

ARTICLE 4

PROCEDURES, PLAN AND PLAT SPECIFICATIONS

4.1 PRE-APPLICATION CONFERENCE

Whenever any subdivision of a tract of land whether for residential or nonresidential is proposed to be developed, or whenever a single parcel of land (other than in a subdivision of a one or two-family dwelling) is proposed; the developer is encouraged to present to the City preliminary documents and graphic exhibits to allow early evaluation of the developer's intentions and coordination with the Comprehensive Plan, Zoning Resolution, etc. The conference will inform and provide the subdivider with the necessary regulations in order to properly accomplish the proposed project.

4.2 CONCEPT PLAN APPROVAL

4.2.1 Concept Plan Procedures

- A. Application for Concept Plan approval shall be submitted to the City using an application form and in a number of copies to be determined by the City.
- B. The Concept Plan shall include the entire property being developed. Properties which adjoin the subject property and which are under the same ownership or control as the subject property shall be so indicated.
- C. Following the pre-application conference on a proposed subdivision of land not allowed as an exemption as described in Section 2.4 of these Regulations, the subdivider shall submit the appropriate number of copies of the Concept Plan, and a letter requesting Concept Plan approval. The subdivider shall indicate the name and address of the owner and developer of the proposed subdivision and pay a fee, set by the City Council.
- D. The City may send copies of the Concept Plan to the City Planning and Development Department or Consultants or engineers, or other appropriate county or state agency, for review and comment or approval.
- E. If the Dacula Planning and Development Department determines that the Concept Plan shall not be approved, the Planning and Development Department shall make findings of fact as to the reasons for the denial of a subdivision of land. Appeals to the denial shall be filed with the City Administrator. The appeal of the denial shall be considered by the City Administrator the same as an appeal of any administrative decision and shall be processed in the same manner. Any appeal of the City Administrator's decision shall be forwarded to the City Council.
- F. Following Concept Plan approval for a subdivision of land by the Dacula Planning and Development Department, a clearing and grubbing permit shall be issued at the developer's request for the clearing of street rights-of-way, based on a Soil Erosion and Sediment Control Plan approved by the appropriate agency.

**4.2.1 Concept Plan Procedures (Continued)**

- G. Following Concept Plan approval by the Dacula Planning and Development Department for a single parcel of land, non-subdivision (site plan), a grading permit may be issued at the developer's request based on the requirements for a clearing and grubbing permit and in addition a stormwater management report (hydrology study) shall be submitted and approved.
- H. Copies of the approved Concept Plan shall be provided to the City for permanent record, in a number as determined by the City.

**4.2.2 Concept Plan Specifications**

- A. The Concept Plan for a subdivision or site development shall be clearly and legibly drawn at a scale of not less than one inch represents 100 feet. Sheet size shall not exceed 36 inches by 24 inches, provided, however, a scale of not less than one inch represents 200 feet may be used to avoid sheets in excess of 36 inches by 24 inches. The City may approve other scales and sheet sizes as deemed appropriate.
- B. The Concept Plan may be prepared as a freehand drawing to approximate scale of the proposed improvements, right-of-way, lot lines, etc., shown on a boundary survey or other property outline map of the property.
- C. The Concept Plan shall contain the following:
  - 1. Approximate total acreage.
  - 2. Proposed total number of lots and minimum lot size.
  - 3. Size and location of adjoining existing streets or access drives and proposed right-of-way, roadways, and access drives.
  - 4. For multi-family and nonresidential site developments (not subdivisions), the approximate location and arrangement of buildings, parking areas, and other improvements including stormwater detention areas, and all required buffers.
  - 5. Topography with contour intervals no greater than 10 feet.
  - 6. Proposed method of sewage disposal (expressed as a note).
  - 7. Boundary lines of the overall property showing bearings and distances along all lines and the bearings and distance to an existing street intersection or other recognized permanent landmark. The source of said boundary information shall be indicated.
  - 8. All contiguous property under the ownership or control of the developer, except those lands of a dissimilar zoning category. Areas not planned at the time of the submittal shall be shown as "Future Development".

**4.2.2 Concept Plan Specifications (Continued)**

**9. Authorization statement on Concept Plan to read as follows:**

I HEREBY SUBMIT THIS CONCEPT PLAN AS AUTHORIZED AGENT/OWNER OF ALL PROPERTY SHOWN THEREON, AND CERTIFY THAT ALL CONTIGUOUS PROPERTY UNDER MY OWNERSHIP OR CONTROL IS INCLUDED WITHIN THE BOUNDARIES OF THIS CONCEPT PLAN, AS REQUIRED BY THE DEVELOPMENT REGULATIONS.

\_\_\_\_\_  
SIGNATURE OF AUTHORIZED AGENT/OWNER

\_\_\_\_\_  
DATE

**10. Location sketch (vicinity map).**

**11. Lakes, ponds, and floodplains and the source of floodplain data including the panel number of flood insurance rate maps.**

**12. Required recreation areas and other public areas to be dedicated to the public or held in common ownership by a homeowner association or other similar entity.**

**13. Existing zoning of the property and adjoining properties.**

**14. Land District, Land Lot, and, Parcel Number, or Georgia Militia District.**

**15. Subdivider's name, local, and permanent (if different) address and phone number.**

**16. Tax Map page and parcel number(s).**

**17. General development data (in tabular form) for single family developments, such as minimum lot size, floor area, and all relevant Conditions of Zoning.**

**18. Signature block to read as follows:**

THIS CONCEPT PLAN HAS BEEN REVIEWED AND APPROVED FOR GENERAL COMPLIANCE WITH THE ZONING RESOLUTION AND DEVELOPMENT REGULATIONS OF THE CITY OF DACULA, GEORGIA.

\_\_\_\_\_  
PLANNING REPRESENTATIVE, CITY OF DACULA

\_\_\_\_\_  
DATE

**4.3 PRELIMINARY PLAT/SUBDIVISION DEVELOPMENT PLANS**

**4.3.1 Procedure for Subdivision Development Plans Approval**

- A. An application for Development Plans approval and issuance of a development permit shall be submitted to the City using an application form and in a number of copies as determined by the City. The Development Plans may encompass a portion of a property included within an approved Concept Plan. The application shall include the Preliminary Plat, and construction drawings. All construction drawings and other engineering data shall be prepared and sealed by a Professional Engineer or Landscape Architect currently registered in the State of Georgia, in accordance with provisions of Georgia Law.

- B. The City shall indicate on a review copy of the drawings or in a written memorandum all comments related to compliance of the Development Plans with these Regulations, principles of good design, the Zoning Resolution, conditions of zoning approval, and the regulations of Dacula, Gwinnett and State agencies as appropriate. The City Council shall have final authority to determine the applicability of any and all comments under these Development Regulations, the Zoning Resolution or conditions of zoning approval.
- C. The City may not approve any Preliminary Plat whereon is shown a lot which would present particularly unusual difficulties for construction of a building, which would clearly require a variance to be reasonably usable, or which is otherwise "unbuildable" because of its unusability, whether due to the presence of floodplain, unusual configuration, lack of public utilities or for any other reason. A House Location Plan (HLP) may be required to be filed as a part of the Preliminary Plat approval to substantiate the ability to build on any such difficult or unusual lot.
- D. The subdivider shall be responsible for compliance with all codes, regulations, and zoning requirements and for the satisfaction of all of the noted and written comments of the City.
- E. Should an applicant disagree with the findings or final review comments of the City or its designee, concluding that factual or interpretive errors have been made, the following appeal procedure shall be followed to resolve the issues.
  - 1. Submit to the City a written statement clearly defining the nature of the disagreement, the specific reference to the sections of the regulations (i.e., Development Regulations, etc.) at issue, and the applicant's own opinion.
  - 2. The City Administrator shall automatically forward a copy of the appeal to the City Council for final action in their normal course of business.
- F. When the City has determined that the plat and other Development Plans are in compliance with all applicable City regulations and zoning requirements and approval has been received from the City, Gwinnett County, and State Departments, the City shall approve the Development Plans and shall authorize the Mayor or his designee to sign and date a CERTIFICATE OF DEVELOPMENT PLANS APPROVAL stamped or printed on a reproducible copy of the plat. The prescribed number, which the City establishes from time to time, of approved copies of the approved plat and Development Plans shall be transmitted to the City for its records and retained by the applicant.

**4.3.1. Procedure for Subdivision Development Plans Approval (Continued)**

- G. Following the above approval by all affected City, Gwinnett County, and State Departments, a Development Permit shall be issued at the developer's request to begin construction activities based on the approved development plans.

**4.3.2 Preliminary Plat Subdivision Development Plan Specifications**

- A. An application for a development permit for a subdivision shall consist of the Preliminary Plat, a certified boundary survey, associated slope or construction easements (if any), and such other Development Plans as may be required by these Regulations.

- B. The Development Plans shall generally conform to the Concept Plan, if any, and may constitute only that portion of the approved Concept Plan which the subdivider proposes to construct at one time as a single unit, provided that such portion conforms to the requirements of these Rules and Regulations. If no Concept Plan was approved on the property, the Development Plans shall include the entire property being developed within the same zoning category.

C. Scale

The Development Plans shall be clearly and legibly drawn at a scale of not less than 100 feet to one inch. Sheet size shall not exceed 24 inches by 36 inches. Plan and Profile sheets shall have a horizontal scale of no less than one inch represents 100 feet and a vertical scale of no less than one inch represents 10 feet.

D. Certified Boundary Survey

The Preliminary Plat shall be drawn on, accompanied by, or referenced to a certified boundary survey delineating the entirety of the property contained within the Preliminary Plat, and tied to a point of reference (tie point) with the same degree of accuracy as the boundary survey itself. The survey shall have an accuracy of no less than 1 in 10,000, and shall meet all requirements of Georgia Law regarding the recording of maps and plats.

E. The Preliminary Plat shall contain the following:

1. Proposed name of subdivision.
2. Name, address, and telephone number of the owner of record, and of the subdivider (if not the owner).
3. Name, address, and telephone number of each professional firm associated with the Development Plans (engineer, surveyor, landscape architect, etc.).
4. Date of survey, north point, and graphic scale, source of vertical datum, date of plat drawing, and space for revision dates.
5. Proposed use of the site, such as single-family detached residences, duplexes, townhouses, office park, industrial subdivision, etc. For residential, indicate total number of dwelling units within plat.

4.3.2 Preliminary Plat Subdivision Development Plan Specifications (Continued)

6. Land District, Land Lot and parcel number(s), Georgia Militia District, acreage, and density, if applicable.
7. Location sketch locating the subdivision in relation to the surrounding area with regard to well known landmarks such as major thoroughfares or railroads. Sketches may be drawn in freehand and at a scale sufficient to show clearly the information required, but not less than one inch represents 2,000 feet. U.S. Geological Survey maps may be used as a reference guide for the location sketch.
8. Name of former subdivision, if any, or all of the land in the Preliminary Plat that has

been previously subdivided, showing boundaries of same.

9. Boundary lines of the perimeter of the tract indicated by a heavy line giving lengths in feet and hundredths of a foot, and bearings in degrees, minutes, and seconds. Bearing and distance to a designated tie point.
10. Directional flow arrows for street drainage and individual lot drainage when finished grading of lots is not shown.
11. Contour lines based on sea level datum, or other datum acceptable to the City. These shall be drawn at intervals of not more than two feet. Contour lines shall be based on field surveys or photogrammetric methods from aerial photographs. The basis for the topographic contour shown shall be specified and dated.
12. Natural features within the proposed subdivision, including drainage channels, bodies of water, and other known significant features such as extensive exposed rock. On all water courses leaving the tract, the direction of flow shall be indicated. The FEMA 100-year floodplain shall be outlined and the source of the depicted floodplain information shall be indicated. For those lots containing floodplain, a Floodplain Lot Chart shall be provided showing the area (in square feet) of each lot lying inside and outside of the floodplain as though the land disturbance activity were completed.
13. Man-made and cultural features existing within and adjacent to the proposed subdivision including existing right-of-way measured from centerline, pavements widths, and names of existing and platted streets; all easements, City, and County jurisdiction lines; existing structures on the site and their disposition, and other significant information. Location and dimensions of existing bridges; water, sewer, and other existing utility lines and structures; culverts and other existing features should be indicated.

#### 4.3.2 Preliminary Plat Subdivision Development Plan Specifications (Continued)

14. Proposed layout including lot lines, lot numbers, and block letters; proposed street names, roadway and right-of-way lines; and, sites reserved through covenants, easement, dedication, or otherwise for public uses. Lots shall be numbered in numerical order and blocks lettered alphabetically. The minimum building setback line from all streets. Streets shall be dimensioned to show right-of-way and roadway widths, central angles, intersection radii, and cul-de-sac roadway and right-of-way radii. Centerline curve data shall be provided for all roadway curves [radius, length, amount of super-elevation (if any), point of curvature (P.C.), point of tangency (P.T.), etc.] if not shown separately on construction drawings.
15. Identify unit number, division, or stage of development, if any, as proposed by the subdivider.
16. Existing zoning of the property. Rezoning and variance case numbers, dates of approval and conditions (as applicable). Note minimum lot size and minimum yard setback requirements, and other applicable zoning requirements. Show the dimension of required buffers, landscape strips, no-access easements, etc. Note any approved Waivers from these Regulations.

17. All adjoining property owners, subdivision names, lot numbers and lot lines, block letters, and zoning.
18. Location of all known existing or previously existing landfills.
19. Proposed recreation area, if any; area of the site; area and percent of site within the 100-year floodplain; proposed disposition of the site (public ownership, homeowners association, etc.).
20. Such additional information as may be reasonably required to allow an adequate evaluation of the subdivision.
21. Each Preliminary Plat shall carry the following certificate printed or stamped thereon:

ALL REQUIREMENTS OF THE CITY OF DACULA DEVELOPMENT REGULATIONS RELATIVE TO THE PREPARATION AND SUBMISSION OF A SUBDIVISION DEVELOPMENT PERMIT APPLICATION HAVING BEEN FULFILLED; SAID APPLICATION AND ALL SUPPORTING PLANS AND DATA HAVING BEEN REVIEWED AND APPROVED BY ALL AFFECTED CITY, COUNTY OR STATE DEPARTMENTS AS REQUIRED UNDER THEIR RESPECTIVE AND APPLICABLE REGULATIONS; AND THE CITY ENGINEER /PLANNER OF DACULA HAVING APPROVED SAID APPLICATION ON \_\_\_\_\_; APPROVAL IS HEREBY GRANTED, ON THIS PRELIMINARY PLAT AND ALL OTHER DEVELOPMENT PLANS ASSOCIATED WITH THIS SUBDIVISION, SUBJECT TO ALL FURTHER PROVISIONS OF SAID DEVELOPMENT AND OTHER EXISTING CITY REGULATIONS.

\_\_\_\_\_  
ENGINEER/PLANNER, CITY OF DACULA

THIS CERTIFICATE EXPIRES TWELVE MONTHS FROM THE DATE OF APPROVAL UNLESS A DEVELOPMENT PERMIT IS ISSUED.

NOTE: The boundaries of the lots shown on this Plat have not been surveyed and this Plat is not for recording.

#### 4.3.2 Preliminary Plat Subdivision Development Plan Specifications (Continued)

- F. The Preliminary Plat shall be accompanied by other Development Plans showing the following information when same is not shown on, or evident from the Preliminary Plat. The various plans may be combined where appropriate, and where clarity can be maintained.
  1. Erosion Control Plan prepared in accordance with the requirements of the Soil Erosion and Sediment Control Ordinance. Erosion control measures may be shown on the Grading Plan, if desired.
  2. Grading Plan prepared in accordance with the requirements of Article 8 of these Regulations if grading is proposed beyond the street right-of-way.
  3. Storm water Drainage Construction Data:
    - a. Location and size of all proposed drainage structures, including detention ponds, catch basins, grates, headwalls, pipes and any extensions thereof, energy dissipaters, improved channels, and all proposed drainage easements to be located outside street right-of-way lines.
    - b. Profiles of all storm drainage pipes and slope of receiving channels. On storm

drainage profiles a pipe chart will be shown which will include pipe numbers, pipe size, pipe material, pipe slope, pipe length, contributing drainage area, design flow, design storm frequency, runoff coefficient and velocity. The hydraulic grade line will be shown on all pipes for the required design flow.

- c. Profiles of all open channels and ditches including Mannings' 25-year storm normal depth and velocity. On storm drainage profiles, an open channel chart will be shown which will include open channel numbers, conveyance size, lining material, length, channel slope, contributing drainage area, design storm frequency, runoff coefficient and velocity.
  - d. Hydrological study used in determining size of structures, including map of all contributing drainage basins and acreage.
4. If sanitary sewers are required by the City of Dacula, Gwinnett County Department of Public Utilities, or the Gwinnett County Health Department, Sanitary Sewer Plans, including the location and size of all proposed sewer lines, manholes, and any easements required therefore, together with sufficient dimensions to locate same on the ground.
5. Construction Data for New Streets and Street Widening:
- a. Centerline profiles and typical roadway sections of all proposed streets, as well as plans and profiles for all proposed major thoroughfares. Typical roadway sections shall be provided for street widenings.
  - b. Where sanitary or storm sewers are to be installed within a street, the grade; size, location, and bedding class of pipe; location and invert elevation of manholes shall be indicated on the road profile.

**4.3.2 Preliminary Plat Subdivision Development Plan Specifications (Continued)**

- c. Profiles covering roadways that are extensions of existing roadways shall include: elevations of the existing street at 50 foot intervals for such distance as may be adequate to provide continuity consistent with the standards required by the Regulations for street improvements, but the existing street profile shall be no less than 200 feet.
  - d. All elevations shall be coordinated and tied into U.S. Coast and Geodetic Survey or Department of Transportation benchmarks where feasible, or into reference monuments established by the Federal Emergency Management Agency.
  - e. Stub streets shall be profiled at least 200 feet onto adjoining property (no tree cutting).
6. Floodplain Management Plans. If any floodplain areas are located on the property, such data as is required by the Floodplain Management Ordinance of these Regulations shall be submitted.

**G. Encroachments**



Where construction is proposed on adjacent property, an encroachment agreement or easement shall be submitted to the City.

#### H. Traffic Impact Study

The following developments shall be required to submit a Traffic Impact Study to the City for review prior to the issuance of a Development Permit.

- a. Residential subdivisions and complexes greater than 10 dwelling units.
- b. Commercial, office, and/or industrial subdivisions and complexes greater than 10,000 square feet.
- c. Churches or public/private schools with a capacity of at least 100 persons.
- d. The City Administrator determines a traffic impact study is necessary per the proposed development, site location, and surrounding area.

Trip generation shall be calculated based on the most current edition of the Institute of Transportation Engineers Trip Generation Manual. Trip estimates developed to identify the need for a Traffic Impact Study should not include trip reductions below ITE rates.

#### 4.4 SITE DEVELOPMENT PLANS

##### 4.4.1 Site Development Plan Approval Procedures

- A. An application for Development Plan approval and issuance of a Development Permit shall be submitted to the City using an application form and in a number of copies as determined by the City. The Development Plans may encompass a portion of a property included within an approved Concept Plan. However, if no Concept Plan has been approved, the Development Plans must include the entire property being developed and

##### 4.4.1 Site Development Plan Approval Procedures (Continued)

having similar zoning. The application shall include the Site Plan and construction drawings, as appropriate to the project. All construction drawings and other engineering data shall be prepared and sealed by a Professional Engineer or Landscape Architect currently registered in the State of Georgia, in accordance with the provisions of Georgia Law.

- A. The City shall indicate on a review copy of the drawings or in a written memorandum all comments related to compliance of the Development Plans with these Regulations, principles of good design, the Zoning Resolution, conditions of zoning approval, and the regulations of other City and Gwinnett Departments, and State Agencies as appropriate. The City or its designee shall have final staff authority to determine the applicability of any and all comments under these Development Regulations, the Zoning Resolution or conditions of zoning approval.
- B. The developer shall be responsible for compliance with all codes, regulations, and zoning requirements and for the satisfaction of all of the noted and written comments of the City and County or State Agency.

- C. Deeds to lands dedicated to City of Dacula in fee simple, shall be submitted to the City for recording.
- D. Should an applicant disagree with the findings or final review comments of the City, concluding that factual or interpretive errors have been made, the following appeal procedure shall be followed to resolve the issues.
  - 1. Submit to the City, a written statement clearly defining the nature of the disagreement, the specific reference to the sections of the regulations (i.e., Development Regulations, etc.) at issue, and the applicant's own opinion.
  - 2. The City Administrator shall automatically forward a copy of the appeal to the City Council for final action in their normal course of business.
- E. When the City has determined that the Site Plan and other Development Plans are in compliance with all applicable City regulations and zoning requirements, and approval has been received from Gwinnett County Departments, or State Departments, as required, the City or its designee shall approve the Development Plans and shall authorize the Mayor or his designee to sign and date a CERTIFICATE OF DEVELOPMENT PLANS APPROVAL on a reproducible copy of the plan. Approved copies of the approved Development Plans shall be transmitted to the City for its record.
- F. Following the above approval by all affected governmental agencies, a Development Permit shall be issued at the developer's request to begin construction activities based on the approved Development Plans. Said permit may include clearing, grubbing, and grading as appropriate and approved as part of the project. A building permit may also be issued on the basis of the approved Development Permit under the provisions contained in Article 4. A Certificate of Occupancy may not be issued, however, until a Final Plat Approval for the project has been executed by the Owner and an executed Development Performance and Maintenance Agreement has been received in accordance

**4.4.1 Site Development Plan Approval Procedures (Continued)**

with these Regulations.

**4.4.2 Site Development Plan Specifications**

- A. An application for a development permit for a multi-family or nonresidential site shall consist of the Site Plan, a certified boundary survey or Final Plat reference, associated slope or construction easements (if any), and such other Development Plans as may be required by these Regulations.
- B. The Development Plans shall generally conform to the Concept Plan, if any, and may constitute only that portion of the approved Concept Plan which the developer proposed to construct at one time as a single phase, provided that such portion conforms to the requirements of these rules and regulations and all setbacks, maximum density, and other zoning restrictions. If no Concept Plan was approved on the property, the Development Plans shall include the entire property being developed having the same zoning category.
- C. Scale

The Development Plans shall be clearly and legibly drawn at an engineering scale convenient to illustrate the details of the project. Sheet size shall not exceed 36 inches by 24 inches. Plan and Profile sheets, if any, shall have a horizontal scale of no less than one inch represents 100 feet and a vertical scale of no less than one inch represents 10 feet.

**D. Project Boundary Data**

The Site Plan shall be drawn on, accompanied by, or referenced to a boundary survey of a lot as recorded on a Final Subdivision Plat or on a certified boundary survey delineating the entirety of the property contained within the project, and tied to a point of reference (tie point) with the same degree of accuracy as the boundary survey itself. The survey shall have an accuracy of no less than 1 in 10,000, and shall meet all requirements of Georgia Law regarding the recording of maps and plats.

**E. The Site Plan shall contain the following (on one or more sheets):**

1. Proposed name of development. If the project is located within a subdivision, the name of the subdivision, lot, and block number must also be shown.
2. Name, address, and telephone number of the owner of record, and of the developer (if not the owner).
3. Name, address, and telephone number of each professional firm associated with the Development Plans (engineer, landscape architect, etc.).
4. Date of survey, north arrow, and graphic scale, source of datum, date of plan drawing, and space for revision dates.
5. Proposed use of the site, including gross square footage for each different use type or building.
6. Location (Tax Map page and parcel number(s) and G.M.D.), acreage or area in square feet, and density (if applicable).
7. Location sketch locating the development in relation to the surrounding area with regard to well known landmarks such as major thoroughfares or railroads. Sketches may be drawn in freehand and at a scale sufficient to show clearly the information required, but not less than one inch equal to 2,000 feet. U.S. Geological Survey maps may be used as a reference guide for the location sketch.
8. Size and location of all buildings, building setback lines, minimum yard lines, and distances between buildings and from buildings to property lines; location of outdoor storage areas; parking and loading areas, driveways, curb cuts and designated fire lanes. Each building shall be identified with a number or letter.
9. Boundary lines of the perimeter of the tract indicated by a heavy line giving lengths to the nearest one-hundredth of a foot and bearings to the nearest second. Bearing and distance to designate tie point.
10. Directional flow arrows for street drainage.

11. Contour lines based on sea level datum. These shall be drawn at intervals of not more than two feet and shall include the entire site and all abutting public streets. Contour lines shall be based on field surveys or photogrammetric methods from aerial photographs. The basis for the topographic contours shown shall be specified and dated.
12. Natural features within the proposed development, including drainage channels, bodies of water, and other known significant features such as extensive exposed rock. On all water courses leaving the tract, the direction of flow shall be indicated. The 100-year floodplain shall be outlined and the source of the depicted floodplain information shall be indicated. The acreage or area in square feet within the floodplain shall be indicated.
13. Man-made and natural features existing within and adjacent to the proposed development including existing right-of-way measured from centerline, pavement widths, and names of jurisdiction lines; existing structures on the site and their disposition, and other significant information. Location and dimensions of existing bridges; water, sewer, and other existing utility lines and structures; culverts and other existing features should be indicated.
14. Proposed street names, roadway and right-of-way lines and widths and sites reserved through covenants, easement, dedication or otherwise for public uses.
15. Identify unit number, division or stage of development, if any, as proposed by the developer.
16. Show all adjoining property owners, subdivision names, lot numbers, lot lines and block letters, and zoning.

#### 4.4.2 Site Development Plan Specifications (Continued)

17. Show the location and number of parking spaces according to the size of the building on the plans. Show factors used in determining number of spaces as required in the Zoning Resolution. Handicapped parking spaces must be shown as required by the Georgia Handicap law.
18. Zoning district, rezoning case number, date of approval and conditions as applicable. Variances obtained on the property should be shown with the case number, date of approval and conditions (if applicable). Note any approved Waivers from these Regulations.
19. If buffers or other landscaping or screening treatments are required, show the location, size, and type (natural or planted) on the plans conforming to the Buffer and Landscape Plan.
20. Location, height, and size of all freestanding signs to be erected on the site, and an indication whether lighted or unlighted.
21. Location of all known existing landfills and proposed on-site bury pits (State EPD Permit and City of Dacula Special Use Permit or other approval may be required).

22. Such additional information as may be reasonably required to permit an adequate evaluation of the project.

**F. Certificate of Development Plans Approval**

Each Site Plan shall carry the following certificate printed or stamped thereon:

ALL REQUIREMENTS OF THE CITY OF DACULA DEVELOPMENT REGULATIONS RELATIVE TO THE PREPARATION AND SUBMISSION OF A SITE PLAN DEVELOPMENT PERMIT APPLICATION HAVING BEEN FULFILLED; SAID APPLICATION AND ALL SUPPORTING PLANS AND DATA HAVING BEEN REVIEWED AND APPROVED BY ALL AFFECTED CITY, COUNTY OR STATE DEPARTMENTS AS REQUIRED UNDER THEIR RESPECTIVE AND APPLICABLE REGULATIONS; AND THE CITY COUNCIL OF DACULA HAVING APPROVED SAID APPLICATION ON \_\_\_\_\_; APPROVAL IS HEREBY GRANTED, ON THIS SITE PLAN AND ALL OTHER DEVELOPMENT PLANS ASSOCIATED WITH THIS SITE PLAN, SUBJECT TO ALL FURTHER PROVISIONS OF SAID DEVELOPMENT AND OTHER EXISTING CITY REGULATIONS.

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ENGINEER/PLANNER, CITY OF DACULA

THIS CERTIFICATE EXPIRES TWELVE MONTHS FROM THE DATE OF APPROVAL UNLESS A DEVELOPMENT PERMIT IS ISSUED.

**G. Public Notice - Drainage**

Every Site Plan shall contain the following statement:

NOTE: THE CITY OF DACULA ASSUMES NO RESPONSIBILITY FOR OVERFLOW OR EROSION OF NATURAL OR ARTIFICIAL DRAINS BEYOND THE EXTENT OF THE STREET RIGHT-OF-WAY, OR FOR THE EXTENSION OF CULVERTS BEYOND THE POINT SHOWN ON THE APPROVED AND RECORDED SUBDIVISION PLAT. THE CITY OF DACULA DOES NOT ASSUME THE RESPONSIBILITY FOR THE MAINTENANCE OF PIPES IN DRAINAGE EASEMENTS BEYOND THE STREET RIGHT-OF-WAY.

**4.4.2 Site Development Plan Specifications (Continued)**

H. The Site Plan shall be accompanied by other Development Plans showing the following information when same is not shown on, or evident from the Site Plan. The various plans may be combined where appropriate and clarity can be maintained.

1. Erosion Control Plan prepared in accordance with the requirements of the Dacula Soil Erosion and Sediment Control Ordinance. Erosion control measures may be shown on the Grading Plan, if desired.
2. Grading plan, prepared in accordance with the requirements of Article 8 of these Regulations.
3. Storm Water Drainage Construction Data:
  - a. Location and size of all proposed drainage improvements, and all proposed drainage easements to be located outside street right-of-way lines.
  - b. Profiles of all storm drainage pipes and slope of receiving channels. Hydraulic grade line is to be shown for all pipes (except roof drains) for the required design flow. On storm drainage profiles a pipe chart will be shown which will include pipe numbers, pipe size, pipe material, pipe slope, pipe length, contributing drainage area, design flow, design storm frequency, runoff coefficient and

velocity. On all pipes, the hydraulic grade line shall be shown. Profiles of all open channels and ditches including the design flow normal depth and velocity. On storm drainage profiles an open channel chart will be shown which will include open channel numbers, conveyance size, lining material, length, channel slope, contributing drainage area, design flow, design storm frequency, runoff coefficient and velocity for the required design flow.

- c. Acreage of drainage areas and Hydrological study used in determining size of structures, including map of all contributing drainage basins and acreages.
- 4. Sewage Disposal Plans, as follows:
  - a. Sanitary Sewer Plans, including the profiles and other information as may be required by Water Pollution Control.
  - b. For projects proposed to be served by on-site sewage disposal systems, location and extent of septic tank, drain field and attendant structures, and other information required by the Gwinnett County Health Department.
- 5. Street Widening and Construction Data:
  - a. Centerline profiles and typical roadway sections of all proposed streets, as well as plans and profiles for all proposed major thoroughfares. Profiles (and plans, where required) shall be drawn on standard plan and profile sheet with plan section showing street layout, pavement and right-of-way width, curvature, and required drainage facilities. Typical roadway sections shall be provided for street widenings.

#### 4.4.2 Site Development Plan Specifications (Continued)

- a. Where sanitary or storm sewers are to be installed within a street, the grade, size, location and bedding class of pipe; location and invert elevation of manholes shall be indicated on the road profile.
- b. Profiles covering roadways that are extensions of existing roadways shall include: elevations of the existing street at 50 foot intervals for such distance as may be adequate to provide continuity consistent with the standards required by the Regulations for street improvements, but the existing street profile shall be no less than 200 feet.
- c. All elevations shall be coordinated and sighted into U.S. Coast and Geodetic Survey or Department of Transportation benchmarks where feasible or into reference monuments established by the Federal Emergency Management Agency.
- 2. Buffer and Landscape Plan, if any such areas exist within the site.
- 3. Floodplain Management Plans; if any floodplain areas are located on the property.
- 4. Private Water System Plans, if any, indicating proposed water main size and location, with fire hydrants, on the site. The distance and direction to all other fire hydrants

within 500 feet of the site or buildings along existing streets or other access drives shall also be indicated.

5. Street striping plan, showing striping in accordance with the Manual on Uniform Traffic Control devices, for any street newly constructed to 4 or more lanes, and all newly constructed or widened major thoroughfares.

**B. Encroachments**

Where construction is proposed on adjacent property, an encroachment agreement or easement shall be submitted to the City.

**4.5 INITIATION OF DEVELOPMENT ACTIVITIES**

**4.5.1 Initial Activities**

Following the issuance of any permit authorizing clearing and grading of a site:

- A. Required erosion control measures must be installed where practical by the developer and inspected and approved by the City prior to actual grading or removal of vegetation. All control measures shall be in place as soon after the commencement of activities as possible and in coordination with the progress of the project.
- B. Soil sedimentation facilities must be installed and operational prior to major grading operations.
- C. Areas required to be undisturbed by the Zoning Resolution, conditions of zoning approval, or other ordinance or regulation shall be designated by survey stakes, flags, or other appropriate markings and shall be inspected and approved by the City prior to the

**4.5.1 Initial Activities (Continued)**

commencement of any clearing or grading activities .

1. For those trees which are not to be removed, all protective fencing, staking, and any tree protection area signs shall be in place. These barriers must be maintained throughout the land disturbance process and should not be removed until landscaping is begun.
2. The buffers or tree protection areas shall not be utilized for storage of earth and other materials resulting from or used during the development process.
3. Construction site activities such as parking, materials storage, concrete washout, burning, etc. shall be arranged to prevent disturbances within the buffer or tree protection areas.

**4.5.2 Development Inspections**

Oral notification shall be made by the developer or contractor to the City of Dacula or appropriate agency at least 24 hours prior to commencement of activity for each of the following phases as authorized by any permit for site work or development. Inspections shall be made by the City and passed prior to continuation of further activity or proceeding into

new phases.

- A. Clearing or clearing and grubbing of the site or any portion included under the permit.
- B. Grading. Installation of slope stakes shall be required. Upon completion of roadway grading, the Water Certificate shall be submitted to the City certifying that the centerline of the road and the offset centerline of the water line are within 6" of that shown on the approved plans or revised plan submittal. Inspection and approval shall be required prior to trenching or continuation with sub-base preparation.
- C. Installation of storm drainage pipe, detention, or other storm water facilities.
- D. Curbing of roadways, if required. Inspection should be requested before the forms have been set (if used). Roadway width will be spot checked by string line between curb stakes.
- E. Sub-base or sub-grade of streets. After compaction, the sub-grade will be string-lined for depth and crown. The sub-grade shall be roll tested and shall pass with no movement, to the satisfaction of the City.
- F. Street base. The base will be string-lined for depth and crown, and shall pass a roll test with no movement to the satisfaction of the City.
- G. Paving. A City inspector shall be on site during the paving process to check consistency, depth, and workmanship, as applicable. For asphalt paving, the temperature of the material will be spot-checked, and the roadways may be cored after completion to check thickness, at the owner's expense.

#### 4.5.3 Responsibility for Quality and Design

The completion of inspections by City of Dacula officials or employees and authorization for work continuation shall not transfer responsibility for the quality of the work performed or materials used from the contractor or developer, and shall not imply or transfer acceptance of responsibility for project design or engineering from the professional corporation or individual under whose hand or supervision the plans were prepared.

#### 4.5.4 Stop Work Orders

Work which is not authorized by an approved permit, or which is not in conformance to the approved plans for the project, or which is not in compliance with the provisions of these Regulations or any other adopted code, regulation or ordinance of City of Dacula, shall be subject to immediate Stop Work Order by the City. Work which proceeds without having received the necessary inspections by the City shall be halted until all inspections of intervening work is completed.

#### 4.5.5 Stabilization for Erosion Control

If for any reason a clearing and grubbing, grading, or development permit expires after land disturbance activities have commenced, the developer shall be responsible for stabilizing the site for erosion control, under the direction of the appropriate stated agency or City.

#### 4.6 SITE PLAN PROJECT CLOSEOUT AND CONTINUING MAINTENANCE



**4.6.1 Development Performance and Maintenance Agreement**

The owner shall file a final Development Performance and Maintenance Agreement to the City, along with any required Certificate of Corporate Resolution and performance or maintenance surety, as a prerequisite to the issuance of a Certificate of Occupancy for any part of a project included in the development permit, except for single-family and two-family residential structures. The Development Performance and Maintenance Agreement shall be in a form as required by the City, and shall include the following:

- A. A list of required improvements yet to be completed (e.g., grassing, topping, sidewalks, required landscaping) and performance bonding. Final landscaping shall be provided in accordance with a schedule acceptable to the City. The developer may be allowed up to three months in which to finish the other designated improvements, after the date of approval of the Certificate of Occupancy.
- B. Maintenance of the public streets and drainage facilities within public streets or easements for the bonding period. Repairs shall be made for any deficiencies identified within the bonding period or the bonds shall be called to complete same.
- C. Indemnification of the City against all liability for damages arising as a result or errors or omissions in the design or construction of the development for a period of ten years. If liability is subsequently assigned or transferred to a successor in title or other person, a copy of such legal instrument shall be filed with the Clerk to Superior Court, Gwinnett County.

**4.6.2 Maintenance and Performance Surety**

- A. The Development Performance and Maintenance Agreement shall be accompanied by a bond, letter of credit or other acceptable surety providing for the maintenance of all installation and Public improvements required by these Regulations in the development for a period not to exceed ~~24 months (two years)~~ **36 months (three years)** following the date of Approval of Development Conformance. The Maintenance Bond period of application may be extended by the City at the request of the Developer, provided it is in the best interest of the health, safety and welfare of the public.
- B. The City shall further determine that either:
  - 1. All Public improvements required to be constructed and dedicated under the rules and regulations of City of Dacula have been completed in accordance with the appropriate specifications; or;
  - 2. For those required Public improvements not yet completed, within areas to be dedicated (grassing, pavement topping, required landscaping, sidewalks, etc.), a performance bond shall have been filed by the Developer with the Development Performance and Maintenance Agreement, which performance bond shall:
    - a. Be conditioned upon the faithful performance by the Developer of all work required to complete all public improvements and installation required to be dedicated for the development, or approved portion thereof, in compliance with these Rules and Regulations within a specified time, not to exceed three months;

- b. Be payable to, and for the indemnification of, the City of Dacula;
  - c. Be in an amount equal to the cost of construction of the required Public improvements required to be dedicated not yet completed plus an additional ten (10) percent of said costs, as calculated by the City on the basis of yearly contract prices or City contracts, where available;
  - d. Be with surety by a company entered and licensed to do business in the State of Georgia; and,
  - e. Be in a form acceptable to the City Council or the City Attorney.
- C. Payment for materials and installation of traffic control and street name signs shall be made to the Gwinnett Transportation Departments, in accordance with the traffic engineering regulations prior to approval of the Certificate of Development Conformance. Payment of the cost of striping major thoroughfares or required signalization if required and not completed by the Developer shall also be received by the Gwinnett Transportation Departments prior to approval of the Certificate of Occupancy.
- D. Once the City has approved the Performance and Maintenance Agreement and accepted the Performance and Maintenance Bonds which may be required, and all other affected Departments and Agencies of government, as required, have certified compliance, the City shall issue a Certificate of Occupancy for the site for the use as proposed within the

#### 4.6.2 Maintenance and Performance Surety (Continued)

approved plans. The Certificate of Occupancy shall indicate all of the requirements of these Regulations, the Zoning Resolution, and the conditions of zoning approval have been met or what, if any, improvements shall be completed.

#### 4.7 APPROVAL OF FINAL SUBDIVISION PLAT

The approval shall reflect the owner's certification that all site work and construction has been accomplished according to the terms of approved plans and permits, and that all facilities intended for maintenance, supervision and/or dedication to the public are in compliance with appropriate standards, regulations, codes and ordinances. Such approval shall be revoked in cases of fraud or whenever unauthorized changes are made to the site without the benefit of required permits.

##### 4.7.1 Final Plat Submission and Approval Procedures

- A. Upon completion of the project as authorized for construction by the development permit, the owner shall submit a Final Plat, in a number of copies as determined by the City, along with record drawings of all storm water detention facilities and modifications to the limits of the 100-year floodplain (if any), and an application for Final Plat approval, using a form provided by the City. An "as-built" hydrology study shall be submitted for the project with the actual parameters from the record drawing of the detention facilities. A record drawing of the sanitary sewer facilities, if any were constructed, shall also be prepared, separately or included with the above. The Final Plat submittal shall be in a form as required by the City and shall be accompanied by a Development Performance and Maintenance

- Agreement completed in draft form. If the owner is a corporation, the documents shall be signed by the President or Vice President, be affixed by the corporate seal, and either the corporate secretary shall attest to the signature and affix the corporate seal, or a Certificate of Corporate Resolution shall be submitted.
- B. The City shall indicate on a review copy of the Final Plat or in a written memorandum all comments related to compliance of the Final Plat with these Regulations, the Zoning Resolution, conditions of zoning approval, and the regulations of the City, Gwinnett County Departments, and State agencies as appropriate. The City Council shall have final authority to determine the applicability of any and all comments under these Development Regulations, the Zoning Resolution or conditions of zoning approval.
  - C. The City may not approve any Final Plat whereon is shown or by which is otherwise created a lot which would present particularly severe and unusual difficulties for construction of a building, which would clearly require a variance to be reasonably usable, or which is otherwise "unbuildable" due to the presence of floodplain, unusual configuration, lack of Health Department approval, or for any other justified reason.
  - D. Lots which would appear to be buildable under certain circumstances and would require further study or additional information before a building permit could be issued, but which present problems or unusual difficulties which can reasonably be addressed or overcome by the lot owner, may be included in the Plat with the appropriate notation of the steps necessary to allow issuance of a building permit (see Section 5.5, Lots; Article 5 General Requirements).

**4.7.1. Final Plat Submission and Approval Procedures (Continued)**

- E. The subdivider shall be responsible for compliance with all codes, regulations, and zoning requirements and for the satisfaction of all of the comments of the City.
- F. Final approval by the City shall not be shown on the Final Plat, until all requirements of these and other applicable Regulations have been met, and the City has received a completed request for Approval of the Final Plat and an executed Development Performance and Maintenance Agreement. The Agreement shall be accompanied by a bond, letter of credit or other acceptable surety providing for the maintenance of all installations and improvements required by these Regulations in the subdivision for a period not to exceed ~~24~~ **36** months following the date of Approval of the Final Plat for subdivisions. The Maintenance Bond period of application may be extended by the City Council at the request of the Developer, provided it is in the best interest of the health, safety and welfare of the public.
- G. The City shall further determine that either:
  - 1. The installation of all improvements within the subdivision, required for approval of the Preliminary Plat (Construction Plans), have been completed in accordance with the required or approved specifications; or
  - 2. All of the storm water drainage and detention facilities, water and sewer utilities, street base and curbing construction required for approval of the Final Plat have been properly installed and completed and, for those required improvements not yet

completed (grassing, pavement topping, required landscaping, sidewalks, etc.) a performance bond shall have been filed by the subdivider with the Development Performance and Maintenance Agreement, which performance bond shall:

- a. Be conditioned upon the faithful performance by the subdivider or developer of all work required to complete all improvements and installations for the subdivision, or approved portion thereof, in compliance with these Rules and Regulations within a specified time, not to exceed three months.
  - b. Be payable to, and for the indemnification of, the City.
  - c. Be in an amount equal to the cost of construction of the required improvements not yet completed plus an additional ten (10) percent of said costs, as calculated by the City on the basis of yearly contract prices or City contracts, where available.
  - d. Be with surety by a company entered and licensed to do business in the State of Georgia.
  - e. Be in a form acceptable to the City Council or their designee, or the City Attorney.
- H. Payment for materials and installation of traffic control and street name signs, the cost of striping major thoroughfares, and / or cost of required signalization not completed by the developer shall be received by the Department completing the improvements prior to
- I. Payment of the required plat recording fee shall be made to the City prior to approval of the Final Plat.
- J. Once all other affected departments and agencies of government, as required, have certified compliance and signed the route sheet, and the City Administrator or his/her designee has approved the Final Plat, the Mayor shall certify, by his signature on the original of the plat, that all of the requirements of these Regulations, the Zoning Resolution, and the conditions of zoning approval have been met, and that all other affected departments have approved the plat. The Final Plat shall not be deemed approved until it has been signed by the Mayor and where use of septic tanks is proposed, by a duly authorized representative of the Gwinnett County Health Department.
- K. Once the Final Plat has been so certified, the City shall authorize it to be recorded with the Clerk of the Superior Court of Gwinnett. The subdivider shall provide the City with an appropriate number of copies of the recorded plat, as determined by the City. Deeds to lands dedicated to City of Dacula in fee simple, or to Property Owner Associations for park or recreational use, shall be recorded simultaneously with the Final Plat.

#### **4.7.2. Final Plat Specifications**

- A. The Final Plat shall be clearly and legibly drawn in black ink on tracing cloth or other permanent reproducible material. The scale of the Final Plat shall be one inch represents 100 feet (1" represents 100') or larger. Sheet size shall not exceed 48 inches by 36 inches. (Any sheet that is larger than 17 inches by 22 inches must be photographically reduced to no more than 17 inches by 22 inches in order to be recorded with the Clerk of Superior Court of Gwinnett County).

- B. The Final Plat shall be based on a certified boundary survey which delineates the entire property contained within the Final Plat, and tied to a point of reference (tie point) with the same degree of accuracy as the boundary survey itself. The survey shall have an accuracy of no less than 1 in 10,000, and shall meet all requirements of Georgia Law regarding the recording of maps and plats.
- C. The Final Plat shall substantially conform to the Preliminary Plat and it may constitute only that portion of the approved Preliminary Plat which the subdivider proposes to record at any one time, provided that such portion conforms to the requirements of these Regulations, and said portion is not inconsistent with the public health, safety, or welfare. Any substantial deviation from the Preliminary Plat shall require revision and re-approval of the Preliminary Plat.
- D. The Final Plat shall contain the following information:
  - 1. Name of the subdivision, unit number, Tax Map page and parcel number(s) and/or Georgia Militia District.
  - 2. Name, address, and telephone number of owner of record and the subdivider (if not
  - 3. Name, address, and telephone number of each professional firm associated with the portion of the subdivision within the Final Plat (engineer, surveyor, landscape architect, etc.).
  - 4. Date of plat drawing, graphic scale, north point; notation as to the reference of bearings to magnetic, true north or grid north, and indication whether bearings shown are calculated from angles turned.
  - 5. Location sketch of tract showing major surrounding features.
  - 6. Name of former subdivision, if any or all of the Final Plat has been previously recorded.
  - 7. Case number and date of approval for any applicable Rezoning, Special Use Permit, Variance or Waiver affecting the property.
  - 8. Location and dimension of any buffer, landscape strip, special setback, no-access easement, etc., required by the Zoning Resolution or these Regulations.
  - 9. Boundary lines of the tract, to be indicated by a heavy line, giving distances to the nearest one-hundredth foot and bearings to the nearest second. Bearing and distance to designated tie point shall be shown. The Plat shall have a closure precision of 1 foot in no less than 10,000 feet.
  - 10. Municipal or County jurisdictional lines approximately tied to the lines of the subdivision by distance and angles when such lines traverse or adjoin the subdivision; Land Lot and District or Georgia Militia District lines traversing or adjoining the subdivision shall also be indicated.
  - 11. Locations, widths, and names of all streets and alleys within and immediately adjoining the plat, the location and widths of all internal public crosswalks, and other

public rights-of-way.

12. Street center lines showing angles of deflection and standard curve data including radii, length of arcs and tangents between curves, point of curvature (P.C.) and point of tangency (P.T.).
13. Lot lines with dimensions to the nearest one-tenth of a foot and bearings to the nearest second, and radii of rounded corners, as necessary to delineate each lot.
14. Building setback lines along streets with dimensions.
15. When lots are located on a curve or when side lot lines are at angles other than 90 degrees, the lot width measured in accordance with the provisions of the Zoning Resolution may be required to be shown, if deemed necessary by the City for clarity.
16. Lots numbered in numerical order and blocks lettered alphabetically.
17. Location and size of all drainage pipes, location and extent of detention ponds, the location and size of all public water mains and fire hydrants, and the location, dimensions, and purpose of any easements, including construction or slope easements if required.
18. Location of any areas to be reserved, donated, or dedicated to public use with notes stating their purpose and limitations. Location of any areas to be reserved by private deed covenant for common use of all property owners, or dedicated to a homeowner's association.
19. A statement of private covenants, if any, if they are brief enough to be put directly on the plat; otherwise, if covenants are separately recorded, a statement as follows:

THIS PLAT IS SUBJECT TO THE COVENANTS SET FORTH IN THE SEPARATE DOCUMENT(S) ATTACHED HERETO DATED \_\_\_\_\_, WHICH HEREBY BECOME A PART OF THIS PLAT, AND WHICH WERE RECORDED \_\_\_\_\_ AND SIGNED BY THE OWNER.
20. Accurate location, material, and description of monuments and markers (all monuments shall be in place prior to approval of the Final Plat.)
21. Certificates and statements specified in these Regulations, below.
22. Extent of the 100-year floodplain and a floodplain chart showing the area within and outside the floodplain for each lot containing any portion of the 100-year floodplain. Origin of the floodplain data shall be indicated.
23. Street address numbers and block number designations for street names signs on abutting streets, where appropriate.
24. Individual lots shall be designated HLP (House Location Plan), RDP (Residential Drainage Plan) and/or RDS (Residential Drainage Study) if such are required by the City to be approved prior to issuance of a building permit.
25. All other notes or notations as may be required by the City.

E. If any lands are shown on the Final Plat for dedication to the City of Dacula other than

street rights-of-way or easements, a Warranty Deed transferring title to said land in fee simple, in a form acceptable to the City, shall be submitted with the Final Plat application.

- F. If any lands are shown on the Final Plat for dedication to a Property Owners Association, a copy of the deed of transfer for such dedication and a copy of the instrument of incorporation of the Property Owners Association shall be submitted with the Final Plat application.

**4.7.2 Final Plat Specifications (Continued)**

- G. Each Final Plat shall carry the following certificates or statements printed or stamped thereon as follows:

**1. Final Surveyor's Certificate:**

IT IS HEREBY CERTIFIED THAT THIS PLAT IS TRUE AND CORRECT AS TO THE PROPERTY LINES AND ALL IMPROVEMENTS SHOWN THEREON, AND WAS PREPARED FROM AN ACTUAL SURVEY OF THE PROPERTY MADE BY ME OR UNDER MY SUPERVISION; THAT ALL MONUMENTS SHOWN HEREON ACTUALLY EXIST, AND THEIR LOCATION, SIZE, TYPE AND MATERIAL ARE CORRECTLY SHOWN. THE FIELD DATA UPON WHICH THIS PLAT IS BASED HAS A CLOSURE PRECISION OF ONE FOOT IN \_\_\_\_\_ FEET AND AN ANGULAR ERROR OF \_\_\_\_\_ PER ANGLE POINT, AND WAS ADJUSTED USING \_\_\_\_\_ RULE. THIS PLAT HAS BEEN CALCULATED FOR CLOSURE AND IS FOUND TO BE ACCURATE WITHIN ONE FOOT IN \_\_\_\_\_ FEET, AND CONTAINS A TOTAL OF \_\_\_\_\_ ACRES. THE EQUIPMENT USED TO OBTAIN THE LINEAR AND ANGULAR MEASUREMENTS HEREIN WAS \_\_\_\_\_

BY: \_\_\_\_\_

REGISTERED GA LAND SURVEYOR # \_\_\_\_\_ EXPIRES \_\_\_\_\_

**2. Owners Acknowledgment and Declaration**

(STATE OF GEORGIA)

(COUNTY OF GWINNETT)

THE OWNER OF THE LAND SHOWN ON THIS PLAT AND WHOSE NAME IS SUBSCRIBED HERETO, AND IN PERSON OR THROUGH A DULY AUTHORIZED AGENT, ACKNOWLEDGES THAT THIS PLAT WAS MADE FROM AN ACTUAL SURVEY, AND DEDICATED BY THIS DECLARATION TO THE USE OF THE PUBLIC FOREVER ALL STREETS, SEWER COLLECTORS, LIFT STATIONS, DRAINS, EASEMENTS, AND OTHER PUBLIC FACILITIES AND APPURTENANCES THEREON SHOWN, AND TRANSFERS OWNERSHIP OF ALL PUBLIC USE AREAS IN FEE SIMPLE BY DEED, FOR THE PURPOSES THEREIN EXPRESSED.

SUBDIVIDER \_\_\_\_\_ OWNER \_\_\_\_\_

DATE \_\_\_\_\_ DATE \_\_\_\_\_

4.7.2. Final Plat Specifications (Continued)

3. Final Plat Approval:

THE MAYOR OF THE CITY OF DACULA, GEORGIA, CERTIFIES THAT THIS PLAT COMPLIES WITH THE CITY OF DACULA ZONING RESOLUTION, AND THE CITY OF DACULA DEVELOPMENT REGULATIONS, AND HAS BEEN APPROVED BY ALL OTHER AFFECTED CITY, COUNTY, OR STATE DEPARTMENTS, AS APPROPRIATE, AND THE CITY COUNCIL OF THE CITY OF DACULA. THE MAYOR HEREBY ACCEPTS ON BEHALF OF THE CITY OF DACULA THE DEDICATION OF THE RIGHT-OF-WAY OF ALL PUBLIC STREETS AND DRAINAGE EASEMENTS, PUBLIC WATER, SEWER, DRAINAGE, AND OTHER PUBLIC FACILITIES AND APPURTENANCES SHOWN THEREON, FURTHER, THE CITY OF DACULA HEREBY ACCEPTS ON BEHALF OF THE GWINNETT COUNTY WATER AND SEWERAGE AUTHORITY ALL WATER AND SANITARY SEWER EASEMENTS. THIS PLAT IS APPROVED, SUBJECT TO THE PROVISIONS AND REQUIREMENTS OF THE DEVELOPMENT PERFORMANCE AND MAINTENANCE AGREEMENT EXECUTED FOR THIS PROJECT BETWEEN THE OWNER AND THE CITY OF DACULA.

DATED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_

\_\_\_\_\_  
MAYOR, CITY OF DACULA

4. Health Department Certification (for Subdivisions Served by Septic Tanks):

THE LOTS SHOWN HEREON HAVE BEEN REVIEWED BY THE GWINNETT COUNTY HEALTH DEPARTMENT AND WITH THE EXCEPTION OF LOTS \_\_\_\_\_ ARE APPROVED FOR DEVELOPMENT. EACH LOT IS TO BE REVIEWED BY THE GWINNETT COUNTY HEALTH DEPARTMENT AND APPROVED FOR SEPTIC TANK INSTALLATION PRIOR TO THE ISSUANCE OF A BUILDING PERMIT.

DATED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_.

BY: \_\_\_\_\_

TITLE: \_\_\_\_\_

GWINNETT COUNTY HEALTH DEPARTMENT

5. Public Notice - Drainage:

Every Final Plat shall contain the following statements:

DRAINAGE AND STREAM BUFFER - NOTES

- a. NOTE: THE CITY OF DACULA ASSUMES NO RESPONSIBILITY FOR OVERFLOW OR EROSION OF NATURAL OR ARTIFICIAL DRAINS BEYOND THE EXTENT OF THE STREET RIGHT-OF-WAY, OR FOR THE EXTENSION OF CULVERTS BEYOND THE POINT SHOWN ON THE APPROVED AND RECORDED SUBDIVISION PLAT. THE CITY OF DACULA DOES NOT ASSUME THE RESPONSIBILITY FOR THE MAINTENANCE OF PIPES IN DRAINAGE EASEMENTS BEYOND THE STREET RIGHT-OF-WAY.
- b. STRUCTURES ARE NOT ALLOWED IN DRAINAGE EASEMENTS.
- c. STREAM BUFFER EASEMENTS ARE TO REMAIN IN A NATURAL AND UNDISTURBED CONDITION.



4.7.2. Final Plat Specifications (Continued)

6. House Location Plans (HLP):

On any Final Plat containing a lot for which a House Location Plan approval will first be required prior to issuance of a building permit, the following statement shall be included:

HLP - HOUSE LOCATION PLAN

A HOUSE LOCATION PLAN SHALL BE REQUIRED TO BE APPROVED BY THE CITY PRIOR TO ISSUANCE OF A BUILDING PERMIT ON THOSE LOTS LABELED "HLP". A HOUSE LOCATION PLAN IS A SCALE DRAWING SUBMITTED BY THE BUILDER AT THE TIME OF A REQUEST FOR A BUILDING PERMIT. IT IS NOT REQUIRED THAT THIS PLAN BE PREPARED BY A LAND SURVEYOR OR PROFESSIONAL ENGINEER. THE PURPOSE OF THIS PLAN IS TO ENSURE THAT THE HOUSE IS PROPERLY LOCATED ON THE LOT. PLEASE REFER TO THE CITY OF DACULA DEVELOPMENT REGULATIONS OR CONTACT THE CITY OF DACULA FOR FURTHER INFORMATION.

7. Residential Drainage Plan (RDP) or Study (RDS):

On any Final Plat containing a lot for which a Residential Drainage Plan (RDP) or Residential Drainage Study (RDS) will first be required prior to issuance of a Building Permit, the following statement shall be included, as applicable:

RDP - RESIDENTIAL DRAINAGE PLAN OR RDS - RESIDENTIAL DRAINAGE STUDY

A RESIDENTIAL DRAINAGE PLAN OR RESIDENTIAL DRAINAGE STUDY SHALL BE REQUIRED TO BE APPROVED BY THE CITY, PRIOR TO ISSUANCE OF A BUILDING PERMIT ON THOSE LOTS LABELED "RDP" OR "RDS", RESPECTIVELY. PLEASE REFER TO THE CITY OF DACULA DEVELOPMENT REGULATIONS AND CONTACT THE CITY OF DACULA FOR FURTHER INFORMATION.

4.8 HOUSE LOCATION PLAN (HLP)

4.8.1 House Location Plan (HLP) Requirement.

Refer to Section 9.2 of these Regulations for why an HLP may be required. The City of Dacula requires that a House Location Plan be approved by a City Official or City Designee prior to the issuance of a building permit for the lot on which the House Location Plan requirement is noted. House Location Plans shall be drawn to scale and may be shown on a certified boundary survey of the lot or any other drawing showing the information required below. The City may accept a House Location Plan drawn to the same scale as shown on the Final Plat where sufficient detail can be shown to support an adequate review and approval. The House Location Plan may be combined with a Residential Drainage Plan (RDP) if an RDP is required for the lot.

4.8.2 Who may prepare House Location Plans.

It is not the intent of the City that the House Location Plan be prepared by a Registered Surveyor or Engineer, but may be done by the individual proposing the improvements on the lot. It is the intent, however, to receive a drawing with sufficient readability and accuracy to ensure that the proposed improvements will be constructed on the lot in conformance with the

requirements of these Regulations, the Zoning Resolution, or other regulations, as applicable.

**4.8.3 House Location Plan Specifications:**

- A. Boundary lines of the lot, giving distances to the nearest one-tenth of a foot and bearings to the nearest minute.
- B. Location and names of all abutting streets or other rights-of-way.
- C. Minimum required front, side and rear building setback lines with dimensions, and notation of the existing zoning on the property.
- D. The approximate outline of all buildings, driveways, parking areas, swimming pools, recreational courts, patios, accessory structures and other improvements existing or proposed on the property, and dimensions of buildings and distances between all structures and the nearest property lines.
- E. All easements, public water, sewer or storm drainage facilities traversing or located on the property, septic tank, and septic tank drain field.
- F. Subdivision name, lot designation, and Georgia Militia District.
- G. North arrow and scale.
- H. Limit of the 100-year floodplain and any applicable buffers or special building setback lines.
- I. All other applicable requirements of the Zoning Resolution or Conditions of Zoning approval.
- J. Name, address, and telephone number of the owner and the person who prepared the HLP.
- K. The House Location Plan shall contain the following signature block. If the HLP was required because of floodplain on the lot, the language contained within the brackets must be included; otherwise, it should be deleted from the signature block.

THIS HOUSE LOCATION PLAN HAS BEEN REVIEWED FOR GENERAL COMPLIANCE WITH THE ZONING RESOLUTION AND DEVELOPMENT REGULATIONS OF THE CITY OF DACULA, GEORGIA, AND IS APPROVED FOR ISSUANCE OF A BUILDING PERMIT FOR THE RESIDENTIAL STRUCTURE AND OTHER IMPROVEMENTS SHOWN HEREON. [NO FRAMING INSPECTION WILL BE APPROVED UNTIL A CERTIFICATION OF THE ELEVATION OF THE LOWEST FLOOR, AS BUILT, PREPARED BY A REGISTERED LAND SURVEYOR OR PROFESSIONAL ENGINEER, HAS BEEN RECEIVED BY THE CITY.] THIS APPROVAL IS GRANTED WITH THE PROVISION THAT NO CERTIFICATE OF OCCUPANCY SHALL BE ISSUED FOR COMPLETION OF CONSTRUCTION UNTIL CONFORMANCE TO THIS HOUSE LOCATION PLAN HAS BEEN FIELD VERIFIED BY THE CITY OF DACULA, OR HAS BEEN VERIFIED BY A FOUNDATION SURVEY PREPARED FOR THE BUILDER BY A REGISTERED LAND SURVEYOR.

---

CITY OF DACULA

DATE

4.8.4 Certificate of Occupancy shall be used to verify House Location Plan requirements.

A Certificate of Occupancy shall not be issued for the structure or other improvements until conformance to the provisions or other requirements of the House Location Plan have been field verified by the City or by a foundation survey prepared for the builder.

4.9 RESIDENTIAL DRAINAGE PLAN (RDP) OR STUDY (RDS)

Refer to Section 9.2 of these Regulations for why a RDP or a RDS may be required. The City of Dacula requires that a Residential Drainage Plan be approved by a City Official or City Designee prior to the issuance of a building permit for the lot on which the Residential Drainage Plan or Residential Drainage Study requirement is noted. Residential Drainage Plans shall be drawn to scale on a certified boundary survey of the lot prepared by a Registered Land Surveyor, having an error of closure not exceeding one in 5000. The Residential Drainage Plan may be combined with a House Location Plan (HLP) if an HLP is required for the lot.

4.9.1 Residential Drainage Plan Specifications:

- A. Boundary lines of the lot, giving distances to the nearest one-tenth of a foot and bearings to the nearest minute.
- B. Location and names of all abutting streets or other rights-of-way.
- C. The outline of all buildings, driveways, parking areas, swimming pools, recreational courts, patios, accessory structures and other improvements existing or proposed on the property, and dimensions of buildings and distances between all structures and the nearest property lines as required to locate the major improvements on the lot.

4.9.1 Residential Drainage Plan Specifications (Continued)

- D. All easements, public water or sewer facilities traversing or located on the property, and septic tank drain field.
- E. Subdivision name, lot designation, Land Lot and District and/or Georgia Militia District.
- F. North arrow and scale.
- G. Contour lines based on sea level datum. These shall be drawn at intervals of not more than two feet, and shall be based on a field survey. Proposed grading of the lot shall be shown along with the finished floor elevation of the lowest habitable floor of the house.
- H. Storm water features, including swales, pipes, storm water detention and other structures, all drainage easements (D.E.), and directions of flow.
- I. Floodplain features, including the limits of the flood hazard area, 100-year flood high water elevation, origin of the floodplain data, and any proposed modifications to the floodplain limits.
- J. Sedimentation and erosion control measures to be taken or placed on the lot during construction.

- K. Names, address, and telephone number of the owner and person who prepared the RDP.
- L. Seal, registration number, and date of expiration of the Professional Engineer or Landscape Architect, registered and licensed in the State of Georgia, who prepared the drainage improvements or modifications shown on the RDP.

**4.9.2 Site Visit by City Official Required for Residential Drainage Study (RDS)**

- A. A Residential Drainage Study (RDS) shall be conducted and submitted to the City for approval by the City prior to issuance of a Building Permit on those lots so noted on the Final Plat. The Residential Drainage Study shall be conducted on the lot after the following has been completed by the builder but prior to the building permit issuance:
  - 1. Rough grading of the lot.
  - 2. Staking of the corners of the proposed house and driveway location.
  - 3. Flagging or staking of all property line corners.
  - 4. Placement of erosion control devices.

**4.9.3 Certificate of Occupancy shall be used to verify Residential Drainage Plan or Residential Drainage Plan Requirements**

A Certificate of Occupancy shall not be issued for the structure until the provisions or improvements required by the Residential Drainage Plan or as a result of the Residential Drainage Study have been field verified by the City.

**4.9.4 Signature Block for Residential Drainage Plan (RDP)**

The Residential Drainage Plan shall contain the following signature block. If the RDP was required because of floodplain on the lot, the language contained within the brackets must be included; otherwise, it should be deleted from the signature block.

THIS RESIDENTIAL DRAINAGE PLAN HAS BEEN REVIEWED FOR GENERAL COMPLIANCE WITH THE ZONING RESOLUTION AND DEVELOPMENT REGULATIONS OF THE CITY OF DACULA, GA, AND IS APPROVED FOR ISSUANCE OF A BUILDING PERMIT FOR THE RESIDENTIAL STRUCTURE AND OTHER IMPROVEMENTS SHOWN HEREON. [NO FRAMING INSPECTION WILL BE APPROVED UNTIL A CERTIFICATION OF THE ELEVATION OF THE LOWEST FLOOR, AS BUILT, PREPARED BY A REGISTERED LAND SURVEYOR OR PROFESSIONAL ENGINEER, HAS BEEN RECEIVED BY THE CITY.] THIS APPROVAL IS GRANTED WITH THE PROVISION THAT NO CERTIFICATE OF OCCUPANCY SHALL BE ISSUED FOR COMPLETION OF CONSTRUCTION UNTIL CONFORMANCE TO THIS RESIDENTIAL DRAINAGE PLAN HAS BEEN FIELD VERIFIED BY THE CITY OR HAS BEEN VERIFIED BY A FOUNDATION SURVEY PREPARED FOR THE BUILDER BY A REGISTERED LAND SURVEYOR.

\_\_\_\_\_  
CITY OF DACULA

\_\_\_\_\_  
DATE

**4.10 EXEMPTION PLAT PROCEDURES AND SPECIFICATIONS.**

4.10.1 Procedure for Exemption Plat Approval.

- A. When an applicant for a subdivision has parcel of land which meets Section 2.4 SUBDIVISION EXEMPTIONS of these regulations, a plat shall be submitted to the City in a number of copies as determined by the City from time to time.
- B. This Exemption Plat shall be reviewed by the City for compliance with these Regulations and the City shall indicate on a review copy of the Plat or drawing, or in a written memorandum all comments related to compliance with these Regulations.
- C. The applicant shall be responsible for compliance with all codes, regulations, and zoning requirements and for the satisfaction of all of the noted and written comments of the City.
- D. When the City has determined that the Exemption Plat is in compliance with all applicable City Codes, Ordinances or Regulations, the Exemption Plat shall be approved. The City Official, so designated by the Dacula City Council to certify approval of Exemption Plats, shall sign and date said approval of the Exemption Plat, and shall authorize by such approval recording of the Exemption Plat in the Office of the Clerk of the Superior Court of Gwinnett County deed records.

4.10.2 Exemption Plat Specifications.

- A. Name, address and telephone number of the owner(s) of record of the land to be subdivided.
- B. Proposed name, total acreage of the subdivision and acreage of smallest lot.
- C. Name, address and telephone number of the licensed land surveyor or registered professional engineer.
- D. North arrow, graphic scale and date.
- E. Present zoning of property and adjacent property.
- F. Names of adjoining property owners.
- G. The location of streams, lakes, flood hazard or flood prone areas.
- H. The location of proposed lots showing dimensions, front yard setbacks and side yard setbacks for corner lots as required by the City of Dacula Zoning Resolution, and total number of lots with each lot being numbered.
- I. Bearings and distances to the nearest existing street lines or bench marks or other permanent monuments (not less than three) shall be accurately described on the plat.
- J. Municipal, County and Land Lot and District lines and/or Georgia Militia District lines accurately tied to the lines of the subdivision by distances and angles when such lines traverse or are reasonably close to the subdivision.
- K. Exact boundary lines of the tract, determined by a field survey.
- L. Name of plat or subdivision.

- M. Exact locations, right-of-way widths, and names of all streets adjoining or within the subdivision.
- N. Required right-of-way to be dedicated according to the Comprehensive Plan which includes a Thoroughfare Plan - Functional Classification System Map.
- O. Lot lines with dimensions to the nearest one-tenth foot and bearings to the nearest minute.
- P. Lots numbered in numerical order.
- Q. Location, dimensions, and purposes of any easements and any areas to be reserved or dedicated for public use.
- R. Accurate location, material, and description of monuments and markers.
- S. A statement directly on the plat of any private covenants or reference to the deed book and page of recording of any covenants.

**4.10.2 Exemption Plat Specifications. (Continued)**

- T. Subdivision classification (such as residential, no mobile homes, mobile homes, modular homes, commercial, industrial).
- U. The following certifications:

- 1. An engineer's or surveyor's certification directly on the plat as follows:

"IT IS HEREBY CERTIFIED THAT THIS PLAT IS TRUE AND CORRECT AND WAS PREPARED FROM AN ACTUAL SURVEY OF THE PROPERTY BY ME OR UNDER MY SUPERVISION; THAT ALL MONUMENTS SHOWN HEREON ACTUALLY EXIST OR ARE MARKED 'FUTURE' AND THEIR LOCATION, SIZE, TYPE, AND MATERIAL ARE CORRECTLY SHOWN; AND THAT ALL ENGINEERING REQUIREMENTS OF THE SUBDIVISION REGULATIONS OF THE CITY OF DACULA, GEORGIA, HAVE BEEN FULLY COMPLIED WITH."

BY \_\_\_\_\_

REGISTERED P.E., NO. \_\_\_\_\_

REGISTERED GEORGIA LAND SURVEYOR, NO. \_\_\_\_\_

- 2. An owner's certification and dedication, directly on the plat as follows:

OWNER'S CERTIFICATION AND DEDICATION:

STATE OF GEORGIA, COUNTY OF GWINNETT

"THE OWNER OF THE LAND SHOWN ON THIS PLAT AND WHOSE NAME IS SUBSCRIBED HERETO, IN PERSON OR THROUGH A DULY AUTHORIZED AGENT, CERTIFIES THAT THIS PLAT WAS MADE FROM AN ACTUAL SURVEY, THAT ALL STATE, COUNTY AND CITY TAXES OR OTHER ASSESSMENTS NOW DUE ON THIS LAND HAVE BEEN PAID. I (WE) HEREBY CERTIFY THAT I (WE) ADOPT THIS PLAN OF SUBDIVISION, ESTABLISH THE MINIMUM BUILDING SETBACK LINES, AND DEDICATE ALL STREETS, ALLEYS, WALKWAYS, DRAINAGE EASEMENTS, AND OTHER SPACES TO PUBLIC USE AS NOTED."

\_\_\_\_\_ DATE \_\_\_\_\_

\_\_\_\_\_  
OWNER

3. Certificate of approval for recording directly on the plat as follows:

I HEREBY CERTIFY THAT THE SUBDIVISION PLAT SHOWN HEREON HAS BEEN FOUND TO COMPLY WITH THE ZONING RESOLUTION AND SUBDIVISION REGULATIONS OF THE CITY OF DACULA, GEORGIA, AND THAT IT HAS BEEN APPROVED BY THE CITY OF DACULA FOR RECORDING IN THE OFFICE OF THE CLERK OF SUPERIOR COURT OF GWINNETT COUNTY, GEORGIA.

DATED \_\_\_\_\_

\_\_\_\_\_  
OFFICIAL OF THE CITY OF DACULA

- V. Additional certifications and approval statements may be required by the City and / or Gwinnett County, as applicable.