

STATE OF GEORGIA  
COUNTY OF CLAYTON

**ORDINANCE 2025-\_\_**

1 AN ORDINANCE BY MAYOR ANGELYNE BUTLER AND CITY COUNCILMEMBERS  
2 KIMBERLY JAMES, HECTOR GUTIERREZ, LATRESA AKINS-WELLS, AND ALLAN MEARS OF  
3 THE CITY OF FOREST PARK, GEORGIA TO AMEND ARTICLE B (PROCEDURE) AND ARTICLE  
4 C (PLATS AND DATA) WITHIN CHAPTER 7 (SUBDIVISIONS) OF TITLE 8 (PLANNING AND  
5 DEVELOPMENT) IN THE CITY’S CODE OF ORDINANCES; TO PROVIDE AN ADOPTION DATE;  
6 TO PROVIDE AN EFFECTIVE DATE; AND FOR OTHER LAWFUL PURPOSES.

7 **WHEREAS**, the duly elected governing authority of the City of Forest Park, Georgia (the “City”)  
8 is the Mayor and City Council thereof; and

9 **WHEREAS**, the City is authorized by O.C.G.A. § 36-35-3 to adopt ordinances relating to its  
10 property, affairs, and local government; and

11 **WHEREAS**, the City desires to amend pre-application review for subdivision plat provisions by  
12 allowing the City’s Planning and Community Development Department (“PCD”) to review applications;  
13 and

14 **WHEREAS**, the amendments contained herein would benefit the health, safety, morals, and  
15 welfare of the citizens of the City of Forest Park, Georgia.

16 **Section 1.** Title 8 (“Planning and development”), Chapter 7 (“Subdivisions”), Article B  
17 (“Procedure”) of the City’s Code of Ordinances is hereby amended to be read and codified with added text  
18 in **bold** font and deleted text in ~~strike through~~ font as set forth in **Exhibit A** attached hereto and incorporated  
19 herein.

20 **Section 2.** Title 8 (“Planning and development”), Chapter 7 (“Subdivisions”), Article C (“Plats  
21 and data”) of the City’s Code of Ordinances is hereby amended to be read and codified with added text in

22 **bold** font and deleted text in ~~strike through~~ font as set forth in **Exhibit B** attached hereto and incorporated  
23 herein.

24 **Section 3.** The preamble of this Ordinance shall be considered to be and is hereby incorporated by  
25 reference as if fully set out herein.

26 **Section 4.** (a) It is hereby declared to be the intention of the Mayor and Council that all sections,  
27 paragraphs, sentences, clauses and phrases of this Ordinance are or were, upon their enactment, believed  
28 by the Mayor and Council to be fully valid, enforceable and constitutional.

29 (b) It is hereby declared to be the intention of the Mayor and Council that, to the greatest extent  
30 allowed by law, each and every section, paragraph, sentence, clause or phrase of this Ordinance is severable  
31 from every other section, paragraph, sentence, clause or phrase of this Ordinance. It is hereby further  
32 declared to be the intention of the Mayor and Council that, to the greatest extent allowed by law, no section,  
33 paragraph, sentence, clause or phrase of this Ordinance is mutually dependent upon any other section,  
34 paragraph, sentence, clause or phrase of this Ordinance.

35 (c) In the event that any phrase, clause, sentence, paragraph or section of this Ordinance shall, for  
36 any reason whatsoever, be declared invalid, unconstitutional or otherwise unenforceable by the valid  
37 judgment or decree of any court of competent jurisdiction, it is the express intent of the Mayor and Council  
38 that such invalidity, unconstitutionality or unenforceability shall, to the greatest extent allowed by law, not  
39 render invalid, unconstitutional or otherwise unenforceable any of the remaining phrases, clauses,  
40 sentences, paragraphs or sections of the Ordinance and that, to the greatest extent allowed by law, all  
41 remaining phrases, clauses, sentences, paragraphs and sections of the Ordinance shall remain valid,  
42 constitutional, enforceable, and of full force and effect.

43 **Section 5.** This Ordinance shall be codified in a manner consistent with the laws of the State of  
44 Georgia and the City.

45 **Section 6.** All ordinances and parts of ordinances in conflict herewith are hereby expressly  
46 repealed.

47            **Section 7.** The effective date of this Ordinance shall be the date of adoption unless otherwise stated  
48 herein.

49            **Section 8.** The City Clerk, with the concurrence of the City Attorney, is authorized to correct any  
50 scrivener's errors found in this Ordinance, including any exhibits, as enacted.

51            **SO ORDAINED** this 6th day of January 2025.

**CITY OF FOREST PARK, GEORGIA**

\_\_\_\_\_  
Angelyne Butler, *Mayor*

**ATTEST:**

\_\_\_\_\_ (SEAL)  
*City Clerk*

**APPROVED AS TO FORM:**

\_\_\_\_\_  
*City Attorney*

**EXHIBIT A**

52 TITLE 8 – PLANNING AND DEVELOPMENT

53 [...]

54 CHAPTER 7. – SUBDIVISIONS

55 [...]

56 ARTICLE B. – PROCEDURE

57 Sec. 8-7-11. - Pre-application review.

58 (a) Prior to the preparation of the subdivision plat, the subdivider shall prepare ~~sketch plans a~~  
59 **sketch plan** and a general subdivision ~~proposals~~ **proposal** as outlined in article C, section 8-  
60 ~~7-21. He or his~~ **The subdivider or the subdivider’s** agent shall then confer ~~informally with~~  
61 ~~the city manager (or an appropriate city official designated by the city manager)~~ **with the**  
62 **Planning and Community Development Department** regarding the suitability of the ~~plans~~  
63 **sketch plan**. This step does not require formal application or filing of the plat but does  
64 require ~~notice being given, together with~~ **providing** a copy of the **proposed** sketch plan; to  
65 the assistant city clerk at least 10 days before the date of the meeting at which the proposals  
66 are reviewed **Planning and Community Development Department for review. The**  
67 **following must be provided at the time of preliminary review:**

68 (1) *A sketch plan must show the proposed layout of streets, lots, and other features in*  
69 *relation to existing conditions. The sketch plan may be a freehand sketch made*  
70 *directly on a print of the topographic survey, if available. The sketch plan shall*  
71 *include the existing topographic data stated in section 8-7-12 or such of these data*  
72 *as is necessary for consideration of the proposed sketch plan.*

73 (2) *General subdivision information must describe the existing conditions of the site and*  
74 *the proposed development as necessary to supplement the sketch plan. This*  
75 *information may include data on existing covenants, land characteristics, and*  
76 *available community facilities and utilities; and information describing the*  
77 *subdivision proposal such as number of residential lots, typical lot width and depth,*  
78 *price range, minimum floor area in structures, business areas, playgrounds, park*  
79 *areas and other public areas, proposed protective covenants and proposed utilities*  
80 *and street improvements.*

81 (b) The purpose of this review is to acquaint the subdivider with plans and policies that might be  
82 significant to his proposed development.

83 (c) Upon receiving favorable consideration, the subdivider may then proceed to prepare the  
84 preliminary plat for submission to the planning commission.

85 Sec. 8-7-12. - Conditional approval of preliminary plat.

86 (a) On reaching conclusions as described in section 8-7-11 regarding his general program and  
87 objectives, the subdivider shall cause to be prepared a preliminary plat, together with other

88 supplementary material as deemed necessary by the planning commission and specified in  
89 ~~article C, section 8-7-22~~ subsection (b) below.

90 (b) The following shall be provided at the time of the application:

91 (1) *Preliminary plat.* One (1) electronic copy of the site plan shall be at a scale of not less  
92 than one hundred (100) feet to one (1) inch. It shall show all existing conditions  
93 required below and shall show all existing conditions and all proposals, including the  
94 following:

95 a. Proposed name of subdivision.

96 b. Name and address of owner of record.

97 c. Name, address and telephone number of subdivider.

98 d. Date of survey, date of plat drawing, north point and graphic scale.

99 e. Location (land district and land lot), and acreage.

100 f. Number of residential lots and typical lot sizes.

101 g. A sketched vicinity map indicating streets and highways, land lot lines,  
102 railroads and other significant features, within one (1) mile of the proposed  
103 subdivision, drawn at a scale sufficient to show the information required.

104 h. Exact boundary lines of the trace, giving lengths, bearings and present zoning.

105 i. Contour lines based on sea level datum and drawn at intervals not greater  
106 than ten (10) feet. The source of the topographic contours shown shall be  
107 specified.

108 j. Natural features within the proposed subdivision, including drainage  
109 channels, bodies of water and other significant features. On all watercourses  
110 the direction of flow shall be indicated.

111 k. Cultural features within the proposed subdivision, including street names,  
112 rights-of-way and pavement widths; easements; bridges; culverts; utility lines  
113 and structures; buildings; city and county lines; land lot lines; and such other  
114 information as the subdivider may desire.

115 l. Proposed subdivision layout, including: Street names, central angles of street  
116 intersections, approximate street grades, street surface widths; lot lines with  
117 dimensions, lot number, block letters; building setback lines with dimensions;  
118 sites to be reserved, developed or dedicated for public uses or for nonpublic  
119 uses exclusive of single-family dwellings.

120 m. Location and results of percolation tests for any lots which will not be served  
121 by a public sewage system, as required by the county health department.

122 n. Location and size of all proposed drainage structures, including catch basins,  
123 curbs, gutters, grates and headwalls.

124 o. Location of all proposed sanitary and storm sewer lines or improvements and  
125 any easements required with sufficient dimensions to location same on the  
126 ground.

127 p. Location and description of all proposed monuments and pins.

128 (2) *Street profiles.* Three (3) line profiles of proposed streets shall be required. These  
129 profiles shall show centerline elevations and elevations along right-of-way lines on  
130 either side of the street, exposed rock, street layout, width, curvature and drainage  
131 improvements.

132 (3) *Draft of protective covenants* (one (1) electronic copy) whereby the subdivider  
133 proposes to regulate land use in the subdivision and otherwise protect the proposed  
134 development.

135 ~~(b)~~ (c) ~~Eight (8) copies~~ **One (1) electronic copy** of the preliminary plat and supplementary material  
136 specified, together with ~~two (2) copies of a~~ **the** written application for conditional approval of  
137 the preliminary ~~(forms obtained from the city clerk)~~ shall be filed with the city clerk at least 15  
138 days prior to the meeting of the planning commission at which it is to be considered. ~~The city~~  
139 ~~clerk shall be responsible for their proper distribution and the collection of a filing fee as~~  
140 ~~specified in article G of these regulations~~ **must be submitted to the Planning and**  
141 **Community Development Department.**

142 ~~(e)~~ (d) No preliminary plat shall be acted upon by the planning commission without holding a hearing  
143 thereon. The secretary of the planning commission shall notify the subdivider, by registered or  
144 certified mail, of the time and place of the hearing at least five (5) days prior to such hearing  
145 date.

146 ~~(d)~~ (e) Within ~~30~~ **forty-five (45)** days after the submission of an application for preliminary plat  
147 approval, the planning commission shall:

148 (1) issue a certificate of preliminary plat approval;

149 (2) issue a certificate of preliminary plat approval subject to any necessary modifications  
150 the nature of which shall be indicated on the preliminary plat or attached to it in  
151 writing; or

152 (3) disapprove the preliminary plat, in which case the planning commission shall so  
153 notify the subdivider in writing, stating the reasons therefor.

154 ~~(e)~~ (f) The action of the planning commission shall be noted on ~~three (3) copies of~~ the preliminary  
155 plat, referenced and attached to any conditions determined. One (1) copy shall be retained by  
156 the planning commission, **one (1) copy shall be retained by the city clerk, two (2) copies**  
157 ~~returned to the city clerk, who will keep one (1) for the mayor and council and return the other~~  
158 ~~to~~ **and the subdivider shall have a copy.** Conditional approval of a preliminary plat shall not  
159 constitute approval of the final plat.

160       ⊕ (g) Short-cut method. The preceding provisions of this section may be waived, and a short-cut  
161 procedure initiated in the case of a subdivision of five (5) lots or less, and the subdivider may  
162 submit an application for final plat approval, without submitting a preliminary plat, provided:

163                   (1) Each lot in the proposed subdivision abuts an existing public street;

164                   (2) The proposed subdivision will not effect any major alterations of utility installations,  
165 or other existing or proposed public facilities; ~~and~~

166                   (3) The application for final plat approval meets all the applicable procedural, design and  
167 other requirements of these regulations- ; **and**

168                   (4) ~~A subdivider intending to use this short-cut method shall first consult~~ **The subdivider**  
169 **first consults** with the ~~city manager or his agent,~~ **Planning and Community**  
170 **Development Department** supplying sufficient information to assure that the  
171 specified ~~conditions~~ **requirements** will be met.

172                   (5) **Single lot splits may be approved administratively by the Director of the**  
173 **Planning and Community Development Department.**

174       Sec. 8-7-13. - Approval of final plat.

175                   (a) The final plat to be prepared as specified in ~~section 8-7-23~~ **subsection (i) below** shall conform  
176 substantially to the preliminary plat as approved, and if desired by the subdivider, it may  
177 constitute only that portion of the approved preliminary plat which he proposes to record and  
178 develop at the time, provided, however, that such portion conforms to all requirements of these  
179 regulations.

180                   (b) All performance bonds must be accepted by the appropriate regulating departments and all  
181 filing fees according to the schedule in article G shall be paid prior to approval of final plat by  
182 the planning commission.

183                   (c) The final plat, and other supplementary material required for approval, shall be submitted to  
184 the ~~city clerk~~ **Planning and Community Development Department** at least ~~seven (7)~~ **thirty**  
185 **(30)** days prior to the meeting of the planning commission at which it is to be considered. It  
186 shall also be required that the above material be submitted to the planning commission within  
187 six (6) months after approval of the preliminary plat; otherwise such approval shall become  
188 null and void unless an extension of time is applied for and granted by the planning  
189 commission.

190                   (d) Within ~~ten (10)~~ **thirty (30)** days after the submission of the final plat and supplementary  
191 material required for approval, the planning commission shall express its final action.

192                   (e) After final action by the planning commission, the final plat and other supplementary material  
193 will be transmitted by the secretary of the planning commission to the mayor and council for  
194 their final action.

195                   (f) ~~Twelve (12) copies of the~~ **The approved** final plat shall be ~~procured by the building inspector~~  
196 **submitted to the Planning and Community Development Department for** distribution to

197 the various departments concerned, including one (1) copy for the ~~mayor and council and one~~  
198 ~~(1) copy for the planning commission~~ city.

199 (g) The applicant shall have the **approved** final plat recorded in the office of the Clerk of the  
200 Superior Court of Clayton County and shall deliver a copy of said recorded final plat to the  
201 ~~building inspector~~ **Planning and Community Development Department**.

202 (h) The **approved** final plat (~~original tracing~~) may be obtained from the ~~city clerk~~ by the subdivider  
203 **Planning and Community Development Department upon approval**.

204 (i) **The following shall be provided at the time of the application:**

205 (1) **The scale of the final plat shall be one hundred (100) feet to one (1) inch.**

206 (2) **The final plat shall conform substantially to the preliminary plat; it may, however,**  
207 **represent only that portion of the approved preliminary plat which the subdivider**  
208 **proposes to develop and record at any one time, provided that such portion**  
209 **conforms to the requirements of these regulations.**

210 (3) **The final plat shall be labeled "Final Plat" and contain the following information:**

211 a. **Name of subdivision.**

212 b. **Graphic scale, north arrow with reference of bearings to magnetic, true or**  
213 **grid north, and date of survey.**

214 c. **Location of tract (land lot and land district) and acreage.**

215 d. **All dimensions accurate to the nearest one-tenth ( 1/10 ) of a foot and all**  
216 **angles accurate to the nearest minute.**

217 e. **Sufficient data to determine readily and reproduce on the ground the**  
218 **location, bearing, and length of every street line, lot line, boundary line, and**  
219 **building line whether curved or straight. This shall include but not be**  
220 **limited to the radium, length of arc, internal angles and tangent distance for**  
221 **the center line of curved streets.**

222 f. **Exact locations, right-of-way widths, and names of all streets and alleys**  
223 **within and immediately adjoining the plat along with street center lines.**

224 g. **Street intersection angles and street pavement widths.**

225 h. **Building setback lines with dimensions.**

226 i. **Blocks lettered alphabetically with lots and sites numbered in numerical**  
227 **order.**

228 j. **Location, dimensions and purpose of: easements, public service utility**  
229 **rights-of-way lines; areas (other than streets) to be reserved, donated, or**



- 230 dedicated to public use; and sites to be used for other than single-family  
 231 residences.
- 232 k. Location and size of all drainage structures, including catch basins, curbs,  
 233 gutters, grates and headwalls.
- 234 l. Location, material and description of all monuments and pins, including  
 235 street markers.
- 236 m. Certification that the applicant is the land owner and dedicates streets,  
 237 rights-of-way and any sites for public use.
- 238 n. Certification by the appropriate authorities for roads, water, sewers, and  
 239 health that the subdivider has complied with one of the following  
 240 alternatives:
- 241 1. all improvements have been installed in accordance with their  
 242 requirements;
- 243 2. a performance bond has been posted in sufficient amount to assure  
 244 completion of all required improvements; or
- 245 3. other guarantees of satisfactory completion of required improvements  
 246 have been accepted with their conditions specified in the certification.
- 247 o. Space for the approval of the planning commission.
- 248 p. Space for the acceptance of the mayor and council.
- 249 q. Protective covenants, if any, shall be shown on the plat.
- 250 r. Other data may be required by the Forest Park Planning Commission in the  
 251 enforcement of these regulations. This data may include final engineering  
 252 design reports on proposed improvements, or other certificates, affidavits,  
 253 endorsements, or dedications necessary to support the intent of these  
 254 regulations.

255 **SAMPLE CERTIFICATIONS**

256 **ENGINEER'S OR SURVEYOR'S ACKNOWLEDGMENT:**

257 It is hereby certified that this plat is true and correct and was prepared from an actual  
 258 survey of the property made under my supervision on the ground.

259 By: \_\_\_\_\_  
 260 \_\_\_\_\_

261 Registered C.E. No. \_\_\_\_\_  
 262 Registered Ga. Land Surveyor No. \_\_\_\_\_

263

**OWNER'S ACKNOWLEDGMENT:**

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265  
266

**STATE OF GEORGIA  
CLAYTON COUNTY  
CITY OF FOREST PARK**

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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 dedicates to the use of the public forever all streets, alleys, parks, watercourses, drains, easements and public places thereon shown for the purposes and considerations therein expressed.

271

Owner \_\_\_\_\_

272

**APPROVAL OF THE PLANNING AND COMMUNITY DEVELOPMENT DEPARTMENT**

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This plat has been submitted to and considered by the Forest Park Planning and Community Development (PCD) Department and is approved by the PCD Department.

275  
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Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.  
By \_\_\_\_\_, Director

277

\*This is only for single lot splits.

278

**APPROVAL OF THE FOREST PARK PLANNING COMMISSION**

279  
280

This plat has been submitted to and considered by the Forest Park Planning Commission and is approved by such Commission subject to the approval of the city council.

281

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

282

**THE FOREST PARK PLANNING COMMISSION**

283  
284

By \_\_\_\_\_, Chairman  
By \_\_\_\_\_, Secretary

285

**APPROVAL OF THE CITY COUNCIL OF FOREST PARK, GA.**

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This plat having been approved by the Planning Commission and subsequent thereto submitted to and considered by the City Council of the City of Forest Park, Georgia, the same is hereby approved subject to the protective covenants shown thereon. By approving this plat the city does not accept for maintenance any street until same has been constructed in accordance with existing rules, regulations and specifications and a warranty deed delivered and accepted by the city nor does the city accept for maintenance purposes any drainage easement not within the right-of-way of a street deeded to the city.

293  
294

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.  
By \_\_\_\_\_, City Manager

**EXHIBIT B**

295 TITLE 8 – PLANNING AND DEVELOPMENT

296 [...]

297 CHAPTER 7. – SUBDIVISIONS

298 [...]

299 ARTICLE C. – ~~PLATS AND DATA~~ **RESERVED**

300 ~~Sec. 8-7-21. Pre-application plats and data.~~

301 ~~The following shall be provided at the time of preliminary review:~~

302 ~~(1) *Sketch plan* (two (2) copies) shall show in sketch form the proposed layout of streets, lots,~~  
303 ~~and other features in relation to existing conditions. The sketch plan may be a freehand sketch~~  
304 ~~made directly on a print of the topographic survey, if available. The sketch plan shall include~~  
305 ~~the existing topographic data stated in section 8-7-22 or such of these data as is necessary for~~  
306 ~~consideration of the proposed sketch plan.~~

307 ~~(2) *General subdivision information* (two (2) copies) shall describe or outline the existing~~  
308 ~~conditions of the site and the proposed development as necessary to supplement the sketch~~  
309 ~~plan. This information may include data on existing covenants, land characteristics, and~~  
310 ~~available community facilities and utilities; and information describing the subdivision~~  
311 ~~proposal such as number of residential lots, typical lot width and depth, price range, minimum~~  
312 ~~floor area in structures, business areas, playgrounds, park areas and other public areas,~~  
313 ~~proposed protective covenants and proposed utilities and street improvements.~~

314 ~~Sec. 8-7-22. Preliminary plats and data for conditional approval.~~

315 ~~The following shall be provided at the time of the application:~~

316 ~~(1) *Preliminary plat.* Eight (8) copies of blue-line prints shall be at a scale of not less than one~~  
317 ~~hundred (100) feet to one (1) inch. It shall show all existing conditions required below and~~  
318 ~~shall show all existing conditions and all proposals, including the following:~~

319 ~~a. Proposed name of subdivision.~~

320 ~~b. Name and address of owner of record.~~

321 ~~c. Name, address and telephone number of subdivider.~~

322 ~~d. Date of survey, date of plat drawing, north point and graphic scale.~~

323 ~~e. Location (land district and land lot), and acreage.~~

- 324 f. ~~Number of residential lots and typical lot sizes.~~
- 325 g. ~~A sketched vicinity map indicating streets and highways, land lot lines, railroads and~~  
326 ~~other significant features, within one (1) mile of the proposed subdivision, drawn at a~~  
327 ~~scale sufficient to show the information required.~~
- 328 h. ~~Exact boundary lines of the trace, giving lengths, bearings and present zoning.~~
- 329 i. ~~Unit divisions or stage development, if any, proposed by the subdivider.~~
- 330 j. ~~Contour lines based on sea level datum and drawn at intervals not greater than ten (10)~~  
331 ~~feet. The source of the topographic contours shown shall be specified.~~
- 332 k. ~~Natural features within the proposed subdivision, including drainage channels, bodies~~  
333 ~~of water and other significant features. On all watercourses the direction of flow shall~~  
334 ~~be indicated.~~
- 335 l. ~~Cultural features within the proposed subdivision, including street names, rights of~~  
336 ~~way and pavement widths; easements; bridges; culverts; utility lines and structures;~~  
337 ~~buildings; city and county lines; land lot lines; and such other information as the~~  
338 ~~subdivider may desire.~~
- 339 m. ~~Proposed subdivision layout, including: Street names, central angles of street~~  
340 ~~intersections, approximate street grades, street surface widths; lot lines with~~  
341 ~~dimensions, lot number, block letters; building setback lines with dimensions; sites to~~  
342 ~~be reserved, developed or dedicated for public uses or for nonpublic uses exclusive of~~  
343 ~~single family dwellings.~~
- 344 n. ~~Location and results of percolation tests for any lots which will not be served by a~~  
345 ~~public sewage system, as required by the county health department.~~
- 346 o. ~~Location and size of all proposed drainage structures, including catch basins, curbs,~~  
347 ~~gutters, grates and headwalls.~~
- 348 p. ~~Location of all proposed sanitary and storm sewer lines or improvements and any~~  
349 ~~easements required with sufficient dimensions to location same on the ground.~~
- 350 q. ~~Location and description of all proposed monuments and pins.~~
- 351 (2) ~~Street profiles.~~ When requested by the city manager or his designee, three (3) line profiles of  
352 proposed streets shall be required. These profiles shall show centerline elevations and  
353 elevation along right of way lines on either side of the street, exposed rock, street layout,  
354 width, curvature and drainage improvements.
- 355 (3) ~~Draft of protective covenants (one (1) copy) whereby the subdivider proposes to regulate~~  
356 ~~land use in the subdivision and otherwise protect the proposed development.~~

357 ~~Sec. 8 7 23. Plats and data for final approval.~~

358 ~~The following shall be provided at the time of the application:~~

359 ~~(1) Final plat (one (1) original tracing) shall be drawn in ink on tracing cloth or paper. The~~  
360 ~~scale of the final plat shall be one hundred (100) feet to one (1) inch. Each sheet size shall~~  
361 ~~not exceed twenty two (22) inches by thirty four (34) inches.~~

362 ~~(2) The final plat shall conform substantially to the preliminary plat; it may, however, represent~~  
363 ~~only that portion of the approved preliminary plat which the subdivider proposes to develop~~  
364 ~~and record at any one time, provided that such portion conforms to the requirements of~~  
365 ~~these regulations.~~

366 ~~(3) The final plat shall be labeled "Final Plat" and contain the following information:~~

367 ~~a. Name of subdivision.~~

368 ~~b. Graphic scale, north arrow with reference of bearings to magnetic, true or grid north,~~  
369 ~~and date of survey.~~

370 ~~c. Location of tract (land lot and land district) and acreage.~~

371 ~~d. All dimensions accurate to the nearest one tenth ( 1/10 ) of a foot and all angles~~  
372 ~~accurate to the nearest minute.~~

373 ~~e. Sufficient data to determine readily and reproduce on the ground the location, bearing,~~  
374 ~~and length of every street line, lot line, boundary line, and building line whether~~  
375 ~~curved or straight. This shall include but not be limited to the radius, length of arc,~~  
376 ~~internal angles and tangent distance for the center line of curved streets.~~

377 ~~f. Exact locations, right of way widths, and names of all streets and alleys within and~~  
378 ~~immediately adjoining the plat along with street center lines.~~

379 ~~g. Street intersection angles and street pavement widths.~~

380 ~~h. Building setback lines with dimensions.~~

381 ~~i. Blocks lettered alphabetically with lots and sites numbered in numerical order.~~

382 ~~j. Location, dimensions and purpose of: easements, public service utility rights of way~~  
383 ~~lines; areas (other than streets) to be reserved, donated, or dedicated to public use; and~~  
384 ~~sites to be used for other than single family residences.~~

385 ~~k. Location and size of all drainage structures, including catch basins, curbs, gutters,~~  
386 ~~grates and headwalls.~~

387 ~~l. Location, material and description of all monuments and pins, including street markers.~~

388 m. Certification that the applicant is the land owner and dedicates streets, rights of way  
389 and any sites for public use.

390 n. Certification by the appropriate authorities for roads, water, sewers, and health that the  
391 subdivider has complied with one of the following alternatives:

392 1. all improvements have been installed in accordance with their requirements;

393 2. a performance bond has been posted in sufficient amount to assure completion  
394 of all required improvements; or

395 3. other guarantees of satisfactory completion of required improvements have  
396 been accepted with their conditions specified in the certification.

397 o. Space for the approval of the planning commission.

398 p. Space for the acceptance of the mayor and council.

399 q. Protective covenants, if any, shall be shown on the plat.

400 r. Other data may be required by the Forest Park Planning Commission in the  
401 enforcement of these regulations. This data may include final engineering design  
402 reports on proposed improvements, or other certificates, affidavits, endorsements, or  
403 dedications necessary to support the intent of these regulations.

404 **SAMPLE CERTIFICATIONS**

405 **ENGINEER'S OR SURVEYOR'S ACKNOWLEDGMENT:**

406 It is hereby certified that this plat is true and correct and was prepared from an actual survey of  
407 the property made under my supervision on the ground.

408 By: \_\_\_\_\_  
409 \_\_\_\_\_

410 Registered C.E. No. \_\_\_\_\_  
411 Registered Ga. Land Surveyor No. \_\_\_\_\_

412 **OWNER'S ACKNOWLEDGMENT:**

413 **STATE OF GEORGIA**  
414 **CLAYTON COUNTY**  
415 **CITY OF FOREST PARK**

416 The owner of the land shown on this plat and whose name is subscribed hereto, and in person or  
417 through a duly authorized agent acknowledges that this plat was made from an actual survey and  
418 dedicates to the use of the public forever all streets, alleys, parks, watercourses, drains, easements and  
419 public places thereon shown for the purposes and considerations therein expressed.

420 Owner \_\_\_\_\_

421 APPROVAL OF THE FOREST PARK PLANNING COMMISSION

422 This plat has been submitted to and considered by the Forest Park Planning Commission and is  
423 approved by such Commission subject to the approval of the city council.

424 Dated this \_\_\_\_\_ day of \_\_\_\_\_, 19 \_\_\_\_.

425 THE FOREST PARK PLANNING COMMISSION

426 By \_\_\_\_\_, Chairman

427 By \_\_\_\_\_, Secretary

428 APPROVAL OF THE CITY COUNCIL OF FOREST PARK, GA.

429 This plat having been approved by the Planning Commission and subsequent thereto submitted  
430 to and considered by the City Council of the City of Forest Park, Georgia, the same is hereby approved  
431 subject to the protective covenants shown thereon. By approving this plat the city does not accept for  
432 maintenance any street until same has been constructed in accordance with existing rules, regulations and  
433 specifications and a warranty deed delivered and accepted by the city nor does the city accept for  
434 maintenance purposes any drainage easement not within the right of way of a street deeded to the city.

435 Dated this \_\_\_\_\_ day of \_\_\_\_\_, 19 \_\_\_\_.

436 By \_\_\_\_\_, City Manager

437 **Secs. 8-7-21 – 8-7-30. – Reserved.**