



**Glynn County Community Development Department**  
**1725 Reynolds St., Suite 200**  
**Brunswick, GA 31520**  
**(912)554-7428**  
[www.glynncounty.org](http://www.glynncounty.org)

## Final Plat Checklist

Project Name: \_\_\_\_\_

The Final Plat provides the legal and technical data required to confirm compliance with Glynn County Regulations and to proceed with the final approval process for a subdivision. The Final Plat shall consist of a map or maps, drawn at a scale of not less than one inch in one hundred feet. (Note: References are to Article VII of the Glynn County Regulations - §709)(scale 1"=100')

### Items to be addressed prior to submittal of package:

1. Application fee
2. Completed and signed application
3. Completed Final Plat Checklist
4. Agent Authorization Form (if required)
5. 1 – hard copy and 1 – electronic copy of plat
6. 1 – hard copy and 1 – electronic Traffic Plan (if required)
7. Storm water calculations (electronic)
8. 1 – hard copy and 1 – electronic Tree plan (if required)
9. As-builts/Record drawings for water, sewer, storm drainage, roadways
10. Detention Pond Certification
11. Copy of deeds and easements
12. Testing results and inspections required for construction.

The plat shall demonstrate compliance with the County Zoning and Subdivision Ordinances. The agent requires the following items for a complete submittal by identifying the sheet number (**do not use check marks**) and note number, if applicable. For information that does not apply, indicate as 'NA'.

		Sheet	Note #
1	The name of the subdivision and street names; indicate whether streets are to be public or private		
2	Name, address and telephone number of the owner of record and subdivider		
3	Date of plat drawing, graphic scale, north point, notation as to the reference of bearings to magnetic, true north, or grid north		
4	Location of tract, acres, and number of lots. Name of former subdivision if any or all of the final plat has been previously subdivided.		
5	A vicinity map		
6	Courses and distances to the nearest existing street intersections or benchmarks related to NGB datum or other recognized permanent monuments.		

7	Exact boundary lines of the tract giving distances to the nearest 1/100th foot and angles to the nearest 10 seconds which shall be balanced and closed with an error of closure not to exceed 1 to 10,000. The error of closure shall be stated. Tract boundaries shall be determined by accurate survey in the field.		
8	Municipality or County lines accurately tied to the lines of the subdivision by distance and angles when such lines traverse the subdivision		
9	Exact location, widths, and names of all streets, public or private, and alleys within and immediately adjoining the plat and the exact location and widths of all crosswalks.		
10	Lot lines with dimensions to the nearest 1 to 100th foot, necessary internal arcs and chords, and tangent or radii of rounded corners		
11	Note the County required building setback dimensions. Setback lines must be shown graphically on corner lots and lots with more than four (4) sides and/or odd angles		
12	When lots are located on a curve or when side lot lines are at angles other than 90 degrees, the lot width at the building line shall be shown		
13	Lots or sites numbered in numerical order and blocks numbered alphabetically		
14	Location, dimensions, and purpose of all significant water courses and drainage easements, including slope easements, if required, and public service utility right-of-way lines, and any areas to be reserved by deed covenant for common uses of all property owners		
15	A statement of the private covenants, if they are brief enough to be shown directly on the plat		
16	Accurate location, material and description of monuments and markers		
17	All Special Flood Hazard Areas inundated by 100-year flood boundaries, including the flood zone elevation, as interpreted from a current Flood Insurance Rate Map shall be delineated on the final.		
18	Certificates and statements of ownership and dedication		