



SKETCH PLAT REVIEW CHECKLIST

Date: _____

PROJECT NAME _____

FILE NO. _____ ZONING DISTRICT _____ MAP REFERENCE _____

CODE SECTION

___ **14-87:** Conference with Planning Director

14-89: Required Information:

___ (1) Boundary lines.

___ (2) Streets on or adjacent to tract.

___ (3) Contour data.

___ (4) Tree survey.

___ (5) Historic resources.

___ (6) Natural features.

___ (7) Soils.

___ (8) Geographical data.

___ (9) Prior subdivisions.

___ (10) Zoning district.

___ (11) Permits.

___ (12) Variances.

___ (13) Septic tanks.

___ (14) Sewers.

___ (15) Sewer easements.

(1)

- ___ (16) Water mains.
- ___ (17) Water main easements.
- ___ (18) IRF.
- ___ (19) Wetlands.
- ___ (20) Receiving waters.
- ___ (21) Certificate of conformity.
- ___ (22) Bury pits.
- ___ (23) Seal.

14-90: Proposed Physical Layout:

- ___ (1) Title.
- ___ (2) Street names.
- ___ (3) Rights-of-way
- ___ (4) Sidewalks.
- ___ (5) Lots.
- ___ (6) Dedications.
- ___ (7) Yards.
- ___ (8) Zoning conditions.
- ___ (9) Corner lots.
- ___ (10) Transitional buffers.
- ___ (11) BMPs.
- ___ (12) IRF
- ___ (13) Covenants.
- ___ (14) Sewer easements
- ___ (15) Water main easements.

___ (16) Fire Hydrants

___ (17) Fencing

(2)

___ (18) Electrical service.

14-91: Additional Information:

___ (1) Owner consent.

___ (2) Taxes.

___ (3) Location.

___ (4) Vicinity map.

___ (5) Owners names and zoning of adjacent properties.

___ (6) Engineer.

___ **14-92:** Scale.

14-96: (This section for Planning Department Use Only)

___ (1) Water supply.

___ (2) Adequacy of sewer.

___ (3) Stormwater management.

___ (4) Flood Plains, watercourses, wetlands, woodlands.

___ (5) Non-conforming lots.

___ (6) Abutting state highway.

___ (7) Meets all code requirements.

___ (8) Certificate of Appropriateness.

___ (9) Municipal / County boundaries.

___ (10) All requirements of Sections 14-89 & 14-90 have been met.

___ **14-96 (10) (c):** Add wording:

This sketch plat has been submitted to and approved by the Planning Commission of

DeKalb County, on this _____ day of _____ 20_____.

By: _____ (By Director)
Planning Commission Chairman
DeKalb County, Georgia

(3)

14-166: Adequate Public Facilities:

- ___ (1) Comprehensive Plan Consistency.
- ___ (2) Water.
- ___ (3) Wastewater.
- ___ (4) Stormwater Management.
- ___ (5) Roads.
- ___ (6) Extension policies.

14-167: Conservation of Natural Resources:

- ___ (a) (1) Wetlands.
- ___ (a) (2) Intermediate regional floodplain.
- ___ (b) (1) Avoid adversely affecting watercourses, ground water, and aquifer recharge.
- ___ (b) (2) Minimize cut and fill.
- ___ (b) (3) Minimize impervious cover and the environmental impacts of roads and access points.
- ___ (b) (4) Minimize flooding.
- ___ (b) (5) Minimize adverse effects of noise, odor, traffic, drainage, and utilities on neighboring properties.
- ___ (c) (1) Areas set aside.
- ___ (c) (2) Compliance with subsection (b).
- ___ (c) (3) Proposed subdivision not in the best interest of the public health, safety, and general welfare of the county.

___ **14-181 (b):** Street arrangements, character, extent, width, grade and location.

___ **14-182:** Arrangement where not shown on thoroughfare plan.

- ___ **14-183:** Minor street / Minor arterial.
 - ___ **14-184:** Thoroughfare plan.
 - ___ **14-185:** Subdivisions bordering on or containing arterial streets, railroad right-of-way, or limited access highway right-of-way.
 - ___ **14-186:** Reserve strips.
- (4)
- ___ **14-187:** Street intersection spacing.
 - ___ **14-188:** Intersections – right angle.
 - ___ **14-189:** Property line to be curved or mitered.
 - ___ **14-190:** Street classification and right-of-way width.
 - ___ **14-191:** Improvements, right-of-way dedication.
 - ___ **14-191 (e):** Board of Commissioners waiver of right-of-way, road improvements.
 - ___ **14-192:** Half streets.
 - ___ **14-193:** Temporary dead-end streets.
 - ___ **14-194:** Permanent dead-end street; cul-de-sac required.
 - ___ (a) Cul-de-sac required.
 - ___ (b) Minimum radius; provide a landscaped island.
 - ___ **14-195:** Alleys.
 - ___ **14-196:** Street grades.
 - ___ **14-197:** Minimal horizontal curve radius.
 - ___ **14-198:** Minimum sight distance.
 - ___ **14-199:** Design of intersections.
 - ___ **14-200:** Access management.
 - ___ **14-200 (e):** Number of access points.
 - ___ **14-200 (j):** Deceleration

- ___ **14-201:** Planting Strips
- ___ **14-217:** Permission for easement dedication required.
- ___ **14-218:** Floodplain easements – on-site.
- ___ **14-219:** Drainage easements – off-site.
- ___ **14-220:** Pedestrian and bicycle easements and paths.
- ___ **14-236:** Length, width, and shape of blocks.
- ___ **14-237:** Desirable maximum and minimum block length.
- ___ **14-238:** Mid-block easements and pedestrian paths. (5)
- ___ **14-256:** Lot compliance with zoning ordinance.
- ___ **14-257:** Corner lots.
- ___ **14-258:** Frontage.
- ___ **14-259:** Through lots and reverse frontage lots prohibited.
- ___ **14-260:** Side lot lines
- ___ **14-275:** Open space required; purposes.
- ___ **14-276:** Restrictions on open space.
- ___ **14-277:** Dedication of parks, open space, recreation areas, and conservation easements.
- ___ **14-286:** Reservation of sites for civic use.
- ___ **14-351(e):** Dry sewer waiver.
- ___ **14-356:** Comments, recommendations to be marked on preliminary plat.
- ___ **14-379(d):** Contour intervals.
- ___ **14-383:** Sidewalks and bicycle lanes.
- ___ **14-384:** Parking on public right-of-way.
- ___ **14-385:** Underground utilities.
- ___ **14-386:** Street lights.

- ___ **14-396:** Septic tank data.
- ___ **14-397:** Contour intervals.
- ___ **14-398:** Soil analysis.
- ___ **14-399:** Analysis.
- ___ **14-404:** Board of Health recommendations.
- ___ **14-405:** Impoundment permit.

(6)

ZONING CODE

- ___ **27-31** – Definitions. Refer to _____.
- ___ **27-** _____ Zoning District _____ Principle uses and structures, accessory uses, buildings and structures, special permits, lot width, lot area, setbacks, building spacing, transitional buffer zone, building height, floor area, lot coverage, off-street parking requirement, landscape requirement, parking lot landscape requirement.
- ___ **27-** _____, _____ Overlay district. District boundaries. applicability of regulations, use restrictions, hazard marking / lighting, principle use / structures, accessory use / structures, lot coverage, clearing and grading of lot, height limitation, tree removal / replacement, protection of steep slopes, driveway, conservation easement, lighting, density bonus.
- ___ **27-753:** Landscape requirements for parking lots.
- ___ **27-756:** Lots.
- ___ **27-757:** Lots, corner.
- ___ **27-758:** Lots served by septic tanks
- ___ **27-759:** Lots with well and septic tank.
- ___ **27-763:** Open space.
- ___ **27-772:** Regional impact.
- ___ **27-776:** Site plan preparation.

- ___ **27-783:** Traffic and street improvements.
- ___ **27-785:** Transitional buffer zone.
- ___ **27-788.** Yard requirements.
- ___ **Sec. 1139 (b):** Show name and address of a person to whom notice of a public meeting on the proposed sketch plat may be sent.

ADDITIONAL REQUIRED PLAT REVIEW ITEMS

- ___ Show developer's name, address, and phone number.
- ___ Show number of lots / units in development.
- ___ Who will provide water service?
- ___ Who will provide sewer service?

(7)

- ___ Add note: Recorded off-site sewer easement required prior to issuance of development permit.
- ___ Add note: A 75' tributary buffer will be maintained on all state waters that are not approved for a buffer encroachment variance by DeKalb County or GA. E.P.D.
- ___ Add note: Sketch plat approval does not constitute approval of the storm drainage or sanitary sewer systems. No construction shall begin until construction plans are approved and a development permit is obtained.
- ___ Add note: The owner of the property is responsible for compliance with the Corps of Engineers requirements regarding wetlands.

Reviewed by _____.

(8)