

LEE COUNTY  
FINAL SUBDIVISION  
PLAT CHECKLIST

General Information

Case # \_\_\_\_\_

Name of Subdivision: \_\_\_\_\_

Location of property: \_\_\_\_\_

Land Lot: \_\_\_\_\_

Land District: \_\_\_\_\_

Owner/Agent Address: \_\_\_\_\_

Owner/Agent Telephone Number: \_\_\_\_\_

Date Application Submitted: \_\_\_\_\_

**Review Requirements**

1. Final Subdivision Application \_\_\_\_\_
2. Subdivision Fee Paid (½ at preliminary SD submittal, ½ due at final SD Submittal) \_\_\_\_\_
3. Plats (3 copies initially for review; 15 copies of plat after approved review And 1 electronic copy) \_\_\_\_\_
4. 1 copy of legal description \_\_\_\_\_
5. \$8.00 Recording fee (requires separate check made payable to Superior Court Clerk): \_\_\_\_\_
6. All deeds, title opinions, real estate transfer tax forms, for conveyance Of right-of-way and easement to the county \_\_\_\_\_
7. All deeds and resolution accepting water and sewer system from the Utilities Authority Department \_\_\_\_\_
8. All improvement guarantees (maintenance bond or letter of credit in amount of 10% of total subdivision construction costs). If a letter of Credit is submitted a full statement of full construction costs must be Attached \_\_\_\_\_
9. All road names approved by E-911 Coordinator \_\_\_\_\_
10. A copy of the executed contract between the developer and the Service provider shall be included with the application for final Subdivision approval \_\_\_\_\_
11. Construction plans were previously submitted an acknowledged to be in conformity with Lee County Land Development Ordinance / Design and Construction Standards and Specifications as approved by the Lee County Plan Reviewer \_\_\_\_\_

- 12. Scale no smaller than 1" =200' \_\_\_\_\_
- 13. Plat size between 11"x17" and 17"x22" \_\_\_\_\_
- 14. Blank Area on Plat to record stamps \_\_\_\_\_  
 Area should be 3 1/4" x 3" for Superior Court (Blank area for Recording stamps must be on plat or it will not be recorded by Superior court clerk) Area for Planning Department stamps should be 3.5" x 2.5".
- 15. Water system EPD approval \_\_\_\_\_
- 16. In accordance with the approved and permitted construction plans all construction and improvements have been satisfactorily completed and approved by Lee County Development Services Manager \_\_\_\_\_

PLAT APPROVAL REQUIREMENTS

- 1. Subdivision Name approved at Preliminary Subdivision Approval \_\_\_\_\_
- 2. Name of Owner / Authorized Agent \_\_\_\_\_  
 Declaration of Ownership with Landowner's Signature \_\_\_\_\_
- 3. Names of record owners of adjoining unplatted land \_\_\_\_\_
- 4. Adjacent Subdivision / phases names \_\_\_\_\_
- 5. Vicinity map \_\_\_\_\_  
 Scale (not less than 1" = 1 mile) \_\_\_\_\_  
 North Arrow \_\_\_\_\_
- 6. All Roads and Rights-of-Way Names \_\_\_\_\_  
 Right-of-Way width \_\_\_\_\_  
 Pavement Width \_\_\_\_\_
- 7. Location, Dimensions and Type of All Easements Drainage \_\_\_\_\_
- 8. Total Acreage of Area to be Subdivided \_\_\_\_\_
- 9. All Lots \_\_\_\_\_  
 Lot Lines \_\_\_\_\_  
 Lot Numbers (consecutive) \_\_\_\_\_  
 In phased developments must be consecutive with previous phases:  
 Lot Sizes subject to minimum requirements (thousandth of an acre) \_\_\_\_\_  
 Greenspace \_\_\_\_\_

10. Minimum Building Setbacks subject to Lee County zoning requirements \_\_\_\_\_
- Front (all) \_\_\_\_\_
- Sides and Rear (note on plat) \_\_\_\_\_
11. Legend \_\_\_\_\_
- Numerical scale \_\_\_\_\_
- Graphic Scale \_\_\_\_\_
- North Arrow \_\_\_\_\_
- Date \_\_\_\_\_
12. Elevations based on a sea level datum \_\_\_\_\_
13. One hundred (100) Year/One percent (1%) Chance Floodplain \_\_\_\_\_  
 (Note if none) as designated on FEMA Flood Insurance Rate Map
- Include Community Number, Panel Number, Zone, and Effective Date
14. Wetlands Note to Read: \_\_\_\_\_
- Wetlands may be present in some of these lots. Wetlands are Protected by Federal law. Before disturbing any area designated As a wetland, contact the U.S. Army Corps of Engineers, Regulatory Branch, P.O. Box 889, Savannah, Georgia, 31402-0889.
15. Soils Note to Read: \_\_\_\_\_
- Before any building activity begins, the Lee County Health Department must approve the building site. An intensive soil survey will be required in the area of construction to make certain that soils present are suitable for individual sewage disposal system.
16. Utilities Authority Note to Read: \_\_\_\_\_
- The Lee County Utilities Authority has control over the supply of potable water and receipt of sanitary sewage from all lands subdivided after July 27, 1995. Owners of these subdivided lots will be required to immediately connect to public water and sewage systems whenever either becomes accessible.
17. Primary control points and bench marks with necessary descriptions \_\_\_\_\_  
 and locations of such control points, including all dimensions, angles, bearings, and similar data necessary for proper location
18. Tract boundary lines, right-of-way lines of streets, easements, and \_\_\_\_\_  
 Rights-of-way; and property lines of other sites with accurate dimensions
19. Purpose for which lots, other than residential lots are dedicated \_\_\_\_\_  
 Or reserved
20. Location and description of all monuments \_\_\_\_\_
21. Certification by a land surveyor registered in the State of Georgia \_\_\_\_\_