



Glynn County Community Development Department
1725 Reynolds St., Suite 200
Brunswick, GA 31520
912 554-7428
www.glynncounty.org

Final Plat Checklist

Project Name: _____

Items to be addressed prior to submittal of final plat package:

| | <u>DATE COMPLETE</u> |
|---|----------------------|
| <input type="checkbox"/> Draft plat submitted (eleven sets, or as may be determined) | _____ |
| <input type="checkbox"/> Draft final plat circulated | _____ |
| <input type="checkbox"/> Comments on draft plat referred to applicant | _____ |
| <input type="checkbox"/> Soils report received | _____ |
| <input type="checkbox"/> Draft as-builts submitted for road and drainage | _____ |
| <input type="checkbox"/> Draft as-builts circulated for road and drainage | _____ |
| <input type="checkbox"/> Inspection request submitted | _____ |
| <input type="checkbox"/> Punch list/comments received from Engineering, Fire, Planning & Public Works | _____ |
| <input type="checkbox"/> Punch list/comments forwarded to applicant | _____ |
| <input type="checkbox"/> Engineer's estimate of cost of corrections received | _____ |
| <input type="checkbox"/> County Engineers' concurrence in cost estimate received | _____ |
| <input type="checkbox"/> Draft bond document received | _____ |
| <input type="checkbox"/> Draft road and easement deeds received | _____ |
| <input type="checkbox"/> Draft road and easement deeds approved by County Attorney as to form | _____ |
| <input type="checkbox"/> Revised road and easement deeds received | _____ |
| <input type="checkbox"/> Revised road and easement deeds approved by County Attorney as to form | _____ |



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Items to be included in final plat application package (Complete submittal will be forwarded to the Board of Commissioners for approval on the next available agenda):

| | <u>DATE COMPLETE</u> |
|--|----------------------|
| <input type="checkbox"/> Final plat application | _____ |
| <input type="checkbox"/> Final signed and stamped Mylar road and drainage as-builts received | _____ |
| <input type="checkbox"/> DXF files and as-built drainage received | _____ |
| <input type="checkbox"/> Electronic copy (pdf) of final plat received | _____ |
| <input type="checkbox"/> Final executed bond received | _____ |
| <input type="checkbox"/> Executed road and easement deeds received | _____ |
| <input type="checkbox"/> Executed Mylar final plat received (two sets, both sets signed in blue ink) | _____ |
| <input type="checkbox"/> DXF files forwarded to GIS | _____ |
| <input type="checkbox"/> Executed Mylar final plat checked | _____ |
| <input type="checkbox"/> Final Plat approved by the BOC | _____ |
| <input type="checkbox"/> Final plat signed by County officials | _____ |
| <input type="checkbox"/> Final plat and deeds recorded | _____ |
| <input type="checkbox"/> Copy of plat to GIS with recording information | _____ |