



Final Subdivision Plat Application and Developer Checklist

Date: _____

Name of Development: _____ Unit _____ Phase _____

Location: _____ Land Lot _____ District _____

No. of acres _____ No. of lots _____

Developer _____ Company Name _____

Address: _____ City _____ State _____ Zip _____

Contact Person: _____ Phone _____

Engineer/Surveyor: _____

Address: _____ City _____ State _____ Zip _____

Phone _____ Fax _____

24Hour Contact _____ Phone _____

The following pages are the requirements of the various county departments that you must fulfill in order to gain approval by the Community Development Department for your subdivision final plat. Keep this checklist as a reference to insure you provide the necessary documents and fees to the designated agencies.

In order to avoid any delay in necessary approval, please adhere to all instructions and follow the checklist. The Community Development Department will only approve projects that contain all necessary documents and on-site corrections.

If you have any questions regarding this application, please feel free to contact the Community Development Department at (770) 692-2321.

The following are the various department requirements for preparing the final plat application.
For assistance, please use the numbers listed below each segment to speak with a department contact.

Community Development

Contact the Community Development Department at (770) 692-2321

1. Fees

Final Plat Processing Fee

\$ _____
Total

- \$50.00 per subdivision lot
- \$150.00 minimum for street dedication

2. Documents (Please check when complete)

- R.O.W Deed for streets (form attached)
- State of GA Real Estate Transfer Tax Declaration Form (Online)
- R.O.W. recording fee (\$10.00), if applicable, made payable to:

City of Locust Grove

3. Plans (As required by the Subdivision Ordinance)

- Final Plat
First submittal, submit five (5) copies for review. After the review/red lines, submit three (3) copies and 2 mylar copies for final approval and signatures. Seal with original signatures and date are required. After signatures, submit 28 additional copies from mylar and one of the mylar copies with Clerk of Superior Court stamp.
- Restrictive Covenants/Conservation Easement (if applicable)
- Street Names
- (HCDOT) Verified through Road Inventory List for Duplication

4. Financial Documents (See Letter of Credit example)

- 3-Year Maintenance Bond/Letter of Credit/Letter of Surety**
\$ _____ Amount

Residential @ \$50.00 per linear foot for subdivisions with sidewalks; \$40.00 without sidewalks
Commercial @ \$60.00 per linear foot for subdivisions with sidewalks; \$50.00 without sidewalks
Industrial @ \$75.00 per linear foot for subdivisions with sidewalks; \$65.00 without sidewalks
Accel/Decel Lanes @ \$33.00 per linear foot with sidewalks; \$28.00 without sidewalks
(Letter of Credit shall be from a Georgia Bank)

5. Street Signs

- Street Signs ordered for installation
- Payment for signs to accompany final plat made to City of Locust Grove

6. Plans

- As-built plans for storm drainage system and streets (along with Digital copy)
- Street Core Test Results
For detailed information on As-built drawings and street core testing, see attachments at the end of this form.

7. Final Inspection by Final Plat Review Committee

- Additional Remarks

Water & Sewer Authority/City Public Works Requirements

Call the Community Development Department at (770) 692-2321 or HCWSA, depending on area
Residential/Commercial Development Closeout Requirements

1. Fees

- Residential:** Coliform analysis and recording fee* for Deed of Conveyance
 - Commercial:** Coliform analysis and recording fee* for Deed of Conveyance with attached recordable 8 ½ x 14 plat identifying easements being conveyed
- *Recording Fee = \$10.00 check made payable to the City of Locust Grove*

2. Documentation

Deed of Conveyance—Residential—(black ink, corporate stamp required – form attached
Affidavit of Contractor)
Deed of Conveyance—Commercial—with recordable 8 ½ x 14 plat attached
Itemized List of Materials – form attached
Lien Waiver from material supplier – form attached
Affidavit of Owner that all materials, taxes and labor have been paid – form attached
Affidavit of Contractor that all materials, taxes and labor have been paid – form attached
Sewer Line Video Inspection
Total Coliform Analysis

3. Plans

- Four (4) copies of As-built plans and profile stamped by P.E. or R.L.S.
 1. Digital copy of plans in CAD format (see standards below)
- As-built plan checked and signed by HCWSA Inspector/Public Works Inspector/GIS Coordinator
- Copy of As-built and Final Plat in PDF format

4. Financial Documents (favor of HCWSA and/or city, depending on service area)

- Maintenance Bond/Letter of Credit/Letter of Surety, in the amount of 10% of labor and material, from a Georgia Bank

Health Department Requirements (for projects on Septic Systems)

Call the Department of Public Health at (770) 954-2078

- Fees (\$200 plus \$10 per lot for subdivision review per Developer Information Sheet)
- Plans (per Developer Information Sheet)
- Documentation (per Developer Information Sheet)

Note: Refer the Developer's Information Sheet found at the end of this packet for Requirements and specifications.

Right-of-Way Deed Specifications

Call HCDOT R/W Coordinator (770) 288-7623

1. Only the names and titles of authorized persons-along with the correct name of the company-should appear on the ROW
2. Signed write or type date document
3. Grantor is corporation name or property owner's name NOT subdivision name.
4. Corporation name, property owner name, and the name of the authorized person signing must be printed or typed under the signature.
5. The corporation seal must be affixed to the ROW deed.
6. The witness name must be printed under signature.
7. Street names must be written or typed.
8. Deed must be notarized.
9. Land Lot and District numbers, surveyor information, and ROW width must be on deed.
10. Name of subdivision, phase, and unit must be printed or typed.

A blank Right-of-Way form is located at the end of this package.

Plat Specifications for Recording

Call the Clerk of Superior Court at (770) 288-8022

1. Maximum size of 17" x 22" (Minimum size of 8 ½ x 11")
2. Paper must be blue line or P.M.T. print (prefer Black Line Copies) 2 copies of Mylar as well.
3. Numbers and letters must be no smaller than 1/8". In the event, a plat must be reduced for recording; the print shall be no smaller than 0.09".
4. Any printing or typing on the plat, such as restrictive covenants, etc, must be clearly legible. (No smudges, etc.)

The final decision, as to acceptance or rejection, shall be made by the Clerk receiving the plat for filing.

List of Requirements for As-Built Drawings

As-built drawings of streets, storm drainage systems, stormwater detention basins, water distribution systems, and sanitary sewer systems are required at the final plat stage by the Henry County Subdivision Ordinance. The minimum required as-built information to be submitted with the final plat application includes the following:

- 1. Existing centerline profile of all newly constructed streets as provided in the Subdivision Ordinance.**
- 2. Size, material, length, slope, invert elevation, top elevation and accurate location of all stormwater pipes, stormwater structures, sanitary sewer pipes and sanitary sewer manholes. (May also be shown on the final plan review)**
- 3. Existing topographical survey and hydrological study of all detention basins and details of existing outlet structures.**
- 4. Accurate location of all sanitary sewer services, sanitary sewer cleanouts and water services.**
- 5. Size, material and accurate location of all water lines, valves, hydrants and meters. (May also be shown on the final plan review)**

6. Any additional information as required by the City of Locust Grove Digital As-Built CAD Standards. (see below)

A registered professional engineer or land surveyor shall prepare the **as-built drawings** at a scale of 1:100. A registered professional engineer shall prepare the **as-built hydro study**. Two (2) copies shall be submitted to the Community Development Department prior to final approval of the final plat. An as-built **CAD** file is required per the **City of Locust Grove As-Built CAD Standards** (see below). Additionally, a copy of the as-built plans shall be submitted in **Adobe PDF** format.

Requirements for Street Core Tests

Core samples of all street-paving base and asphalt courses by taken to determine the thickness of each core. **All core tests made on street paving must include the base course as well as the asphalt binder and surface courses.**

A report of findings from the core samples shall be submitted to the Community Development Department along with a **diagram** showing the locations of the core samples.

Final Plat Requirements

A registered professional engineer or landscape architect and surveyor shall prepare the final plat at a scale of 1:100.

Final Plat Development Review Checklist

Call the Development Inspector (770) 692-2323

- Storm Drain—Grouted inverts
- Catch Basin and Drop Inlets
- Sanitary Sewer—TV inspection, Hard Copy and DVD water line test
- Curb and Gutter
- Bac-T Results—Hard copy
- All street core results—Hard Copy
- All sanitary sewer taps—mark with “X” (cut in curb and painted green)
- All water services—mark with “W” (cut in curb and painted blue)
- Entrance landscape complete

- Stop bar, decel lane, turn arrows painted
- Gas main installed
- Power service underground
- Phone cable
- Cable TV service
- Detention Pond fenced
- Street signs installed
- Street lights installed
- Handicap ramps at all street corners
- Sanitary sewer As-Built with profiles (CAD, PDF and hard copy)
- Water system As-Built (CAD, PDF and hard copy)
- Stormwater As-Built with profiles (CAD, PDF and hard copy)
- Street Profiles
- All ESC in Place

Date Completed _____

Digital As-Built CAD Standards/Checklist

City of Locust Grove Digital As-Built CAD Standards

Effective August 1, 2007, new final plats submitted to the City of Locust Grove will require electronic as-built drawings in a computer aided design (CAD) format. The following standards must be followed for all as-built drawings. As-built drawings will not be approved until these standards are met. Final Plats will not be approved until As-built drawings are approved.

- **Deliverable Format**

- All files shall be delivered in AutoCAD DWG format, release 2000 or later. CDs and DVDs are acceptable deliverable media. An Adobe Acrobat PDF file of the hard copy shall accompany each deliverable. The Adobe PDF file may accompany the DWG file on the same disk.
- All deliveries shall be labeled with the file name, company name, contact name, and phone number. A transmittal letter restating this information along with a statement requesting as-built review shall also accompany the disk.

- **File naming and revisions**

- File names should correspond exactly to the subdivision name and phase and should be consistent from one version to the next. The file name should contain the drawing revision date (in YYMMDD format) as part of the name. There should be no blank spaces in the name, only underscores. An example file name for the May 13, 2004 revision of the 3rd phase of the Apple Valley subdivision is: "Apple_Valley_3_040513".
- File revision dates should only be updated by the contractor/developer and not by the City of Locust Grove.

- **General Requirements**

- All as-built drawings and final plats are required in digital format showing Address and Lot number inside each lot. All lots must be closed polygons.
- All as-built drawings and final plats must be geo-referenced to the US State Plane coordinate system, GA State Plane West, NAD 83, US Survey Feet. All drawings must contain two reference survey markers (pins) with x,y,z coordinates tied to the Henry County GPS monument network. A copy of the more than 100 GPS survey monument pair locations can be found on the Henry County web site at: <http://www.co.henry.ga.us/GIS/GISmain.htm>.
- All features depicted in the as-built drawings must be surveyed after construction. The City of Locust Grove, at its discretion, will spot check coordinates and features to ensure accuracy. The CITY OF LOCUST GROVE CAD Layers Table specifies the features that must be surveyed. Water system features must be surveyed at a horizontal accuracy of ≤ 0.3 ft and vertical accuracy of ≤ 0.5 ft. Sanitary Sewer and Stormwater system features must be surveyed at a horizontal accuracy of ≤ 0.3 ft and a vertical accuracy of ≤ 0.1 ft.
- The following utility feature types must be shot directly using a survey instrument and tied to the Henry County monument network:
 - Point features: hydrants, valves, meter boxes, sewer manholes, service cleanouts, stormwater structures, etc.

- Line features: water lines, sewer lines and stormwater pipes, etc.
 - Polygon features: water/sewer/stormwater easements, stormwater detention ponds, right-of-way, lot lines, project boundary, etc.
 - The following additional information must be shown on all As-built drawings:
 - Line & text features: lot numbers, road names, street address, curb & gutter, and other features as shown in the CITY OF LOCUST GROVE CAD Layers Table.
- **Layers/Levels**
 - Layer names for required layers must appear exactly as in the CITY OF LOCUST GROVE CAD Layers Table.
 - All required layers listed in CITY LOCUST GROVE CAD Layers Table must contain only the features that are described for that layer. For example, the FIRE_HYDRANT layer must only contain the Fire Hydrants and not features such as North Arrows or Parcels.
 - All layers must be clearly differentiated from each other.
 - Two layers having similar names such as, WATER_LINE and WATER_LINES should not exist in the same drawing.
 - SEWER_LINE_TEXT and SEWER_TEXT should not exist in the same drawing.
 - All text & leaders must not appear on the same layer of the feature being described. For example, text describing a sewer line must be on the SEWER_LINE_TEXT layer, not the SEWER_LINE layer.
 - Text leaders should be placed on the text layer, not the feature layer. For example, the leader for the diameter of a water pipe should be on the WATER_LINE_TEXT layer, not the WATER_LINE layer. Leaders should be drawn using *Line* features not *Leaders*.
- **Drawing**
 - All layers must conform to the proper geometry type (point, line, polygon, or text,) as indicated in the CITY OF LOCUST GROVE CAD Layers Table.

CITY OF LOCUST GROVE CAD Layers			
<i>Layer Name</i>	<i>Type</i>	<i>Layer Contents</i>	<i>Surveyed</i>
ADDRESS_TEXT	Text	Street postal address number	No
CASING	Polygon	Water and sewer line casing	Yes
CASING_TEXT	Text	Text associated with CASING	No
EASEMENT_EXISTING	Polygon	Existing Water, Sewer & Stormwater Easement	Yes
EASEMENT_EXISTING_TEXT	Text	Existing Water, Sewer & Stormwater Easement Text	No
FDC	Insert/Point	Fire Department Connection	Yes
FIRE_HYDRANT	Insert/Point	Fire Hydrants	Yes
FIRE_HYDRANT_EXISTING	Insert/Point	Existing Fire Hydrants	Yes
FIRE_HYDRANT_TEXT	Text	Text associated with FIRE_HYDRANT	No
FIRE_HYDRANT_VALVE	Insert/Point	Fire Hydrant Valves	Yes
FIRE_HYDRANT_VALVE_EXISTING	Insert/Point	Existing Fire Hydrant Valves	Yes
HORIZONTAL_AND_VERTICAL_CONTROL_POINT	Insert/Point	Survey control points (rebar or monuments) with x,y,z coordinates	Yes
HORIZONTAL_AND_VERTICAL_CONTROL_TEXT	Text	Text associated with HORIZONTAL_AND_VERTICAL_CONTROL_POINT	No
LAND_LOT_LINE	Line	Land lot lines	No
LAND_LOT_LINE_TEXT	Text	Land lot numbers	No
LOT_NUMBER_TEXT	Text	Individual lot numbers	No
PROJECT_BOUNDARY	Polygon	The boundary line of the subdivision or commercial property.	Yes
PROJECT_BOUNDARY_TEXT	Text	Text labels for the project boundary	No
PROPERTY_LINE	Polygon	Property Lines (parcel lines)	Yes
PUMP_STATION	Polygon	Walls/Extents of the sewer pump (lift) station	Yes
PUMP_STATION_TEXT	Text	Text associated with PUMP_STATION	No
ROAD_EDGE_OF_PAVEMENT	Polygon	Street edge of pavement	Yes

ROAD_RIGHT-OF-WAY	Polygon	Road right-of-way	Yes
ROAD_RIGHT-OF-WAY_TEXT	Text	Text relating to the ROAD_RIGHT-OF-WAY	No
ROAD_TEXT	Text	Road Names	No
SEWER_EASEMENT	Polygon	Sewer Easements	Yes
SEWER_EASEMENT_TEXT	Text	Text associated with SEWER_EASEMENT	No
SEWER_END_OF_LINE	Insert/Point	End of sewer line (stubbed out for future)	Yes
SEWER_END_OF_LINE_TEXT	Text	Text associated with SEWER_END_OF_LINE	No
SEWER_FORCE_MAIN	Line	Sewer force mains	Yes
SEWER_FORCE_MAIN_TEXT	Text	Text associated with SEWER_FORCE_MAIN	No
SEWER_FORCE_MAIN_EXISTING	Line	Existing sewer force mains	Yes
SEWER_FORCE_MAIN_EXISTING_TEXT	Text	Text associated with SEWER_FORCE_MAIN_EXISTING	No
SEWER_LINE	Line	Sewer lines built as part of the development.	Yes
SEWER_LINE_TEXT	Text	Text associated with SEWER_LINE	No
SEWER_LINE_EXISTING	Line	Sewer lines present before the development was built	Yes
SEWER_LINE_EXISTING_TEXT	Text	Text associated with SEWER_LINE_EXISTING	No
SEWER_MANHOLE	Insert/Point	Sewer Manholes	Yes
SEWER_MANHOLE_TEXT	Text	Text associated with SEWER_MANHOLE	No
SEWER_MANHOLE_EXISTING	Insert/Point	Existing sewer manholes	Yes
SEWER_MANHOLE_EXISTING_TEXT	Text	Text associated with SEWER_MANHOLE_EXISTING	No
SEWER_TAP	Line	Sewer tap/lateral	Yes
SEWER_TAP_TEXT	Text	Text associated with SEWER_TAP	No
STORMWATER_DETENTION_POND	Polygon	Stormwater Detention Ponds	Yes
STORMWATER_DETENTION_POND_TEXT	Text	Text associated with STORMWATER_DETENTION_POND	No
STORMWATER_EASEMENT	Polygon	Stormwater Easements	Yes
STORMWATER_EASEMENT_TEXT	Text	Text associated with STORMWATER_EASEMENT	No
STORMWATER_STRUCTURE	Insert/Point	Stormwater structures (Catch basins, Junction Boxes, etc.)	Yes
STORMWATER_STRUCTURE_TEXT	Text	Text associated with STORMWATER_STRUCTURE	No
STORMWATER_STRUCTURE_EXISTING	Insert/Point	Existing stormwater structures	Yes
STORMWATER_STRUCTURE_EXISTING_TEXT	Text	Text associated with STORMWATER_STRUCTURES_EXISTING	No
STORMWATER_LINE	Line	Stormwater lines	Yes
STORMWATER_LINE_TEXT	Text	Text associated with STORMWATER_LINE	No
STORMWATER_LINE_EXISTING	Line	Existing Stormwater lines	Yes
STORMWATER_LINE_EXISTING_TEXT	Text	Text associated with STORMWATER_LINE_EXISTING	No
UTILITY_EASEMENT	Polygon	General Utility easements	Yes
UTILITY_EASEMENT_TEXT	Text	Text associated with UTILITY_EASEMENT	No
WATER_EASEMENT	Polygon	Water Easements	Yes
WATER_EASEMENT_TEXT	Text	Text associated with WATER_EASEMENT	No
WATER_END_CAP	Line	End of Water Line cap	Yes
WATER_END_CAP_TEXT	Text	Text associated with WATER_END_CAP	No
WATER_LINE	Line	Water lines installed in development	Yes
WATER_LINE_TEXT	Text	Text associated with WATER_LINE	No
WATER_LINE_EXISTING	Line	Water lines present before the development was built	Yes
WATER_LINE_EXISTING_TEXT	Text	Text associated with WATER_LINE_EXISTING	No
WATER_METER	Insert/Point	Water meters	Yes
WATER_METER_TEXT	Text	Text associated with WATER_METER	No
WATER_SERVICE	Line	Water service lines	No
WATER_SERVICE_TEXT	Text	Text associated with WATER_SERVICE	No
WATER_VALVE	Insert/Point	Water valves	Yes
WATER_VALVE_TEXT	Text	Text associated with WATER_VALVE	No
WATER_VALVE_EXISTING	Insert/Point	Existing water valves	Yes
WATER_VALVE_EXISTING_TEXT	Text	Text associated with WATER_VALVE_EXISTING	No
WATER_VAULT	Insert/Point	Large meter or fire connection vault	Yes
WATER_VAULT_TEXT	Text	Text associated with WATER_VAULT	No

- All Polygon type features must be completely closed. Lines may need to be duplicated on more than one layer.
 - Subdivision/project parcels need to be closed features on their layer (not closed with the subdivision/project boundary).
 - Road edge-of-pavement and road right-of-way must be drawn as closed polygons.
 - Where a polygon feature extends beyond the edge of the plan, the property boundary (repeated on the polygon feature's layer) will be used to close the polygon.
 - All edges on polygon features must be snapped together at the vertices
- Sanitary Sewer Features
 - Digital as-built files need to include all sanitary sewer profile data including RIM Elevations, IN Elevations, OUT Elevations, Slope %, Pipe Length, Pipe Size, Pipe Material, etc.
 - Sewer lines and sewer taps need to be digitized with proper directionality: lines must be drawn from the uphill node to the downhill node.
 - Sewer lines need to be symbolized with arrows indicating flow direction.
 - All sewer mains between sewer manholes need to be drawn with a single line. Lines must not continue for more than one tangent.
 - All sewer mains must be snapped at endpoints intersecting at the exact center of the manhole. No gaps should exist between tangents.
 - Manholes need to be symbolized consistently with a circle centered exactly on the tangent endpoints.
 - Sewer tap locations must be drawn from inside the correct lot boundary, snapped to the sewer main and accurately placed.
- Water System Features
 - Digital as-built files need to include Pipe Size, Pipe Material, etc.
 - Water lines must begin and end at the following features: hydrants, valves, meters, pumps, tees, crosses, and valves. Polylines should be used wherever a water line contains elbows or bends (i.e., when the line does make a straight run from node to node).
 - Curves must be digitized with enough vertices to capture the curve geometry, but they must be single, continuous lines. Arcs may also be used to designate curved pipe.
 - Water services must be snapped to the water main and meter. Services need to be digitized with directionality flowing from the water main to the meter.
 - Hydrants must be shown in their true, surveyed location, and must be connected to the water main via a valved fire hydrant line.
 - Water valves must be shown in their true, surveyed location and snapped to the water main.
 - All water lines must be continuous, with pipe endpoints snapped to each other at endpoints (nodes).
 - End-of-line caps must be drawn to differentiate end-of-lines from lines that extend beyond the extent of the drawing. Caps should be drawn for lines that are to be permanently capped when the project is complete, not for lines that are temporarily capped pending inspection.
- Stormwater System Features
 - Digital as-built files need to include all stormwater profile data including RIM Elevations, IN Elevations, OUT Elevations, Slope %, Pipe Length, Pipe Size, Pipe Material, etc.
 - Stormwater lines need to be digitized with proper directionality: lines must be drawn from the uphill node to the downhill.
 - All pipes between stormwater structures need to be drawn with a single line. Lines must not continue for more than one tangent.

- All pipes must be snapped at endpoints intersecting at the exact center of the stormwater structure. No gaps should exist between tangents.
- Stormwater structures need to be symbolized consistently according to commonly used CAD symbols for respective features and centered exactly on the tangent endpoints.
- Stormwater detention ponds need to be drawn as closed polygons.
- Easements
 - All easements (existing and abandoned) must be shown on their layer.
 - Easements must be closed polygons.
- **Symbolization**
 - Symbols for Fire Hydrants, Water Valves, Water Meters, Water Vaults, Sewer Manholes, and Stormwater Structures must be standardized according to commonly used CAD symbols for respective features and identified in the appropriate TEXT layer.
- **Annotations**
 - All water, sewer, and stormwater features must be annotated indicating pipe diameter, material and/or feature type/description on the respective TEXT layer.
 - All annotation for polygon features must be bounded by the polygon it annotates. For example, the project name must be within the project boundary, and not extend beyond it.

Letter of Credit Example (On blank letterhead)

(Date)

Locust Grove City Council
3644 Hwy 42
P.O. Box 900
Locust Grove, GA 30248

RE: Three (3)-Year Letter of Credit

_____ Subdivision Unit _____ Phase _____ (For developments with multiple units/phases of construction, previously approved units/phases shall be placed under this letter of credit where the previously approved unit/phase is used as access for construction traffic. Please include as an attachment to this letter of credit a construction traffic map showing all construction traffic entrances and exits including all street names.

Amount: \$ _____

Dear _____:

We hereby establish an irrevocable letter of credit in favor of the City of Locust Grove "City" on behalf of _____ "Owner" in the amount of \$ _____. The irrevocable letter of credit shall be released to the developer on **(3 years from letter date)** upon receipt of written approval from the City authorizing release.

The purpose of this letter of credit is to guarantee payment of nay labor and material costs incurred by the City in the maintenance of any streets, drainage structures and drainage way, stormwater detention facilities, and other public facilities and improvements within street rights-of-way and designated easements.

The City may draw upon this letter of credit to the amount set forth above upon presentation to the bank of the following:

- 1. A letter from the City Community Development Department Director stating that the Owner has failed to comply with Chapter 16.04 of the code of the City of Locust Grove, Georgia, with regards to making all the required repairs and that the cost of the repairs equals or exceeds the amount of the letter of credit (or maintenance bond).**
- 2. A copy of this letter of credit.**

This letter of credit shall be non-assignable and non-transferable, and the proceeds shall be non-assignable and non-transferable.

This letter of credit shall be governed by the Laws of the State of Georgia. We hereby agree with you that the drafts under and in compliance of this letter of credit shall be duly honored upon presentation to the bank.

Sincerely,

(Authorized Bank Officer Signature)

(Corporate Seal)

Environmental Health Section—Henry County Health Department**Address:** 137 Henry Parkway, McDonough, GA 30253**Tel.** (770) 288-6190**Developer's Information Sheet**

Objective: Assist in avoiding potentially costly delays, changes in design or establishment of lots, building sites, etc. that may be unsuitable for installation of on-site sewage management systems.

How: You are urged to contact the Henry County Health Department representative prior to beginning any physical development of any physical development on any property.

Procedures: Henry County Board of Health Rule 89-1 states:

(1) **Plans Required.** No person may sell, offer for sale, lease, rent, begin construction or otherwise begin the physical development of a subdivision or mobile home park where public or community sewage treatment systems are not available, or contemplated to be available to serve, the proposed development until proposals and plans for the water supply and sewage disposal method to be provided or installed have been submitted to and written approval has been obtained from the County board of Health.

(2) **Predevelopment Review Advised:** All developers considering subdivision or mobile home park development, where public or community sewage treatment systems will not be available, are strongly advised to seek a predevelopment review by the County Board of Health **prior** to purchasing property and/or making substantial monetary outlays for developmental improvements. Rejection or tentative approval may be obtained at this time by submitting the following information:

1. A boundary plat including:
 - a. Vicinity map
 - b. A topographic map
 - c. A soil map and soil description overlaid onto plat with the original signature of the soil scientist. Level II soil report recommended at this stage.
2. Complete subdivision analysis record on forms provided by the County Board Health.

(3) **Required Documents Prior to Final Approval:**

1. Level III soil report required at this stage
2. Subdivision analysis record.
3. Plat, with plans including the following:
 - a. Plans shall be drawn to a reasonable scale, with topography depicted by two-foot (2') contour.
 - b. Illustrate the location of all present and proposed wells, water courses, flood plains, water systems, sewage systems, roads, structures, right-of-ways and easements on the property and within one hundred feet (100') outside the perimeter of the property.

- c. Storm water drainage systems, subsurface drainage systems, elevations of seasonal high water table.
 - d. Locations and results of test borings and percolation tests, if applicable, lot identification, dimensions, soil classification from special investigations conducted by a certified soil classifier, and building lines. Report must contain classifier's original seal.
 - e. A copy of approved soil erosion and sedimentation control plans.
 - f. Name and registration number of the preparing surveyor or engineer shall also be on the subdivision plan.
 - g. Original signature of soil classifier required on soil classification or soil data report overlaid onto the final plat.
- (4) **Fees:** A fee of \$200 plus \$10 per lot for subdivision review relative to on-site sewage management systems (septic tank systems) was adopted by the Henry County Board of Health and approved by the Henry County Commission. This fee should accompany request for review.
- (5) **Disclaimer:** Rule 89-1 states:
- If conducted, percolation tests shall not be considered presumptive or conclusive evidence as to the suitability of a given lot for the use of on-site sewage management systems. Such tests shall be considered and analyzed as one of many criteria in determining soil suitability. Acceptable data on soil characteristics, including the location of rock strata and water table evaluations, will be considered of primary importance. Percolation tests, if conducted will be used to augment or supplement the soils data. It should be further understood that percolation tests made during dry weather periods in areas that commonly experience high seasonal water table elevations during wet periods of the year will often exhibit very good percolation rates, thus inaccurately portraying the absorptive capacity of the soil during wet periods. Percolation tests shall be run in accordance with the modified Taft Engineering Center method. Original signature of engineer, surveyor or soil scientist is required on soil test data records.
- (6) **Note:** Due to the influence of weather variations, percolation tests have been found to be less reliable than soil classification. For this reason, the Health Department requires that soil investigations conducted by a Soil Classifier be used in lieu of percolation test data on all new subdivision development.
- (7) **Minimum Lot Size:** Please take particular note of the requirements regarding the area that can be included when determining the minimum lot size.
- (a) All lots shall contain the minimum square foot area in one contiguous unit unseparated by streams, easements or other barriers that would make portions of the lot unusable for an on-site sewage management system. However, an easement may be crossed by a sewer provided written notarized permission is granted by the holder of the easement. No part of any easement may be used for leach field and no part of the easement may be used in computing the required minimum square foot area of a lot.

- (b) Areas with fifty feet (50') of any lake, stream or water impoundment shall not be included in computing the minimum required square foot area. Areas within one hundred fifty feet (150') of any lake or impoundment used as a public water supply shall not be included in computing the minimum required square foot area.

- (c) For single family dwellings served by a public or community water system but not by a public or community sewer system, lots shall contain a minimum of thirty thousand (30,000) square feet and shall not be less than one hundred twenty-five feet (125') wide at the building line. The lot shall accommodate the initial on-site sewage management system and reserve area. The reserve area shall remain undisturbed, available for future repair and shall not conflict with applicable zoning requirements and shall not be used to accommodate any other construction (above or underground) precluding its use or availability in the even of initial-system failure.

Important

Approval of a subdivision for use of on-site sewage management systems is made independent of zoning regulations regarding lot size, density or lot dimensions. Approval of any lot or subdivision for septic tank systems by the Henry County Department does not constitute approval of the City of Locust Grove Community Development Department or any other agency. Conversely, approval of a development or building site by any other agency does not constitute approval by the Henry County Board of Health.

Septic tank permits are issued on an individual lot basis. Each lot is considered as a separate unit in determining whether such a system would pose a potential health hazard. It is necessary to consider dwelling locations, size and any other construction on the particular lot in order to make a complete evaluation. Locations of dwelling, driveways, swimming pools, refuse burial pits, etc. may be limited to certain areas in order to install a suitable septic tank system.

City of Locust Grove, Georgia

SUBDIVISION RIGHT-OF-WAY DEED

THIS INDENTURE, made this _____ day of _____, 20____ between the undersigned Grantor (s), party (ies)_____ of the first part, and the City of Locust Grove "City", a political subdivision of the State of Georgia, party of the second part.

WITNESSETH:

That for and in consideration of the sum of One Dollar (\$1.00) in hand paid and the benefits flowing to the Grantor(s) from the project hereinafter described, party (ies) of the first part does (do) grant and convey unto party of the second part, its successors and assigns, the following property, to wit:

All road or streets, water and sewer lines and appurtenances thereto, all storm drains and drainage easements located on the following described tract of property:

All that tract or parcel of land lying and being in Land Lot (s) _____, _____, _____, _____, _____, of the _____, _____, _____, District (s), City of Locust Grove, Henry County, Georgia, as shown by plat of survey of: _____ Subdivision, Unit _____, Phase _____, made by _____, dated _____, recorded in Plat Book _____, Page _____, Henry County Records.

It is the intent of the parties that the City of Locust Grove, Georgia shall have a Total Right-of-Way width of _____ ft.

Grantor (s) further agree (agree) to grant the City the right to grade, till, landscape or slope for drainage, such private property adjoining this right-of-way, as may be necessary for the construction and maintenance of said road, and the City agrees to pay for the materials and labor replacement costs for any fence that may become necessary for the City Council to move in conjunction with a road improvement project involving this right-of-way. Any material or labor relocation expenses incurred due to waterline construction will be the responsibility of the Henry County Water and Sewerage Authority or the City of Locust Grove Public Works Department.

To have and to hold bargained premises unto grantee, its successors and assigns forever in fee simples.

Party (ies) of the first part will forever warrant and defend the bargained premises unto party of the second part, its successors and assigns against the claims of all persons whomever.

IN WITNESS WHEREOF party(ies) of the first part have hereunto set their hand(s) and seal(s) the day and year above written.

Street Names:

Signatures

Witness

(Print Names)

Notary Public

(Print Name)

**ITEMIZED LIST OF MATERIALS
(WATER, SANITARY SEWER, & STORM SEWER)**

PROJECT NAME: _____

WATER SYSTEM MATERIALS		SANITARY SEWER SYSTEM MATERIALS		STORM SEWER SYSTEM MATERIALS		
LENGTH	DIAMETER	LENGTH	DIAMETER	LENGTH	DIAMETER	MATERIAL
	8"-DIP WATER MAIN		4"-SEWER LINE			
	10"-DIP WATER MAIN		6"-SEWER LINE			
	12"-DIP WATER MAIN		8"-SEWER LINE			
	18"-DIP WATER MAIN		12"-SEWER LINE			
	OTHER WATER MAIN		OTHER SEWER LINE			
NUMBER		OTHER		OTHER		
	FIRE HYDRANTS		MANHOLES (____)		MANHOLES (____)	
	TEES					
	GATE VALVES (____")					
OTHER LARGE ITEMS (i.e., CROSSES, ETC.)						

THIS IS TO STATE THAT THE WATER AND/OR SANITARY SEWER LINES AND/OR STORM SEWER LINES IN THE ABOVE-STATED PROJECT ARE DONATED TO THE CITY OF LOCUST GROVE AS OF THIS DATE AT A DECLARED COST OF:

\$ _____ FOR **WATER LINES** AND/OR
 \$ _____ FOR **SANITARY SEWER** LINES AND/OR
 \$ _____ FOR **STORM SEWER LINES** WITH A THREE-YEAR WARRANTY AS TO THE MAINTENANCE OF SAID LINE AND/OR LINES.

PAGE 1 OF 2

DATED THIS _____ DAY OF _____, 20_____.

GRANTOR (OWNER)

BY: _____
(NAME AND TITLE)

ATTEST:

NOTARY PUBLIC
MY COMMISSION EXPIRES: _____

STATE OF GEORGIA
HENRY COUNTY

AFFIDAVIT OF OWNER

PERSONALLY APPEARED before the undersigned authority:

_____, _____ of
(name of individual) (title)

_____, who, being first duly sworn,
(name of company)

deposed on oath, says as follows:

1. That the above-named company is the owner of a certain tract of land located in the corporate limits of the City of Locust Grove, Henry County, Georgia, known and designated as Land Lot(s) _____, District 2, Henry County, Georgia

(name of subdivision, if applicable)
Hereinafter called "Project".

2. That said Affiant has recently completed the following improvements:

(list of improvements)

3. That Affiant has full and official knowledge of all the debts and obligations incurred for labor and materials which have entered into or become a part of said Project.
4. That Affiant further says all debts and obligations incurred for labor and materials for said Project have been fully and completely paid and discharged in good and lawful money of the United States of America.
5. That Affiant further says that all Georgia Sales and Use Tax (if applicable) has been paid fully and completely in good and lawful money of the United States of America.
6. That Affiant further says that there are no suits, claims, or liens, prospective or otherwise, in consequence of the construction of said Project.
7. That Affiant further states that the Contractor has been paid in full good and lawful money of the United States of America for all sums due Contractor by Owner.

IN WITNESS WHEREOF, Affiant has hereto set his/her/their/its hand and seal this _____ day of _____, 20_____.

SIGNED _____ PRINTED NAME _____

Signed, sealed and delivered in presence of: _____(L.S.)

Notary Public

My Commission Expires _____

STATE OF GEORGIA
HENRY COUNTY

**AFFIDAVIT OF CONTRACTOR, LIEN WAIVER &
DEED OF CONVEYANCE**

PERSONALLY APPEARED before the undersigned authority:

_____, _____ of
(Name of individual) (title)

_____, who, being first duly sworn,
(name of company)

deposed on oath, says as follows:

1. That the above-named company has recently completed improvements on the property of:

(Owner of Property upon which improvements were made)

located in the corporate limits of the City of Locust Grove, Henry County, Georgia, known and designated as Land Lot(s) _____, District 2, Henry County, Georgia

(name of subdivision/project, if applicable)
Hereinafter called "Project", under contract with the owner of said property.

2. That Company has been paid the full contract price of said improvements.
3. That all bills for labor and materials have been paid in full in the amount of \$_____.
4. That no person has any claim or lien by reason of said improvements except as follows (ATTACH DOCUMENTATION):

- NONE, as to the STREET SYSTEM
- NONE, as to the WATER SYSTEM
- NONE, as to the SANITARY SEWER SYSTEM
- NONE, as to the STORM SEWER SYSTEM

5. That this Affidavit is made to induce the City of Locust Grove to accept the improvements constructed by said Company.

IN WITNESS WHEREOF, Affiant has hereto set his/her/their/its hand and seal this _____ day of _____, 20____.

SIGNED _____ PRINTED NAME _____

Signed, sealed and delivered in presence of: _____(L.S.)

Notary Public

My Commission Expires _____