



# City of Covington

## FINAL PLAT APPLICATION PROCESS

### Purpose

This document explains the process for dividing property. The plat standards and specifications are found in Chapter 14.08 of the Covington Municipal Code of Ordinances. A pre-application meeting is required prior to the submittal of a preliminary plat and/or the parcel division application.

### Process

- When it becomes necessary or desirable to revise a recorded final plat, the developer shall prepare a letter to the planning director documenting the reason for and extent of the revision including reproducible drawing(s) that contain the subject revision along with payment of the applicable final plat review fee. The revised plat shall contain a new signature block, be dated with the current date, be drawn at an appropriate scale and contain notation(s) indicating the nature and location of the revision(s). The subdivision name, date and plat book and page number of the original plat recording shall be noted on the new plat; and the new plat drawings shall be designated as "revised final plat."
- All revisions shall be bound by the protective covenants, if any, recorded on the original final plat, and a statement to that effect shall be noted on the revised final plat.
- If necessary, corresponding revisions to construction drawings, as-built drawings, engineering data and reports also shall be prepared, labeled appropriately, submitted, reviewed and certified by the planning director, and filed in the engineering department along with payment of the appropriate review fee.
- The planning director shall forward the revised final plat and any related documentation to the appropriate city departments or agencies that would be involved in reviewing the accuracy of the revision. Upon receipt of approval from such other departments or agencies, the planning director shall certify the revised final plat and submit it to the city council for final action.
- The developer shall cause the approved revised final plat to be recorded by the clerk of superior court of Newton County, and the required number of recorded copies of the recorded plat shall be remitted back to the planning department.
- Any revised plat that does not receive approval shall be returned to the developer with written notification stating the reasons for denial.
- The review fee consist of a base fee of \$50.00 plus \$1.00 for each lot being created up to 100 lots. If more than 100 lots are to be created the fee consist of a base fee of \$50.00 plus \$1.00 for each lot up to 100 lots then \$.50 for each subsequent lot.
- The final plat shall be clearly and legibly drawn in black ink on suitable permanent reproducible material. The scale of the final plat shall be one hundred (100) feet to one inch. Sheet size shall not exceed thirty-four (34) inches by thirty-four (34) inches. If complete plat cannot be shown on one sheet of this size, said plat shall be shown on several sheets with an index map indicated on each sheet. In no case shall sheet size be less than eight and one-half inches by eleven (11) inches, provided, however, that space is thereby available for statements, approvals, and certificates as required in Section 14.08.250.
- The final plat shall conform to the design and characteristics and standards of the preliminary plat and it may constitute only that portion of the approved preliminary plat which the subdivider proposes to record and develop at any one time, provided that such portion conforms to the staging established in preliminary plat procedure and to the requirements of these regulations.



# City of Covington

## FINAL PLAT APPLICATION PROCESS

- The final plat shall contain the following information:
  - A. Name of subdivision and street names.
  - B. Name and address of owner of record.
  - C. Name and address of subdivider.
  - D. Date of plat drawing, graphic scale, north point, notation as to the reference of bearings to magnetic, true north, or grid north, and an indication of whether bearings shown are calculated from, angles turned or taken from compass readings.
  - E. Location of tract, acres, number of lots.
  - F. Name of former subdivision if any or all of the final plat had been previously subdivided.
  - G. Location sketch as provided for in Section 14.08.140(A)(7).
  - H. Courses and distances to the nearest existing street intersections or bench marks or other recognized permanent monuments. Not less than three shall be accurately described on the plat.
  - I. Exact boundary lines of the tract, to be indicated by the heavy line, giving distances to the nearest one-tenth foot and angles to the nearest minute, which shall be balanced and closed with an error of closure not to exceed one to five thousand (5,000). The error of closure shall be stated. Tract boundaries shall be determined by accurate survey in the field. Surveys shall be coordinated and tied into U.S. Geological Survey maps where same are available.
  - J. Municipal, county, or land lot lines accurately tied to the lines of the subdivision by distance and angles when such lines traverse the subdivision.
  - K. Exact locations, width, and names of all streets and alleys within and immediately adjoining the plat and the exact location and widths of all crosswalks.
  - L. Street centerlines showing angles of deflection, angles of intersection, radii, length of tangents and arcs, and degree of curvature with basis of curve data.
  - M. Lot lines with dimensions to the nearest one-tenth foot, necessary internal angles, arcs and chords, and tangents or radii of rounded corners.
  - N. Building setback lines with dimensions.
  - O. When lots are located on a curve or when side lot lines are at angles other than ninety (90) degrees, the lot width at the building line shall be shown.
  - P. Lots or sites numbered in numerical order and blocks lettered alphabetically.
  - Q. Location, dimensions, and purpose of all drainage structures and of any easements, including slope easements, if required, and public service utility right-of-way lines, and any areas to be reserved, donated, or dedicated to public use or sites for other than residential use with notes stating their purposes and limitations; and of any areas to be reserved by deed covenant for common uses of all property owners.
  - R. A statement of the private covenants, if they are brief enough to be put directly on the plat; otherwise, a statement as follows:

"This plat is subject to the covenants set forth in the separate document(s) attached hereto dated \_\_\_\_\_, which hereby become(s) a part of the plat," recorded on \_\_\_\_\_ (date) and signed by the owner.
  - S. Accurate location, material, and description of monuments and markers. Monuments to be placed after final street improvement shall be designated as future.



# City of Covington

## FINAL PLAT APPLICATION PROCESS

T. Certificates and statements specified in Section 14.08.260 of this chapter.

- Each final plat submitted to the planning commission for approval shall carry the following certificates printed or stamped thereon substantially as follows:
  - A. It is certified that this plat is true and correct and was prepared from actual survey of the property made by me or under my supervision; that all monuments shown hereon actually exist or are marked as "Future;" that their location, size, type, and material are correctly shown; and that all engineering requirements of Title 14 of this Code have been fully met.

By \_\_\_\_\_

Registered C.E. No. \_\_\_\_\_

Registered Georgia Land  
Surveyor's No. \_\_\_\_\_

Date \_\_\_\_\_

### B. OWNER'S ACKNOWLEDGMENT:

(STATE OF GEORGIA)

(COUNTY OF NEWTON)

The owner of the land shown on this plat and whose name is subscribed thereto, in person or through duly authorized agents, hereby acknowledges that this plat was made from an actual survey and dedicates to the use of the public forever, all streets, sidewalks, parks, drains, easements and public grounds thereon shown, which comprise a total of \_\_\_\_\_ acres, for the purposes therein expressed.

Subdivider \_\_\_\_\_

Owner \_\_\_\_\_

C. Place for statement of slope easement.

D. Place for statement of drainage easement.

E. Place for statement of covenant.

F. Place for approval of health department, if required.

G. This plat has been approved for recording by the City of Covington, Georgia and has first been technically examined by the planning commission and city engineer and approved in accordance with the procedures, rules and regulations set forth in this Chapter 14.08.

Date: \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
City Clerk

Date: \_\_\_\_\_, 20 \_\_\_\_\_

\_\_\_\_\_  
Secretary, Planning Commission



# City of Covington

## FINAL PLAT APPLICATION PROCESS

Date: \_\_\_\_\_, 20 \_\_\_\_\_

\_\_\_\_\_  
City Engineer