

**EFFINGHAM COUNTY**  
**FINAL PLAT SUBMITTAL FORM**

**OFFICIAL USE ONLY**

Date Received: \_\_\_\_\_ Project Number: \_\_\_\_\_

Date Reviewed: \_\_\_\_\_ Reviewed by: \_\_\_\_\_

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

Name of Applicant/Agent \_\_\_\_\_ Phone \_\_\_\_\_

Company Name \_\_\_\_\_

Address \_\_\_\_\_

Owner of Record\* \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

Engineer\* \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

Surveyor\* \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

\*Information may be left blank if it is the same as indicated on the sketch plan submittal form

Total acreage subdivided \_\_\_\_\_ Zoning \_\_\_\_\_ Number of Lots \_\_\_\_\_

Date of sketch plan approval \_\_\_\_\_ Date of preliminary plan approval \_\_\_\_\_

Map#/Parcel# to be subdivided \_\_\_\_\_ List all contiguous holdings in the same ownership:

Map#/Parcel# \_\_\_\_\_

Water supply \_\_\_\_\_

Sewer supply \_\_\_\_\_

Have any changes been made since this Subdivision was last before the County Commission? \_\_\_\_\_

If so, please describe: \_\_\_\_\_

The undersigned (applicant) (owner), hereby acknowledges that the information contained herein is true and complete to the best of its knowledge.

This \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Notary

\_\_\_\_\_  
Owner

# EFFINGHAM COUNTY

## FINAL PLAT CHECKLIST

**OFFICIAL USE ONLY**

Subdivision Name: \_\_\_\_\_ Project Number: \_\_\_\_\_

Date Received: \_\_\_\_\_ Date Reviewed: \_\_\_\_\_ Reviewed by: \_\_\_\_\_

The following checklist is designed to inform applicants as to what is required in preparing final plats for review by Effingham County. The Final Plat must be drawn in ink by a Georgia Registered Land Surveyor on Mylar, and four (4) paper copies must be included. The Final Plat must have all necessary signatures before consideration by the Board of Commissioners. After the Final Plat is approved, the County Clerk will record the Final Plat with Clerk of Superior Court of Effingham County.

Office Use	Applicant Use	
<b>Project Information:</b>		
		1. Graphic scale.
		2. Lot areas in accordance with the applicable zoning regulation or preliminary plan for planned development.
		3. North arrow.
		4. Land reference point.
		5. Point of beginning designated.
		6. Date of preparation (under Surveyor's signature).
		7. Name of Subdivision.
		8. Names of adjacent subdivisions and owners of adjoining parcels of land.
		9. Names and widths of adjacent streets.
		10. Names and widths of streets within subdivision. Names either match existing street names that align with proposed streets, <b>or are not used elsewhere in Effingham County.</b>
		11. Plat boundaries darkened.
		12. Proposed building setback lines.
		13. Location of all existing easements or other existing features.
		14. New easements required by Planning Department, County Utilities, Public Works Department, Telephone Company, etc.
		15. Lots in new subdivisions are to be numbered consecutively from one to the total number of lots.
		16. Lot lines with accurate dimensions in feet and tenths, and angles or bearings to the street when other than 90°.
		17. Express dedication statement to the public for streets, alleys, access limitations, right-of-way, parks, school sites, and other public places shown on the attached plat.
		18. Name, registration number, and seal of registered land surveyor or professional engineer (signed and dated).
		19. Location of city limits and county lines, if applicable.

	<b>20.</b> Location on the property to be subdivided of natural features such as streams, lakes, swamps, wetlands, and land subject to flood based on current effective FEMA Flood Insurance Rate Map (FIRM).
	<b>21.</b> Digital copy of final plat geographically referenced to Georgia State Plane Coordinate System as further described on SUBMITTAL OF FINAL PLATS AND RECORD DRAWINGS
	<b>22.</b> Certificate of Approval – To be signed by County Commission chair.
	<b>23.</b> Signed Certificate of Accuracy.
	<b>24.</b> Signed Certificate of Ownership and Dedication – Individuals.
	<b>25.</b> Signed Certificate of Ownership and Dedication – Corporation (Corporate Seal must be affixed to plats; signature of one corporate officer).
	<b>26.</b> Signed Certificate by Registered Engineer that all permitted improvements were installed in accordance with approved plans, accompanied by two complete sets of as-built construction plans as record drawings.
	<b>27.</b> Signed Warranty Deed conveying all streets, utilities, parks, easements, and other government uses (except ponds), in a form approved by the county attorney.
	<b>28.</b> Maintenance bond, letter of credit, escrow account, or certified check, which is available to the County to cover any necessary repair of infrastructure conveyed by warranty deed for a minimum of 10% of the total construction cost of such improvements.

The undersigned (applicant) (owner), hereby acknowledges that the information contained herein is true and complete to the best of its knowledge.

This \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_ Applicant

\_\_\_\_\_ Notary

\_\_\_\_\_ Owner