner/builder.  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Show topography by contours both existing and proposed at vertical intervals of not more than two (2) feet.  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Show location of streams, lakes, swamps and land subject to flooding as determined from past history of flooding or hydraulic engineering calculations of existing conditions.   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Show all mapped 100-year flood plain and stream bank buffers.  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Show all structures, both above and below ground that could interfere with the proposed construction.  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Show the size and location of existing sewers, water mains, drains, culverts and all other facilities and structures, both above and below ground, within the tract or within the right-of-way of streets or roads adjoining the tract.  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Identify the acreage of each drainage area affecting the proposed lot.   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | All elevations shall refer to Mean Sea Level Datum.  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Show all setbacks and required buffers.  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Show all easements within the lot.   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Show all engineering design that may be required to solve potential problems (i.e., ditches, pipes, swales, berms, etc.).  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Show soils or septic system layout (as applicable).  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Show driveway locations, including all driveway pipes with appropriate sizes.  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Show "professional design" seal and signature.   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Show minimum finished floor elevation of home.   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Elevation Certificates are required for all lots within special flood hazard areas. This will be a two step process:   |
|                          |                          |                          | <ul style="list-style-type: none"><li>• A "Build Under Construction Elevation Certificate" will be required after the footings are poured and prior to frame and rough-in inspections.</li><li>• A final "Finished Construction Elevation Certificate" will be required prior to issuance of the Certificate of Occupancy.</li></ul> |

### Review Comments: