

# **Cobb County Development Standards**

## **Section 200 Plats/Record Drawings**



*Cobb County...Expect the Best!*

**Community Development Agency  
191 Lawrence Street  
Marietta, GA 30060  
[www.cobbcounty.org](http://www.cobbcounty.org)**

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## **200 PLATS/RECORD DRAWINGS**

### **200.01 APPLICABILITY**

Cobb County requires that any subdivision of land into two or more parcels or lots shall be platted as described below and filed of record with the Clerk of the Superior Court of Cobb County. This shall be required for both residential and non-residential properties alike. For exemptions for this section, please see Section 203.

### **200.02 APPLICATION PROCESS FOR PRELIMINARY PLAT**

A preliminary plat drawn on mylar or vellum with three prints must be presented to the Site Plan Review Section of the Development and Inspections Division of the Community Development Agency. The Community Development Agency, shall conduct an independent review and either approve or reject with written comments. If rejected, the applicant shall revise the plat and resubmit. If approved, the applicant shall submit the approved preliminary plat in the set of construction documents for site plan review.

## **201 PRELIMINARY PLAT**

### **201.01(A) SINGLE FAMILY RESIDENTIAL PRELIMINARY PLAT SPECIFICATIONS**

#### **GENERAL**

The preliminary plat shall be clearly and legibly drawn on mylar or vellum at a scale no smaller than 1" = 100'. The plat shall not exceed 24" X 36". In no case shall sheet size be less than 8½" X 11".

The preliminary plat shall be prepared by the appropriate design professional as required by state law, and shall show the following:

- Proposed name of residential subdivision.
- Name, address, and telephone number of owner of record.
- Name, address, and telephone number of the developer.
- Date of survey, north point with magnetic north shown and graphic scale, source of datum, date of plat drawing, and space for revision dates.
- Location (land lot and district) and gross acreage of tract.
- Vicinity map locating the subdivision in relation to the surrounding area with regards to well known landmarks such as major thoroughfares, railroads, or others. Sketches may be drawn in freehand and at a scale sufficient to clearly show the information required, but not less than 1" = 2,000'.
- Former name of subdivision if the preliminary plat has been previously submitted or subdivided.
- Exact boundary lines of the tract indicated by a heavy line giving the lengths and bearings. The boundary lines shall include the entire tract to be eventually subdivided and data as required herein shall apply to the entire tract.
- Ground elevations on the tract based on field surveys or photogrammetric methods from aerial photographs. The basis for the topographic information shall be shown. Contour lines shall be drawn at intervals of two feet.
- Natural features within the proposed subdivision, including drainage channels, bodies of water, tributary, state-mandated buffers, corridors, wooded areas, specimen tree locations and other significant features. On all water courses leaving the tract, the direction of flow and acreage of the drainage area above the point of entry into the site shall be noted. Floodplains shall be outlined. Wetland areas should also be located on the plat. Local benchmarks shall be established. State whether elevations are based on NGVD29 OR NAV88.

- Cultural features (including cemeteries or other historic features around and within the proposed subdivision); names, right of way widths and pavement widths of existing and proposed streets; city and county boundaries; and other significant information. Locations and dimensions of existing bridges; existing utility lines and structures; existing or proposed easements; existing street culverts; stormwater management lots and associated access easements and other features are to be indicated.
- Proposed layout including lot lines with rough dimensions, lot numbers, block letters, street and alley lines with proposed street names, right-of-way widths, buffers, open space, amenities, and easements dedicated for public uses.
- Proposed unit division or stage development, if any, as proposed by the owner/developer.
- Present zoning of the proposed development and the present zoning of abutting land(s).
- Zoning and variances granted stipulations/conditions placed on the project by the Cobb County Board of Commissioners and Board of Zoning Appeals.
- Number of lots.
- Each preliminary plat submitted shall carry the certifications printed or stamped thereon substantially as set forth in 201.02.
- Development agreement recording information.
- Show adjoining roadways with names, pavement widths, lengths of streets, access locations, and right-of-way widths. Also include dimensions from the centerline of the existing street to the required right-of-way width.

#### **201.01(B) CONDOMINIUM/MULTIFAMILY RESIDENTIAL PRELIMINARY PLATS**

##### **GENERAL**

The preliminary plat shall be clearly and legibly drawn on mylar or vellum at a scale no smaller than 1" = 100'. The plat shall not exceed 24" X 36". In no case shall sheet size be less than 8½" X 11".

- The final plat shall contain the following information:
- Name of the project and street names.
- Property address numbers (furnished by the Plan Review Section of Development and Inspections).
- Reference to record subdivision plats of adjoining land by record name.
- Date of plat drawing, graphic scale, and north point.
- Location of tract (land lot and district).
- Location sketch at a scale of 1" = 2,000'. See note below.
- Index map on each sheet when more than one sheet is required.
- Courses and distances to the nearest existing street, intersections, or other recognized permanent monuments or benchmarks.
- Exact boundary lines of the tract, to be indicated by a heavy line, giving distances to the nearest 1/10 foot and angles to the nearest minute shall be balanced and closed. The error of closure shall be stated, and further the error of closure shall exceed 1 to 10,000. Tract boundaries shall be determined by accurate survey in the field.

NOTE: Unit plats shall provide a location sketch for location within the master plat.

- Land lot lines shall be accurately tied to boundary lines of the subdivision by angles and distances when such lines traverse the subdivision; when the subdivision does not intersect a land lot line,

then the lines of a major controlling street shall be projected and tied to a land lot line by angles and distances. In both cases, the measured distance from land lot tie to a respective land lot corner shall be shown with the magnetic bearing of the land lot line. No approximate land lot lines shall be shown on the subdivision plat.

- Exact locations, widths, and names of all streets and alleys within and immediately adjoining the plat, and the exact locations and widths of all crosswalks.
- Street centerlines showing angles of deflection and standard curb data of intersection, radii, length of tangents and arcs, and degree of curvature with basis of curve data.
- Lot lines with dimensions to the nearest 1/10-foot, necessary internal angles, arcs, and chords and tangent or radii or rounded corners.
- Building setback lines with dimension.
- Legal description of individual condominium units shall be as follows:
  - The individual condominium unit shall be referenced as a lot by numeric data only (limited to 999 units).
  - Each building shall be referenced as Unit by numeric data only (limited to 99 units).
  - Each development phase shall be referenced as a block by alpha data.
- Parcel numbers shall be assigned by the tax office.
- Plats of the development shall be separated into different development phases when individual units or buildings reach the limits set forth above.
- Locations, dimensions, drainage areas, and purpose of all drainage structures and of any easements (including slope easements), flood hazard areas, public service utility right-of-way lines, and any areas to be reserved, donated, or dedicated to public use or sites for other than residential use with notes stating their purpose and limitations; and of any areas to be reserved by deed covenant for common uses of all property owners.
- Accurate locations, materials, and descriptions of monuments and markers.
- A statement referencing the protective covenants by record book and page number.
- Registered land surveyor's certification and stamp required for master plat.
- Registered professional engineer certification and stamp accepted for "as built" condition on unit plats only.
- Registered architect certification and stamp may be used to certify the acceptability of the structural work.
- Variances (if any) and date approved by the Board of Adjustments and Appeals.
- Recording of plats and plans; contents; completion of structural improvements; certification by registered architect or engineer.
- Prior to the first conveyance of a condominium unit, there shall be recorded one or more plats of survey showing the location and dimensions of the submitted property; the location and dimensions of all structural improvements located on any portion of the submitted property; the intended location and dimensions of all contemplated structural improvements committed to be provided by the declaration on any portion of the submitted property; and, to the extent feasible, the location and dimensions of all easements appurtenant to the submitted property or otherwise submitted to this article as part of the common elements. With respect to all such structural improvements, the plats shall indicate which, if any, have not been begun by use of the phrase "NOT YET BEGUN." No structural improvement which contains or constitutes all or part of any unit or units and which is located on any portion of the submitted property shall be commenced on any portion of the submitted property after the recording of the plats. The declarant shall complete all structural improvements depicted on the plats, subject only to such limitations, if any, as may be expressly

stated in the declaration with respect to those labeled "NOT YET BEGUN" on the plats, provided that, within six months after written notice from the association, the declarant shall be obligated to complete within a reasonable time every structural improvement actually commenced on the submitted property, notwithstanding any provision of the declaration, unless the declarant removes within a reasonable time all portions of any such structural improvement and restores the surface of the land affected thereby to substantially the same condition as that which existed prior to commencement of any such structural improvement; and provided, further, that nothing contained in this sentence shall exempt the declarant from any contractual liability to complete any such structural improvement. If the submitted property consists of noncontiguous parcels, the plats shall indicate the approximate distances between such parcels unless such information is disclosed in the declaration. If, with respect to any portion or portions, but less than all, of the submitted property, the unit owners are to own only a leasehold or estate for years, the plats shall show the location and dimensions of any such portion or portions and shall label each such portion by use of the phrase "LEASED LAND." To the extent feasible, the plats shall show all easements to which the submitted property or any portion thereof is subject. The plats shall also show all encroachments by or on any operation of the submitted property. In the case of any units which have vertical boundaries lying wholly or partially outside of structures for which plans pursuant to subsection (b) of this Code section are recorded, the plats shall show the location and dimensions of the vertical boundaries to the extent that they are not shown on the plans; and the units or portions thereof thus depicted shall bear their identifying numbers. Each plat shall be certified as to its accuracy and compliance with this subsection by a registered land surveyor. The specification within this subsection of items that shall be shown on the plats shall not be construed to mean that the plats shall not also show all other items customarily shown or required by law to be shown for land title surveys.

- There shall be recorded prior to the first conveyance of a condominium unit:
- Plans which have been prepared, signed, and sealed by a registered architect or registered engineer of every structure which contains or constitutes all or part of any unit or units located on or within any portion of the submitted property, which plans shall show:
  - the location and dimensions of the exterior walls and roof of such structures;
  - the walls, partitions, floors, and ceilings as constitute the horizontal boundaries, if any, and the vertical boundaries of each unit, including convertible space, to the extent that such boundaries lie within or coincide with the boundaries of such structures; and
  - the identifying numbers of all units or portions thereof depicted on the plans; and
- A certification by such architect or engineer to the effect that he has visited the site and viewed the property and that, to the best of his knowledge, information, and belief:
- the exterior walls and roof of each structure are in place as shown on the plans; and
- such walls, partitions, floors, and ceilings, to the extent shown on said plans, as constitute the horizontal boundaries, if any, and the vertical boundaries of each unit, including convertible space, have been sufficiently constructed so as to establish clearly the physical boundaries of such unit.

In addition, each convertible space depicted in the plans shall be labeled as such by use of the phrase "CONVERTIBLE SPACE." Unless the condominium instruments expressly provide otherwise, it shall be presumed that, in the case of any unit not wholly contained within or constituting one or more of the structures, the horizontal boundaries extend, in the case of each unit, at the same elevation with regard to any part of such unit lying outside of such structures, subject to the following exception: in the case of any unit which does not lie over any other unit other than basement units, it shall be presumed that the lower horizontal boundary, if any, of that unit lies at the level of the ground with regard to any part of that unit lying outside of the structures. This subsection shall apply to any condominium created on or after July 1, 1980, or to the expansion of any such condominium.

- There shall be recorded prior to the first conveyance of a condominium unit plans of every structure which contains or constitutes all or part of any unit or units located on or within any portion of the submitted property and a certification by a registered architect or registered engineer to the effect that he has visited the site and viewed the property and that, to the best of his knowledge, information, and belief:
- the foundation, structural members, exterior walls, and roof of each such structure are complete and in place as shown on the plans;
- the walls, partitions, floors, and ceilings, to the extent shown on the plans, as constituting or coinciding with the vertical and horizontal boundaries of each unit, including convertible space, within each such structure, are sufficiently complete and in place to establish clearly the physical boundaries of such unit and that such physical boundaries are as shown on the plans; and
- each such structure, to the extent of its stage of completion at that time, is constructed substantially in accordance with such plans.

The plans shall show the location and dimensions of the horizontal boundaries, if any, and the vertical boundaries of each unit to the extent that such boundaries lie within or coincide with the boundaries of such structures, and the units, or portions thereof, thus depicted shall bear their identifying numbers. In addition, each convertible space depicted in the plans shall be labeled as such by use of the phrase "CONVERTIBLE SPACE." Unless the condominium instruments expressly provide otherwise, it shall be presumed that, in the case of any unit not wholly contained within or constituting one or more of the structures, the horizontal boundaries extend, in the case of each unit, at the same elevation with regard to any part of such unit lying outside of such structures, subject to the following exception: in the case of any unit which does not lie over any other unit other than basement units, it shall be presumed that the lower horizontal boundary, if any, of that unit lies at the level of the ground with regard to any part of that unit lying outside of the structures. This subsection shall apply to any condominium created prior to July 1, 1980, or to the expansion of any such condominium.

- Prior to the first conveyance of a condominium unit located on any portion of any additional property being or having been added to an expandable condominium, there shall be recorded new plats of survey conforming to the requirements of subsection (A) of this section and, with regard to any structures on the property being or having been added, plans conforming to the requirements of subsection (B) of this section or certifications, conforming to the certification requirements of subsection (B) of this section, of plans previously recorded pursuant to Code Section 44-3-84.
- When converting all or any portion of any convertible space into one or more units or limited common elements, the declarant shall record, with regard to the structure or portion thereof constituting that convertible space, plans showing the location and dimensions of the horizontal boundaries, if any, and the vertical boundaries of each unit formed out of such space. The plans shall be certified by a registered architect or registered engineer in accordance with the certification requirements of subsection (B) of this section.
- When any portion of the submitted property is withdrawn, there shall be recorded a plat or plats showing the portion of the submitted property withdrawn and the remaining submitted property, which plat or plats shall be certified as provided in subsection (A) of this section. (Ga. L. 1975, p.609, § 20; Ga. L. 1980, p. 1406, § 3; Ga. L. 1982, p. 3, § 44; Ga. L. 1983, p. 3, § 33; Ga. L. 1984, p. 22, § 44.)

## **201.01(C) NON-RESIDENTIAL PRELIMINARY PLAT SPECIFICATIONS**

### **GENERAL**

The preliminary plat shall be clearly and legibly drawn at a scale no larger than 1" = 100'. The plat shall not exceed 24" X 36". In no case shall sheet size be less than 8½" X 11". Subject to state law requirements, the preliminary or overall development plat shall be prepared by a registered landscape architect, land surveyor, or civil engineer and shall show the following:

- Proposed name of the non-residential subdivision.
- Name, address, and telephone number of owner of record.
- Name, address, and telephone number of the developer.
- Date of survey, north point with magnetic north shown and graphic scale, source of data, date of plat drawing, and space for revision dates.
- Location (land lot and district) and gross acreage of tract.
- Original vicinity map locating the subdivision in relation to the surrounding area with regards to well known landmarks such as major thoroughfares, railroads, or others. Sketches may be drawn in freehand and at a scale sufficient to clearly show the information required, but not less than 1" = 2,000'. Photocopies of a local atlas are not acceptable. Previously developed non-residential properties must be reflected on the plat.
- Exact boundary lines of the tract indicated by a heavy line giving the lengths and bearing. The boundary lines shall include the entire tract to be eventually subdivided and data as required herein shall apply to the entire tract.
- Ground elevations on the tract based on field surveys or photogrammetric methods from aerial photographs. The basis for the topographic information shall be shown. Contour lines shall be drawn at intervals of 2 feet.
- Natural features within the proposed non-residential development, including drainage channels, tributaries or state mandated buffers or corridors, bodies of water, wooded areas, and other significant features. On all water courses leaving the tract, the directional flow and acreage of the drainage area above the point of entry into the site shall be noted. Floodplains shall be outlined and elevations and total area of floodplain noted. Wetland areas should also be located on the plat and total area specified. Local benchmarks shall be established and properly described and the mean sea level elevation noted.
- Cultural features, including cemeteries or other historic features, around and within the proposed non-residential subdivision, right-of-way, pavement widths, and names of existing and platted streets; all easements, city and county boundaries, and other significant information. Locations and dimensions of bridges, proposed and existing utility lines and structures, existing or proposed easements, street culverts, and other features are to be indicated.
- Proposed layout including lot lines with rough dimensions, lot numbers, street and alley lines with proposed street names, right-of-way widths, buffers, open space, and easements dedicated for public use shall be noted.
- Proposed outparcels, supported by internal utilities and interparcel access points, must be clearly shown.
- Proposed unit division or stage development, if any, as proposed by the owner or developer including but not limited to outparcel development.
- Present zoning of the proposed development and the present zoning of abutting lands.
- Zoning and variance conditions placed on the project by the Cobb County Board of Commissioners or Board of Zoning Appeals.
- Each preliminary plat submitted shall carry the following certifications printed or stamped thereon substantially as set forth in Section 201.02.
- Development agreement recording information.
- Show adjoining roadways, with names, pavement widths, lengths of streets, access locations, and right-of-way widths. Also include dimensions from the centerline of the existing street to the required right-of-way width.



- The final plat shall contain the following information:
- Names of the subdivision and street names.
- Property address numbers.
- Reference to recorded subdivision plats of adjoining land by record name.
- Date of plat drawing, graphic scale, and magnetic north point.
- Location of tract (land lot and district).
- Former name of subdivision, if any or all of the final plat has been previously subdivided.
- Vicinity map at a scale of 1" = 2,000'.
- Index map on each sheet when more than one sheet is required.
- Courses and distances to the nearest existing street, intersections, or other recognized permanent monuments or benchmarks.
- Exact boundary lines of the tract, to be indicated by a heavy line, giving distances to the nearest 1/10-foot and angles to the nearest second, which shall be balanced and closed. The error of closure shall exceed 1:10,000. The tract boundaries shall be determined by accurate survey in the field.
- Provide closure statement and field data statement.
- Exact locations, widths, and names of all streets, alleys, and proposed sidewalks within and immediately adjoining the plat and the exact location and widths of all sidewalks.
- Street centerlines showing angles of deflection and standard curve data of intersection, radii, length of tangents and arcs, and degree of curvature with basis of curve data, design speeds, horizontal and vertical site distances.
- Lot lines with dimensions to the nearest 1/10-foot, necessary internal angles, arcs and chords and tangent or radii of rounded corners.
- Building setback lines with dimension.
- Lots or sites numbered in numerical and clockwise order. Blocks shall be identified alphabetically.
- Cultural features, including cemeteries and historic features, or a statement indicating that "No cemeteries, archeological or architectural landmarks are known to exist on site".
- Location, dimensions, stormwater management structures, access easements, detention areas, and any other easements, tributary and state mandated buffers and corridors, flood hazard areas and elevations, water, sewer and drainage easements with setback requirements, and any areas to be reserved, donated, or dedicated to public use or sites for other than residential use with notes stating their purposes and limitations; and of any areas to be reserved by deed covenant for common uses of all property owners. Delineation of protected wetlands with total acreage noted.
- A statement of the private covenants, if they are brief enough to be put directly on the plat; otherwise a statement as follows:

"This plat is subject to the covenants set forth in the separate document(s) dated \_\_\_\_\_, which hereby becomes a part of this plat," recorded in Deed Book \_\_\_\_\_, page \_\_\_\_\_, Cobb County Deed Records and signed by the owner.
- Accurate location, material and description of monuments and markers. Monuments to be placed after final street improvements shall be designated as "future".

- Seal of appropriate design professional.
- Zoning stipulations and variances (if any) and the date approved by the Board of Commissioners or Board of Zoning Appeals.
- State law prohibits the private construction, planting, or otherwise making improvements on the dedicated right-of-way. The sole responsibility for repairing of any damage of any such improvement shall be the property owners.
- Tabular chart which specifies the lengths of each public street or right-of-way.

**202.01(B) FINAL CONDOMINIUM/MULTIFAMILY RESIDENTIAL PLATS**

**GENERAL**

The preliminary plat shall be clearly and legibly drawn on mylar or vellum at a scale no smaller than 1" = 100'. The plat shall not exceed 24" X 36". In no case shall sheet size be less than 8½" X 11".

The final plat shall contain the following information:

- Names of the project and streets.
- Property address numbers (furnished by the Development and Inspections Division).
- Reference to record subdivision plats of adjoining land by record name.
- Date of plat drawing, graphic scale, and north point.
- Location of tract (land lot and district).
- Location sketch at a scale of 1" = 2,000'. See NOTE.
- Index map on each sheet when more than one sheet is required.
- Courses and distances to the nearest existing street, intersections, or other recognized permanent monuments or benchmarks.
- Exact boundary lines of the tract, to be indicated by a heavy line, giving distances to the nearest 1/10-foot and angles to the nearest minute shall be balanced and closed. The error of closure shall be stated, and further the error of closure shall exceed 1:10,000. Tract boundaries shall be determined by accurate survey in the field.

***NOTE: Unit plats shall provide a location sketch for location within the master plat.***

- Exact locations, widths, and names of all streets and alleys within and immediately adjoining the plat and the exact location and widths of all crosswalks.
- Street centerlines showing angles of deflection and standard curb data of intersection, radii, length of tangents and arcs, and degree of curvature with basis of curve data.
- Lot lines with dimensions to the nearest 1/10-foot, necessary internal angles, arcs and chords and tangent or radii or rounded corners.
- Building setback lines with dimension.
- Legal description of individual condominium/multi-family units shall be as follows:
  - the individual condominium unit shall be referenced as a lot by numeric data only (limited to 999 units);
  - each building shall be referenced as "Unit" by numeric data only (limited to 99 units);
  - each development phase shall be referenced as a block by alpha data;
- Parcel numbers shall be assigned by the tax office; and

- Plats of the development shall be separated into different development phases when individual units or buildings reach the limits set forth above.
- Location, dimensions, drainage areas, and purpose of all drainage structures and of any easements, including slope easements, flood hazard areas, public service utility right-of-way lines, and any areas to be reserved, donated, or dedicated to public use or sites for other than residential use with notes stating their purposes and limitations; and of any areas to be reserved by deed covenant for common uses of all property owners.
- Accurate locations, materials, and descriptions of monuments and markers.
- A statement referencing the protective covenants by record book and page number.
- Registered land surveyor's certification and stamp required for master plat.
- Registered professional engineer certification and stamp accepted for "as built" condition on unit plats only.
- Registered architect certification and stamp may be used to certify the acceptability of the structural work.
- Variances (if any) and the date approved by the Appeals Board.
- Recording of plats and plans; contents; completion of structural improvements; certification by registered architect or engineer.
- Prior to the first conveyance of a condominium unit, there shall be recorded one or more plats of the survey showing the location and dimensions of the submitted property; the location and dimensions of all structural improvements located on any portion of the submitted property; the intended location and dimensions of all contemplated structural improvements committed to be provided by the declaration on any portion of the submitted property; and, to the extent feasible, the location and dimensions of all easements appurtenant to the submitted property or otherwise submitted to this article as part of the common elements. With respect to all such structural improvements, the plats shall indicate which, if any, have not been begun by use of the phrase "NOT YET BEGUN." No structural improvement which contains or constitutes all or part of any unit or units and which is located on any portion of the submitted property shall be commenced on any portion of the submitted property after the recording of the plats. The declarant shall complete all structural improvements depicted on the plats, subject only to such limitations, if any, as may be expressly stated in the declaration with respect to those labeled "NOT YET BEGUN" on the plats, provided that, within six months after written notice from the association, the declarant shall be obligated to complete within a reasonable time every structural improvement actually commenced on the submitted property, notwithstanding any provision of the declaration, unless the declarant removes within a reasonable time all portions of any such structural improvement and restores the surface of the land affected thereby to substantially the same condition as that which existed prior to commencement of any such structural improvement; and provided, further, that nothing contained in this sentence shall exempt the declarant from any contractual liability to complete any such structural improvement. If the submitted property consists of noncontiguous parcels, the plats shall indicate the approximate distances between such parcels unless such information is disclosed in the declaration. If, with respect to any portion or portions, but less than all, of the submitted property, the unit owners are to own only a leasehold or estate for years, the plats shall show the location and dimensions of any such portion or portions and shall label each such portion by use of the phrase "LEASED LAND." To the extent feasible, the plats shall show all easements to which the submitted property or any portion thereof is subject. The plats shall also show all encroachments by or on any operation of the submitted property. In the case of any units which have vertical boundaries lying wholly or partially outside of structures for which plans pursuant to subsection (B) of this section are recorded, the plats shall show the location and dimensions of the vertical boundaries to the extent that they are not shown on the plans; and the units or portions thereof thus depicted shall bear their identifying numbers. Each plat shall be certified as to its accuracy and compliance with this subsection by a registered land surveyor. The specification within this

subsection of items that shall be shown on the plats shall not be construed to mean that the plats shall not also show all other items customarily shown or required by law to be shown for land title surveys.

- There shall be recorded prior to the first conveyance of a condominium unit:
- Plans which have been prepared, signed, and sealed by a registered architect or registered engineer of every structure which contains or constitutes all or part of any unit or units located on or within any portion of the submitted property, which plans shall show:
  - the location and dimensions of the exterior walls and roof of such structures;
  - the walls, partitions, floors, and ceilings as constitute the horizontal boundaries, if any, and the vertical boundaries of each unit, including convertible space, to the extent that such boundaries lie within or coincide with the boundaries of such structures; and
  - the identifying numbers of all units or portions thereof depicted on the plans; and
  - A certification by such architect or engineer to the effect that he has visited the site and viewed the property and that, to the best of his knowledge, information, and belief:
  - the exterior walls and roof of each structure are in place as shown on the plans; and
  - such walls, partitions, floors, and ceilings, to the extent shown on said plans, as constitute the horizontal boundaries, if any, and the vertical boundaries of each unit, including convertible space, have been sufficiently constructed so as to establish clearly the physical boundaries of such unit.
- In addition, each convertible space depicted in the plans shall be labeled as such by use of the phrase "CONVERTIBLE SPACE." Unless the condominium instruments expressly provide otherwise, it shall be presumed that, in the case of any unit not wholly contained within or constituting one or more of the structures, the horizontal boundaries extend, in the case of each unit, at the same elevation with regard to any part of such unit lying outside of such structures, subject to the following exception: in the case of any unit which does not lie over any other unit other than basement units, it shall be presumed that the lower horizontal boundary, if any, of that unit lies at the level of the ground with regard to any part of that unit lying outside of the structures. This subsection shall apply to any condominium created on or after July 1, 1980, or to the expansion of any such condominium.
- There shall be recorded prior to the first conveyance of a condominium unit plans of every structure which contains or constitutes all or part of any unit or units located on or within any portion of the submitted property and a certification by a registered architect or registered engineer to the effect that he has visited the site and viewed the property and that, to the best of his knowledge, information, and belief:
- the foundation, structural members, exterior walls, and roof of each such structure are complete and in place as shown on the plans;
- the walls, partitions, floors, and ceilings, to the extent shown on the plans, as constituting or coinciding with the vertical and horizontal boundaries of each unit, including convertible space, within each such structure, are sufficiently complete and in place to establish clearly the physical boundaries of such unit and that such physical boundaries are as shown on the plans; and
- each such structure, to the extent of its stage of completion at that time, is constructed substantially in accordance with such plans.

The plans shall show the location and dimensions of the horizontal boundaries, if any, and the vertical boundaries of each unit to the extent that such boundaries lie within or coincide with the boundaries of such structures, and the units, or portions thereof, thus depicted shall bear their identifying numbers. In addition, each convertible space depicted in the plans shall be labeled as such by use of the phrase "CONVERTIBLE SPACE." Unless the condominium instruments expressly provide otherwise, it shall be presumed that, in the case of any unit not

wholly contained within or constituting one or more of the structures, the horizontal boundaries extend, in the case of each unit, at the same elevation with regard to any part of such unit lying outside of such structures, subject to the following exception: in the case of any unit which does not lie over any other unit other than basement units, it shall be presumed that the lower horizontal boundary, if any, of that unit lies at the level of the ground with regard to any part of that unit lying outside of the structures. This subsection shall apply to any condominium created prior to July 1, 1980, or to the expansion of any such condominium.

- Prior to the first conveyance of a condominium unit located on any portion of any additional property being or having been added to an expandable condominium, there shall be recorded new plats of survey conforming to the requirements of subsection (A) of this section and, with regard to any structures on the property being or having been added, plans conforming to the requirements of subsection (B) of this section or certifications, conforming to the certification requirements of subsection (B) of this section, of plans previously recorded pursuant to Code Section 44-3-84.
- When converting all or any portion of any convertible space into one or more units or limited common elements, the declarant shall record, with regard to the structure or portion thereof constituting that convertible space, plans showing the location and dimensions of the horizontal boundaries, if any, and the vertical boundaries of each unit formed out of such space. The plans shall be certified by a registered architect or registered engineer in accordance with the certification requirements of subsection (B) of this section.
- When any portion of the submitted property is withdrawn, there shall be recorded a plat or plats showing the portion of the submitted property withdrawn and the remaining submitted property, which plat or plats shall be certified as provided in subsection (A) of this section. (Ga. L. 1975, p.609, 20; Ga. L. 1980, p. 1406, 3; Ga. L. 1982, p. 3, 44; Ga. L. 1983, p. 3, 33; Ga. L. 1984, p. 22, 44.)

#### **202.01(C) FINAL NON-RESIDENTIAL PLAT SPECIFICATIONS**

- The final plat shall be clearly and legibly drawn on mylar or vellum material. The scale of the final plat shall be 1" = 100'. The plat shall not exceed 24" X 36". If the complete plat cannot be shown on one sheet, several sheets with an index map indicated on each sheet shall be used. In no case shall sheet size be less than 8½" X 11".
- The final plat shall conform to the preliminary plat and it may constitute only that portion of the approved preliminary plat which the subdivider proposes to record and develop at any time, provided that such portion conforms to the staging established on the preliminary plat procedure and to the requirements of these rules and regulations.
- The final plat shall contain the following information:
  - Names of the subdivision and streets.
  - Property address numbers (Furnished by the Development and Inspections Division).
  - Reference to recorded subdivision plats of adjoining land by record name.
  - Date of plat drawing, graphic scale, and magnetic north point.
  - Gross acreage of tract, square footage of out parcel.
  - Location of tract (land lot and district).
  - Former name of subdivision, if any or all of the final plat has been previously subdivided.

- Vicinity map at a scale of 1" = 2000'.
- Index map on each sheet when more than one sheet is required.
- Courses and distances to the nearest existing street, intersections, or other recognized permanent monuments or benchmarks.
- Exact boundary lines of the tract, to be indicated by a heavy line, giving distances to the nearest 1/10-foot and angles to the nearest second, which shall be balanced and closed. The error of closure shall exceed 1:10,000. The tract boundaries shall be determined by accurate survey in the field.
- Exact locations, widths, and names of all streets, alleys, and sidewalks within and immediately adjoining the plat and the exact locations and widths of all sidewalks.
- Street centerlines showing angles of deflection and standard curve data of intersection, radii, length of tangents and arcs, and degree of curvature with basis of curve data, design speeds, horizontal and vertical site distances.
- Lot lines with dimensions to the nearest 1/10-foot, necessary internal angles, arcs and chords and tangent or radii of rounded corners.
- Building setback lines with dimension.
- Lots or sites numbered in numerical and clockwise order. Blocks shall be identified alphabetically.
- Cultural features, including cemeteries and historic features.
- Property/lease lines clearly delineated.
- References to recorded and unrecorded access/cross parking, easements, utilities, and off-site stormwater management facility.
- Location, dimensions, drainage areas, and purposes of all drainage structures, stormwater management structures, access easements, and any other easements, including slope easements, tributary and state mandated buffers and corridors, flood hazard areas and elevations, new or existing water and sewer easements with setback requirements that are or shall be maintained by the Water System, and any areas to be reserved, donated, or dedicated to public use or sites for other than residential use with notes stating their purpose and limitations; and of any areas to be reserved by deed covenant for common uses of all property owners. Delineation of protected wetlands with total acreage noted.
- For purposes of dedication of stormwater management easements and facilities, reference should be made to the Cobb County Comprehensive Stormwater Management Quantity and Quality Ordinance.
- Accurate locations, materials, and descriptions of monuments and markers. Monuments to be placed after final street improvements shall be designated as "future".
- Seal of appropriate design professional.
- Zoning stipulations and variances (if any) and the date approved by the Board of Commissioners or Board of Zoning Appeals.
- State law prohibits the private construction, planting, or otherwise making improvements on the dedicated right-of-way. The sole responsibility for repairing of any damage of any such improvement shall be property owners.
- Tabular chart which specifies the length of each public street or right-of-way.

## **202.02 FINAL PLAT CERTIFICATES**

### **202.01(A) FINAL SINGLE FAMILY RESIDENTIAL PLAT SPECIFICATIONS**

- The final plat shall be clearly and legibly drawn on mylar or vellum material. The scale of the final plat shall be no greater than 1" = 100'. The plat shall not exceed 24" X 36". If the complete plat cannot be shown on one sheet, several sheets with an index map indicated on each sheet shall be used. In no case shall sheet size be less than 8½" X 11".
- The final plat shall conform to the preliminary plat and may constitute only that portion of the approved preliminary plat which the subdivider proposes to record and develop at any time, provided that such portion conforms to the staging established on the preliminary plat procedure and to the requirements of these rules and regulations. All plats shall be required to meet the requirements of the Georgia Platting Act, and as may be amended from time to time.
- The final plat shall contain the following information:
  - Names of the subdivision and street names.
  - Property address numbers.
  - Reference to recorded subdivision plats of adjoining land by record name.
  - Date of plat drawing, graphic scale, and magnetic north point.
  - Location of tract (land lot and district).
  - Former name of subdivision, if any or all of the final plat has been previously subdivided.
  - Vicinity map at a scale of 1" = 2,000'.
  - Index map on each sheet when more than one sheet is required.
  - Courses and distances to the nearest existing street, intersections, or other recognized permanent monuments or benchmarkers.
  - Exact boundary lines of the tract, to be indicated by a heavy line, giving distances to the nearest 1/10-foot and angles to the nearest second, which shall be balanced and closed. The error of closure shall exceed 1:10,000. The tract boundaries shall be determined by accurate survey in the field.
  - Provide closure statement and field data statement.
  - Exact locations, widths, and names of all streets, alleys, and proposed sidewalks within and immediately adjoining the plat and the exact location and widths of all sidewalks.
  - Street centerlines showing angles of deflection and standard curve data of intersection, radii, length of tangents and arcs, and degree of curvature with basis of curve data, design speeds, horizontal and vertical site distances.
  - Lot lines with dimensions to the nearest 1/10-foot, necessary internal angles, arcs and chords and tangent or radii of rounded corners.
  - Building setback lines with dimension.
  - Lots or sites numbered in numerical and clockwise order. Blocks shall be identified alphabetically.
  - Cultural features, including cemeteries and historic features, or a statement indicating that "No cemeteries, archeological or architectural landmarks are known to exist on site".
  - Location, dimensions, stormwater management structures, access easements, detention areas, and any other easements, tributary and state mandated buffers and corridors, flood hazard areas and elevations, water, sewer and drainage easements with setback requirements, and any areas to be reserved, donated, or dedicated to public use or sites for other than residential use with notes stating their purposes and limitations; and of any areas to be reserved by deed covenant

for common uses of all property owners. Delineation of protected wetlands with total acreage noted.

- A statement of the private covenants, if they are brief enough to be put directly on the plat; otherwise a statement as follows:
 

"This plat is subject to the covenants set forth in the separate document(s) dated \_\_\_\_\_, which hereby becomes a part of this plat," recorded in Deed Book \_\_\_\_\_, page \_\_\_\_\_, Cobb County Deed Records and signed by the owner.
- Accurate location, material and description of monuments and markers. Monuments to be placed after final street improvements shall be designated as "future".
- Seal of appropriate design professional.
- Zoning stipulations and variances (if any) and the date approved by the Board of Commissioners or Board of Zoning Appeals.
- State law prohibits the private construction, planting, or otherwise making improvements on the dedicated right-of-way. The sole responsibility for repairing of any damage of any such improvement shall be the property owners.
- Tabular chart which specifies the lengths of each public street or right-of-way.

**202.01(B) FINAL CONDOMINIUM/MULTIFAMILY RESIDENTIAL PLATS**

**GENERAL**

The preliminary plat shall be clearly and legibly drawn on mylar or vellum at a scale no smaller than 1" = 100'. The plat shall not exceed 24" X 36". In no case shall sheet size be less than 8½" X 11".

The final plat shall contain the following information:

- Names of the project and streets.
- Property address numbers (furnished by the Development and Inspections Division).
- Reference to record subdivision plats of adjoining land by record name.
- Date of plat drawing, graphic scale, and north point.
- Location of tract (land lot and district).
- Location sketch at a scale of 1" = 2,000'. See NOTE.
- Index map on each sheet when more than one sheet is required.
- Courses and distances to the nearest existing street, intersections, or other recognized permanent monuments or benchmarks.
- Exact boundary lines of the tract, to be indicated by a heavy line, giving distances to the nearest 1/10-foot and angles to the nearest minute shall be balanced and closed. The error of closure shall be stated, and further the error of closure shall exceed 1:10,000. Tract boundaries shall be determined by accurate survey in the field.

***NOTE: Unit plats shall provide a location sketch for location within the master plat.***

- Exact locations, widths, and names of all streets and alleys within and immediately adjoining the plat and the exact location and widths of all crosswalks.
- Street centerlines showing angles of deflection and standard curb data of intersection, radii, length of tangents and arcs, and degree of curvature with basis of curve data.
- Lot lines with dimensions to the nearest 1/10-foot, necessary internal angles, arcs and chords and tangent or radii or rounded corners.

- Building setback lines with dimension.
- Legal description of individual condominium/multi-family units shall be as follows:
  - the individual condominium unit shall be referenced as a lot by numeric data only (limited to 999 units);
  - each building shall be referenced as "Unit" by numeric data only (limited to 99 units);
  - each development phase shall be referenced as a block by alpha data;
- Parcel numbers shall be assigned by the tax office; and
- Plats of the development shall be separated into different development phases when individual units or buildings reach the limits set forth above.
- Location, dimensions, drainage areas, and purpose of all drainage structures and of any easements, including slope easements, flood hazard areas, public service utility right-of-way lines, and any areas to be reserved, donated, or dedicated to public use or sites for other than residential use with notes stating their purposes and limitations; and of any areas to be reserved by deed covenant for common uses of all property owners.
- Accurate locations, materials, and descriptions of monuments and markers.
  
- A statement referencing the protective covenants by record book and page number.
- Registered land surveyor's certification and stamp required for master plat.
- Registered professional engineer certification and stamp accepted for "as built" condition on unit plats only.
- Registered architect certification and stamp may be used to certify the acceptability of the structural work.
- Variances (if any) and the date approved by the Appeals Board.
- Recording of plats and plans; contents; completion of structural improvements; certification by registered architect or engineer.
- Prior to the first conveyance of a condominium unit, there shall be recorded one or more plats of the survey showing the location and dimensions of the submitted property; the location and dimensions of all structural improvements located on any portion of the submitted property; the intended location and dimensions of all contemplated structural improvements committed to be provided by the declaration on any portion of the submitted property; and, to the extent feasible, the location and dimensions of all easements appurtenant to the submitted property or otherwise submitted to this article as part of the common elements. With respect to all such structural improvements, the plats shall indicate which, if any, have not been begun by use of the phrase "NOT YET BEGUN." No structural improvement which contains or constitutes all or part of any unit or units and which is located on any portion of the submitted property shall be commenced on any portion of the submitted property after the recording of the plats. The declarant shall complete all structural improvements depicted on the plats, subject only to such limitations, if any, as may be expressly stated in the declaration with respect to those labeled "NOT YET BEGUN" on the plats, provided that, within six months after written notice from the association, the declarant shall be obligated to complete within a reasonable time every structural improvement actually commenced on the submitted property, notwithstanding any provision of the declaration, unless the declarant removes within a reasonable time all portions of any such structural improvement and restores the surface of the land affected thereby to substantially the same condition as that which existed prior to commencement of any such structural improvement; and provided, further, that nothing contained in this sentence shall exempt the declarant from any contractual liability to complete any such structural improvement. If the submitted property consists of noncontiguous parcels, the plats shall indicate the approximate

distances between such parcels unless such information is disclosed in the declaration. If, with respect to any portion or portions, but less than all, of the submitted property, the unit owners are to own only a leasehold or estate for years, the plats shall show the location and dimensions of any such portion or portions and shall label each such portion by use of the phrase "LEASED LAND." To the extent feasible, the plats shall show all easements to which the submitted property or any portion thereof is subject. The plats shall also show all encroachments by or on any operation of the submitted property. In the case of any units which have vertical boundaries lying wholly or partially outside of structures for which plans pursuant to subsection (B) of this section are recorded, the plats shall show the location and dimensions of the vertical boundaries to the extent that they are not shown on the plans; and the units or portions thereof thus depicted shall bear their identifying numbers. Each plat shall be certified as to its accuracy and compliance with this subsection by a registered land surveyor. The specification within this subsection of items that shall be shown on the plats shall not be construed to mean that the plats shall not also show all other items customarily shown or required by law to be shown for land title surveys.

- There shall be recorded prior to the first conveyance of a condominium unit:
- Plans which have been prepared, signed, and sealed by a registered architect or registered engineer of every structure which contains or constitutes all or part of any unit or units located on or within any portion of the submitted property, which plans shall show:
  - the location and dimensions of the exterior walls and roof of such structures;
  - the walls, partitions, floors, and ceilings as constitute the horizontal boundaries, if any, and the vertical boundaries of each unit, including convertible space, to the extent that such boundaries lie within or coincide with the boundaries of such structures; and
  - the identifying numbers of all units or portions thereof depicted on the plans; and
  - A certification by such architect or engineer to the effect that he has visited the site and viewed the property and that, to the best of his knowledge, information, and belief:
  - the exterior walls and roof of each structure are in place as shown on the plans; and
  - such walls, partitions, floors, and ceilings, to the extent shown on said plans, as constitute the horizontal boundaries, if any, and the vertical boundaries of each unit, including convertible space, have been sufficiently constructed so as to establish clearly the physical boundaries of such unit.
- In addition, each convertible space depicted in the plans shall be labeled as such by use of the phrase "CONVERTIBLE SPACE." Unless the condominium instruments expressly provide otherwise, it shall be presumed that, in the case of any unit not wholly contained within or constituting one or more of the structures, the horizontal boundaries extend, in the case of each unit, at the same elevation with regard to any part of such unit lying outside of such structures, subject to the following exception: in the case of any unit which does not lie over any other unit other than basement units, it shall be presumed that the lower horizontal boundary, if any, of that unit lies at the level of the ground with regard to any part of that unit lying outside of the structures. This subsection shall apply to any condominium created on or after July 1, 1980, or to the expansion of any such condominium.
- There shall be recorded prior to the first conveyance of a condominium unit plans of every structure which contains or constitutes all or part of any unit or units located on or within any portion of the submitted property and a certification by a registered architect or registered engineer to the effect that he has visited the site and viewed the property and that, to the best of his knowledge, information, and belief:
- the foundation, structural members, exterior walls, and roof of each such structure are complete and in place as shown on the plans;

- the walls, partitions, floors, and ceilings, to the extent shown on the plans, as constituting or coinciding with the vertical and horizontal boundaries of each unit, including convertible space, within each such structure, are sufficiently complete and in place to establish clearly the physical boundaries of such unit and that such physical boundaries are as shown on the plans; and
- each such structure, to the extent of its stage of completion at that time, is constructed substantially in accordance with such plans.

The plans shall show the location and dimensions of the horizontal boundaries, if any, and the vertical boundaries of each unit to the extent that such boundaries lie within or coincide with the boundaries of such structures, and the units, or portions thereof, thus depicted shall bear their identifying numbers. In addition, each convertible space depicted in the plans shall be labeled as such by use of the phrase "CONVERTIBLE SPACE." Unless the condominium instruments expressly provide otherwise, it shall be presumed that, in the case of any unit not wholly contained within or constituting one or more of the structures, the horizontal boundaries extend, in the case of each unit, at the same elevation with regard to any part of such unit lying outside of such structures, subject to the following exception: in the case of any unit which does not lie over any other unit other than basement units, it shall be presumed that the lower horizontal boundary, if any, of that unit lies at the level of the ground with regard to any part of that unit lying outside of the structures. This subsection shall apply to any condominium created prior to July 1, 1980, or to the expansion of any such condominium.

- Prior to the first conveyance of a condominium unit located on any portion of any additional property being or having been added to an expandable condominium, there shall be recorded new plats of survey conforming to the requirements of subsection (A) of this section and, with regard to any structures on the property being or having been added, plans conforming to the requirements of subsection (B) of this section or certifications, conforming to the certification requirements of subsection (B) of this section, of plans previously recorded pursuant to Code Section 44-3-84.
- When converting all or any portion of any convertible space into one or more units or limited common elements, the declarant shall record, with regard to the structure or portion thereof constituting that convertible space, plans showing the location and dimensions of the horizontal boundaries, if any, and the vertical boundaries of each unit formed out of such space. The plans shall be certified by a registered architect or registered engineer in accordance with the certification requirements of subsection (B) of this section.
- When any portion of the submitted property is withdrawn, there shall be recorded a plat or plats showing the portion of the submitted property withdrawn and the remaining submitted property, which plat or plats shall be certified as provided in subsection (A) of this section. (Ga. L. 1975, p.609, 20; Ga. L. 1980, p. 1406, 3; Ga. L. 1982, p. 3, 44; Ga. L. 1983, p. 3, 33; Ga. L. 1984, p. 22, 44.)

#### **202.01(C) FINAL NON-RESIDENTIAL PLAT SPECIFICATIONS**

- The final plat shall be clearly and legibly drawn on mylar or vellum material. The scale of the final plat shall be 1" = 100'. The plat shall not exceed 24" X 36". If the complete plat cannot be shown on one sheet, several sheets with an index map indicated on each sheet shall be used. In no case shall sheet size be less than 8½" X 11".
- The final plat shall conform to the preliminary plat and it may constitute only that portion of the approved preliminary plat which the subdivider proposes to record and develop at any time, provided that such portion conforms to the staging established on the preliminary plat procedure and to the requirements of these rules and regulations.
- The final plat shall contain the following information:
  - Names of the subdivision and streets.
  - Property address numbers (Furnished by the Development and Inspections Division).
  - Reference to recorded subdivision plats of adjoining land by record name.

- Date of plat drawing, graphic scale, and magnetic north point.
- Gross acreage of tract, square footage of out parcel.
- Location of tract (land lot and district).
- Former name of subdivision, if any or all of the final plat has been previously subdivided.
- Vicinity map at a scale of 1" = 2000'.
- Index map on each sheet when more than one sheet is required.
- Courses and distances to the nearest existing street, intersections, or other recognized permanent monuments or benchmarks.
- Exact boundary lines of the tract, to be indicated by a heavy line, giving distances to the nearest 1/10-foot and angles to the nearest second, which shall be balanced and closed. The error of closure shall exceed 1:10,000. The tract boundaries shall be determined by accurate survey in the field.
- Exact locations, widths, and names of all streets, alleys, and sidewalks within and immediately adjoining the plat and the exact locations and widths of all sidewalks.
- Street centerlines showing angles of deflection and standard curve data of intersection, radii, length of tangents and arcs, and degree of curvature with basis of curve data, design speeds, horizontal and vertical site distances.
- Lot lines with dimensions to the nearest 1/10-foot, necessary internal angles, arcs and chords and tangent or radii of rounded corners.
- Building setback lines with dimension.
- Lots or sites numbered in numerical and clockwise order. Blocks shall be identified alphabetically.
- Cultural features, including cemeteries and historic features.
- Property/lease lines clearly delineated.
- References to recorded and unrecorded access/cross parking, easements, utilities, and off-site stormwater management facility.
- Location, dimensions, drainage areas, and purposes of all drainage structures, stormwater management structures, access easements, and any other easements, including slope easements, tributary and state mandated buffers and corridors, flood hazard areas and elevations, new or existing water and sewer easements with setback requirements that are or shall be maintained by the Water System, and any areas to be reserved, donated, or dedicated to public use or sites for other than residential use with notes stating their purpose and limitations; and of any areas to be reserved by deed covenant for common uses of all property owners. Delineation of protected wetlands with total acreage noted.
- For purposes of dedication of stormwater management easements and facilities, reference should be made to the Cobb County Comprehensive Stormwater Management Quantity and Quality Ordinance.
- Accurate locations, materials, and descriptions of monuments and markers. Monuments to be placed after final street improvements shall be designated as "future".
- Seal of appropriate design professional.
- Zoning stipulations and variances (if any) and the date approved by the Board of Commissioners or Board of Zoning Appeals.
- State law prohibits the private construction, planting, or otherwise making improvements on the dedicated right-of-way. The sole responsibility for repairing of any damage of any such improvement shall be property owners.

- Tabular chart which specifies the length of each public street or right-of-way.

**202.03 FINAL PLAT CERTIFICATES**

The following certifications and acknowledgements must appear on the final plat presented for approval. The language of each must be verbatim as it appears below:

1. Owner's Acknowledgment

I hereby certify as the owner of the land shown on this plat and whose name is subscribed hereto, acknowledge that this plat was made from an actual survey, and for value received the sufficiency of which is hereby acknowledged, do hereby convey all streets and rights-of-way, detention pond lots water mains and sewer lines shown hereon in fee simple to Cobb County and further dedicate to the use of the public forever all alleys, parks, watercourses, drains, easements, and public places hereon shown for the purposes and considerations herein expressed. In consideration of the approval of this development plan and other valuable considerations, the owner further releases and holds harmless Cobb County from any and all claims, damages, or demands arising: on account of the design, construction, and maintenance of the property shown hereon; on account of the roads, fills, embankments, ditches, cross drains, culverts, water mains, sewer lines, and bridges within the proposed rights-of-way and easements shown; and on account of backwater, the collection and discharge of surface water, or the changing of courses of streams.

And further the owner warrants that he owns fee simple title to the property shown hereon and agrees that Cobb County shall not be liable to him, his heirs, successors, or assigns for any claims or damages resulting from the construction or maintenance of cross drain extensions, drives, structures, street, culverts, curbs, or sidewalk, the changing of courses of streams and rivers, flooding from natural creeks and rivers, surface waters, and any other matter whatsoever. I further warrant that I have the right to sell and convey the land according to this plat and do hereby bind owners and myself subsequent in title to defend by virtue of these presents.

Signature \_\_\_\_\_

Date \_\_\_\_\_

\_\_\_\_\_  
Print Name

2. Surveyor's Acknowledgment

I hereby certify that the plan shown and described hereon is a true and correct survey made on the ground under my supervision, that the monuments have been placed as shown hereon, and is to the accuracy and specifications required by the Cobb County Development Standards.

\_\_\_\_\_  
Registered Ga. Land Surveyor

\_\_\_\_\_  
Print Name

3. Cobb County Board of Health Certification

This plat has been approved for individual septic tank systems (except noted) and individual septic tank permits will be issued upon receipt of individual plans showing the septic tank system in a suitable place on the lot.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20

\_\_\_\_\_  
Environmental Health Program Manager,  
Cobb County Board of Health

Notes on Individual Septic Systems

Out: Means unsuitable for septic system

SP: Means approval of individual site plan required prior to issuance of septic tank permit

PP: Means approval of individual plot plan required prior to issuance of septic tank permit

4. Cobb County Development Certification

This plat, having been submitted to Cobb County and having been found to comply with the Cobb County Development Standards and the Cobb County Zoning Ordinance, is approved subject to the installation and dedication of all streets, utilities, easements and other improvements in accordance with the Standard Design Specifications and the posting of a one year maintenance security.

\_\_\_\_\_  
Cobb County Water System

\_\_\_\_\_  
Date

\_\_\_\_\_  
Zoning Division

\_\_\_\_\_  
Date

\_\_\_\_\_  
Development & Inspections Division

\_\_\_\_\_  
Date

\_\_\_\_\_  
Cobb County Board of Commissioners

\_\_\_\_\_  
Date

The following certifications and acknowledgements must appear on the final plat for any condominium or subdivision that includes private roadways and utilities:

I hereby certify as the owner of the land shown on this plat and whose name is subscribed hereto, acknowledge that this plat was made from an actual survey, and for value received the sufficiency of which is hereby acknowledged, do hereby convey the private roadways and utility easements to the association named on this plat for its maintenance and upkeep and the purposes and considerations herein expressed. In consideration of the approval of this development plan and other valuable considerations, the owner further releases and holds harmless Cobb County from any and all claims, damages, or demands arising: on account of the design, construction and maintenance of the property shown hereon; on account of the roads, fills, embankments, ditches, cross drains, culverts, water mains, sewer lines, and bridges within the proposed private roadways and easements shown; and on account of backwater, the collection and discharge of surface water, or the changing of courses of streams.

And further the owner warrants that he owns fee simple title to the property shown hereon and agrees that Cobb County shall not be liable to him, his heirs, successors or assigns for any claims or damages resulting from the construction or maintenance of cross drain extensions, drives, structures, streets, culverts, curbs, or sidewalks, the changing courses of streams and rivers, flooding from natural creeks and rivers, surface waters and any other matter whatsoever. I further warrant that I have the right to sell and convey the land according to this plat and do hereby bind owners and myself subsequent in title to defend by virtue of these presents.

**FINAL PLAT REVISIONS**

Should a developer/subdivider desire to amend or revise a previously approved final plat then the developer/subdivider shall submit to the Cobb County Community Development Agency the following:

1. A letter specifically identifying the modifications/revisions to the final plat and stating that all necessary infrastructure (storm, sanitary sewer, and water) has been adjusted in accordance with Cobb County Code to address the modifications.
2. Submission of the latest recorded original final plat with a specific statement regarding the nature of the revision on the face thereof. The format for such a revision statement shall be as follows:

This plat supersedes the plat recorded in Plat Book\_\_\_\_, Page\_\_\_\_. The purpose of this revision is to:

3. If the original final plat is otherwise unavailable, then the developer/subdivider may submit a plat prepared to show the specific revision to the original plat of record with the revisions noted thereon with references to the previously recorded plat (latest revision).

4. Approved By: \_\_\_\_\_  
Cobb County Community Development Agency  
  
\_\_\_\_\_  
Cobb County Water System  
  
\_\_\_\_\_  
Cobb County Board of Commissioners

## 203 LOTS

### 203.01 GENERAL

A portion of a subdivision intended as a unit for transfer or ownership or for development or both. In determining the area and dimensions of a lot, no part of the right-of-way of a road or crosswalk may be included.

A parcel of land, whether or not platted, in single ownership, and not divided by a street.

Lot of record: A lot, which is part of an approved subdivision, a plat of which has been recorded in the office of the clerk of the superior court of the county.

### 203.02 DIMENSIONS

Lot Coverage shall be the percentage of a lot which may be covered with permitted or accessory buildings or structures, excluding walks, drives, and other similar uses, and recreational facilities which are accessory to a permitted use.

Lot Depth shall be the average horizontal distance between the front and rear lot lines.

Lot Width shall be the distance between the side lot lines measured along the front building line of the lot as determined by the prescribed front yard requirement. (See Sections 107.02 and 417)

### 203.03 LOTS ACCESSING PRIVATE EASEMENTS

In those instances where the board of appeals grants a variance for a subdivision of property lacking the minimum public road frontage and an easement is necessary for ingress and egress to the

property, there shall be a maximum of three lots permitted, a minimum of 80,000 feet per lot, a minimum of 25 feet width easement, and the easement and the subdivided lots shall be platted and required to be recorded as restrictive covenants running with the land in the Clerk's Office, County Superior Court. The board of appeals shall be authorized and directed to consider any variance application to this provision so long as the lots shall be a minimum of 40,000 square feet in size (as recommended to the Board of Commissioners per chapter 134-271), a minimum of 20 feet width easement, and a maximum of three lots.

#### **203.04 MULTIPLE-FRONTAGE LOTS**

A multiple-frontage lot is a lot fronting on two or more streets. When the frontage of one street exceeds the frontage of the other, the one with the least frontage shall be deemed the front of the lot for the purpose of determining building setbacks.

#### **203.05 OUT LOT OR LEGEND LOT**

Requirements for special lots requiring site plans should be referenced back to sections (i.e., septic tanks require site plans, floodplain requires site plans).

### **204 PHASED DEVELOPMENT**

Each construction phase of any development shall be capable of standing on its own if subsequent phases will be constructed at some future time.

Subdivisions may be divided into units. Units may be further divided into phases. Phases may be divided into sub-phases. No subdivision element, whether phase or sub-phase, shall be served by any utility to be constructed in the future. Developed phases shall be numbered in sequence (i.e., Phase Two must follow Phase One and precede Phase Three). Sub-phases must also be labeled in a like fashion (i.e., Sub-phase B must follow Sub-phase A and precede Sub-phase C).

Units will be denoted by Roman numerals. Phases will be denoted by Arabic numbers. Units and phases may be referenced by spelling out the number, if both unit and phase are spelled out. Sub-phases are to be always referenced by alphabetic characters, beginning with the letter "A".

### **205 DEDICATION OF RIGHT-OF-WAY AND EASEMENTS**

- Any property other than shown on approved development plats, which are to be dedicated to Cobb County in fee or by easement shall be accomplished by the following method:
- The property owner shall submit a plat demonstrating the boundary limits of the property to be dedicated consistent with the requirements of the Georgia Plat Act.
- The property owner shall execute and submit an owner's affidavit and evidence that the development is in conformity with these standards and specifications and evidence of good and marketable title in a form approved by the County Attorney's Office.
- In the event the property is encumbered by liens or mortgages, the property owner shall furnish consent of lender/lien holder affidavits on forms approved by the County Attorney's Office.
- The property owner shall submit a deed or easement in favor of Cobb County, Georgia for such property to be dedicated.
- Unless the property is conveyed via a Development Agreement, the property owner shall furnish a maintenance bond contemporarily with the above.
- Any dedication relating to streets, sidewalks, and streetlights shall be submitted to the Department of Transportation. Any dedication relating to storm drainage, drainage channels, retention and detention, and storm sewer shall be submitted to the Stormwater Management Division of the Cobb County Water System. Any dedication relating to water lines or sanitary

sewers shall be submitted to the Engineering and Records Division of the Cobb County Water System.

- All materials in the right-of-way that have salvage value, as determined by the inspector, shall remain property of Cobb County and shall be utilized as shown on the plans or returned to the Department of Transportation. Any item damaged during removal or relocation shall be replaced in kind.

## 206 RECORD DRAWINGS

### 206.01 CONSTRUCTION AND CLOSE OUT STANDARDS

#### 206.01.01 Inspection and Acceptance of Work

- The Water System Inspector shall be notified at least 24 hours prior to tapping into any County lines.
- All taps, manholes, and lines must be inspected by the Water System Inspector. The owner/developer shall notify the Water System 24 hours prior to inspection.
- Contractors must have a set of the original "Approved" plans at all times on the job site. These plans shall be kept current by the contractor in regards to approved field changes by the contractor.
- All water mains shall pass a pressure and leakage test, be disinfected in accordance with AWWA standards, and pass a bacteriological test prior to being put into service. A record of successful pressure testing results will be provided by the contractor to the Cobb County Water System Inspector at the time of leakage testing.
- Prior to requesting an inspection, all sanitary sewer lines shall be tested by the contractor for infiltration by low-pressure air testing and all PVC pipe must pass a 7.5% deflection test as follows: Not before 30 days after pipe is laid and backfill placed, the Contractor shall test the pipe for deflection. A mandrel, sized to permit up to 7.5% deflection shall be used. A record of successful air testing results will be provided at the time of final sewer inspection. The record will include the line segment identification, initial air pressure, time internal allowed, and the final air pressure, date of test, and name of the person in charge of testing.
- The contractor/developer shall present the following prior to final inspection:
  - records of sewer line low pressure air testing and deflection testing, and;
  - records of water line testing.
- The contractor/developer shall present the following prior to final plat approval:
  - as built plans from surveyor or engineer;
  - length of sewer line installed by line size;
  - length of water line installed by line size;
  - cost of sewer line installed by line size; and
  - cost of water line installed by line size.
- No issuance of water and sewer acceptance letters, nor final inspections shall occur until all downstream sewers (outfall segments) are completed.
- The developer will service and maintain the utility lines for one year after the completion of the project.
- At the end of the first year, a second inspection is conducted to determine if any damage or material failures are present, and upon repair by the developer of any discrepancies found, the County will accept responsibility for perpetual maintenance.

**206.01.02 Guidelines for Record Drawings**

In addition to the information required on the construction plans record drawings must contain the following information:

- Water record drawings shall be a separate plan from the sewer record drawings plan.
- Maximum plan size shall be 30" x 42".
- Scale no larger than 1" = 20' and no smaller than 1" = 100'.
- No hand-drawn or marked up construction plans will be accepted as records drawings.
- Blue lines are to be clear and legible.
- Record drawings are to be stamped in large clear print on the plans.
- When a phase of a subdivision is completed, a location sketch of the entire subdivision with said phase outlined should appear on the plans.
- Record drawings shall contain the developer's name, address, and phone number.
- Contractor's name, address, and telephone number shall be shown.
- Land lots and districts shall be shown.
- All lots are to be numbered.
- Out lots shall be noted.
- Road names and ROW width shall be shown.
- Easements must be shown on records drawings.
- No contour lines.
- All water meter locations must be shown.
  - Fire Hydrant make and model numbers for each hydrant.
- All sanitary service laterals locations must be shown.
- All laterals shall be stationed from a manhole.
- Invert and top elevations shall be shown for all manholes.
- Profiles must be included in all sewer records drawings.
- Drawings must be submitted in both hard copy and digital formats. Digital formats must be Autocad.DWG or Microstation.DGN
- Slopes for any sewer laid at 1% grade or less will be field verified after construction and shown on the record drawing.
- Stormwater Management Division of the Water System shall be provided X,Y,Z locations of all storm structures and sizes of pipe. Engineering and Records Division shall be provided X,Y,Z locations of water valves, fire hydrants and sanitary sewer manholes. Must be based upon state plane coordinates.

## 207 DIGITAL DATA SUBMISSION STANDARDS

### DIGITAL DATA SUBMISSION STANDARDS

Cobb County has adopted geographic information system (GIS) technologies to store, manage and maintain geographic/spatially-related data. The civil engineering community has evolved as well to the point where the predominating design environment is computer aided design and drafting (CAD). It is the goal of the County to use CAD and GIS technologies to expedite the design and review processes within the administration, by developing standards and procedures for integration of digital engineering CAD drawing in to the GIS environment, maintaining the integrity and positional accuracy of the data.

Below are the requirements and options for submission of digital CAD data as required for County construction projects. Please note that those levels shown in bold italics are REQUIRED concurrent with plan submission.

### FILE FORMAT

Acceptable file formats are Autocad.DWG and Microstation.DGN.

### COORDINATE SYSTEM

The standard coordinate system for all digital mapping in Cobb County shall be in the Georgia State Plane Coordinate System, West Zone, 1983 North American Datum. This coordinate system uses base units of US Survey foot.

### OTHER INFORMATION

1. Contact name;
2. Contact phone number;
3. Contact address.

### OVERVIEW OF LAYERS

#### TRANSPORTATION LAYER (Levels 01-14)

- 01 Paved Roads – Edge of Pavement (Lines Only)
- 02 Road Names
- 03 Proposed Road Lines & Annotation
- 04 Road U/C Lines and Annotation
- 05 Road Centerlines (Lines Only)
- 06 Railway Lines and Annotation
- 07 All other Transportation Features (Lines & Annotation)
- 08 Street Light Facilities Lines & Annotation
- 09 Traffic Signal Facilities Lines & Annotation
- 10 Traffic Signs Lines & Annotation
- 11 Transit Routes Lines & Annotation

#### CADASTRAL LAYER (LEVELS 15-24)

- 15 Land Lot Lines & Annotation
- 16 Parcel Lines & Annotation
- 17 Parcel Address Annotation
- 18 Right of Way Lines & Annotation
- 19 All Other Cadastral Features (Lines & Annotation)

#### CULTURAL LAYER (Levels 25-29)

- 25 Building Lines & Annotation
- 26 Industrial Feature Lines & Annotation
- 27 Recreational Feature Lines & Annotation
- 28 All Other Cultural Features (Lines & Annotation)

**HYDROLOGY LAYER (Levels 30-34)**

- 30 Lake and Pond Lines & Annotation
- 31 River, Stream, Creek Lines & Annotation
- 32 All Other Hydrology Features (Lines & Annotation)
- 33 Lake and Pond Lines & Annotation
- 34 Storm Water Drainage Structures (Catch Basin, Drop Inlet, Manhole, Junction Box Head Wall, etc.)
- 35 Bridges, Dams
- 36 Miscellaneous Storm

**OTHER UTILITY LAYER (Levels 45-49)**

- 45 Electric Utility Lines & Annotation
- 46 Gas Utility Lines & Annotation
- 47 Telephone Utility Lines & Annotation
- 48 All Other Utility Features (Lines & Annotation)

**CONTROL LAYER (Levels 50-54)**

- 49 All Control Features (Lines & Annotation)

**TOPOGRAPHY/DTM LAYER (Levels 55-59)**

- 55 Spot Elevation Symbols & Annotation
- 56 All Other Topographic Features (Lines & Annotation)
- 57 All DTM Features (Lines & Annotation)

**WATER LAYER**

- Levels 01-19 Primary Water Distribution Facilities (Lines & Annotation, [Water Mains, Water Valves, Water Fire Hydrants])
- Level 21 Secondary Water Distribution Facilities (Lines & Annotation)
- Levels 22-28 Other Water Distribution Facilities (Lines & Annotation)
- Levels 31-55 Proposed Water Distribution Facilities (Lines & Annotation)
- Levels 56-60 Miscellaneous Water Distribution Facilities (Lines & Annotation)
- Levels 61-63 Customer Symbols

**SEWER LAYER**

- Levels 01-13 Primary Wastewater Collection Facilities (Lines & Annotation, [Sewer Mains, Sewer Manholes])
- Level 16 Secondary Wastewater Collection Facilities (Lines & Annotation)
- Levels 17-27 Other Wastewater Collection Facilities (Lines & Annotation)
- Levels 30-51 Proposed Wastewater Collection Facilities (Lines & Annotation)
- Levels 52-60 Miscellaneous Wastewater Collection Facilities (Lines & Annotation)
- Levels 61-63 Reserved

*Source: Cobb County, Georgia: Standards for Digital Mapping and Geographic Information Systems. October 1993*

## **208 MIXED-USE DEVELOPMENTS**

### **208.01 Pre-Application Meetings**

It is strongly recommended that mixed-use development applicants make arrangements for a pre-application conference in accordance with the procedures set forth in Section 101.02.

### **208.02 Preliminary Plat**

The preliminary plat shall show the entire mixed-use development and conform to the standards for preliminary plats set forth in Section 201.

Include in the set of drawings for the preliminary plat a master plan shown on a single sheet (regardless of size). On the master plan, show all road and building locations, but no topographic or utility information. Also, delineate and label the different use types and any units, phases, or sub-phases of any proposed single-family residential (SFR) areas (if known).

Any layout revisions to construction plans must be accompanied by corresponding revisions to the master plan.

### **208.03 Permits**

A full land disturbance permit will be required for each SFR unit, phase and sub-phase and for each distinct use area (condominiums, townhomes, retail/townhomes, etc.). Each permit application must be accompanied by a set of drawings that include the preliminary plat, master plan and construction plans for the SFR unit, phase, sub-phase or other use area indicated. Provide a distinct name for each use area.

Mass grading and shared infrastructure installation across use areas can be accomplished through a land disturbance permit that is separate from the individual permits discussed in the previous paragraph. A mass grading/infrastructure permit shall not preclude the need for the individual permits.

### **208.04 Final Plat**

The final plat for each SFR unit, phase, sub-phase or other use areas shall conform to the standards for final plats set forth in Section 202.