



GIS CHECK LIST

PROJECT NAME & AP#:

DATE:

REVIEW STATUS:

PROJECT TYPE: () Pre-Submittal () Sketch () LDP () Pre-Final () Revision Plat () Parcel Map Change () e-Plan Review

The following items marked () need to be shown or addressed on the proposed plat. GIS reviews and approval are not limited to the following items; additional comments may be provided as needed.

**** All plat projects (incorporated or unincorporated must be submitted directly to Planning & Sustainability, Land Development Customer Service Window, or Project Dox. Plans are not to be submitted to the GIS Department Customer Service Window****

SECTION (1) – SKETCH REVIEWS

- () Project name: **Submit proposed project name** for review & approval by DeKalb GIS Department
- () Street name(s): **Submit Street name(s)** for review & approval by DeKalb GIS Department. Street names shall not be more than 15 characters (not including suffix). Notate on plans if street is public or private. Minimum road width of twenty (20) feet is considered an alley and must have an approved name designation. Emergency Services must be able to have access to entrances of an individual building/unit/lot/parcel within any cottage style development, townhome, condominium or single-family development as these must be oriented towards an approved public street, driveway or alley.
- () **Add a Cover Sheet:** include project name, project/AP number, assigned addressing (if any), and parcel identification numbers. Also, list *separately* the developer's name and mailing address and the owner(s) name and mailing address.
- () Existing Condition Sheet: Show all property boundary lines for each parcel in continuous solid, bold heavy weighted line types. All parcel boundaries should reflect bearings and distances/dimensions (**which will include point of beginning**). Current surveys are acceptable in-lieu of Existing Condition Sheet. If bearings & distances differ from DeKalb GIS ArcMap, current surveys of record (**recorded file preferred**) are acceptable in-lieu of Existing Conditions Sheet.
- () Demolition Sheet: show all demolished or relocated structures (if applicable).
- () Site Plan Sheet: show **proposed conditions or overall tax parcel(s) displaying** all property boundary lines in continuous solid, bold heavy weighted line types. All parcel boundaries should reflect bearings and distances (**which will include point of beginning**). Label each proposed parcel as tract 1, 2, 3, etc. Please include square footage, if applicable.

- () Address assignment of lots are performed by DeKalb GIS. CAD all approved street names & assigned addresses on to Site Plan Sheet. CAD addresses on to each individual lot, unit or parcel. **NOTE: NENA Standards 6.4.1 “Addresses will be assigned from the center of the side of the building where the front door is located. However, when the front door is obscured or invisible from the road, or the structure is obviously best reached for “Emergency Purposes by the driveway, assign the property number based on where the driveway intersects the road”.**
- () Embed a Typical Unit Layout to site plan sheet (if applicable; example available upon request)
- () Label (visible call-outs) such as any entrance signs, electrical gates, mail kiosk, cabana, detention ponds, and any other amenities where addressing will be needed for permitting purposes only
- () Label common areas or open spaces and show each marked as “common area” or “open space”
- () Show North Arrow
- () Show legal lot number for each lot/unit
- () **Please** provide digitized site plan upon submittal to Planning / Land Development Department. All digitized plans need to be in *State Plane GA West NAD 83 Coordinate US Survey Feet System; .shp file preferred.* **Other files can be accepted (.dwg, .shp, .dxf or .dgn).** Files will be forwarded to GIS Mapping Supervisor Rhonda Joyner/Mapping Team.
Note: GIS prefers the digital file contain separate layers of the following: Lot Boundaries, Right of Way Boundaries, Legal Lot/Unit #'s, Address #'s, Street Centerline, & Dimensions, Bearings and Distances

SECTION (2) – LDP REVIEWS

- () **Add a Cover Sheet:** include project name, project/AP number, assigned addressing (if any), and parcel identification numbers. Also, list *separately* the developer’s name and mailing address and the owner(s) name and mailing address. **NOTE: On Coversheet reference all AP#’s associated w/project i.e. Ava’s Bluff Sketch AP# 1235555; Ava’s Bluff LDP AP# 1247777; Ava’s Bluff Final Plat AP# 1248888**
- () **Existing Condition Sheet:** Show all property boundary lines for each parcel in continuous solid, bold heavy weighted line types. All parcel boundaries should reflect bearings and distances **(which will include point of beginning)**. Current surveys are acceptable in-lieu of Existing Condition Sheet. If bearings & distances differ from DeKalb GIS ArcMap, current surveys of record **(recorded file preferred)** are acceptable in-lieu of Existing Conditions Sheet.
- () **Demolition Sheet:** show all demolished or relocated structures (if applicable).
- () **Site Plan Sheet:** show **proposed conditions or overall tax parcel(s) displaying** all property boundary lines in continuous solid, bold heavy weighted line types. All parcel boundaries should reflect bearings and distances **(which will include point of beginning)**. Label each proposed parcel as tract 1, 2, 3, etc. Please include square footage, if applicable.
- () Address assignment of lots are performed by DeKalb GIS. CAD all approved street names & assigned addresses on to Site Plan Sheet. CAD addresses on to each individual lot, unit or parcel.

- If LDP is in conjunction with a sketch plat, standards of address assignment for sketch plat apply to LDP.
- () Developments that will include residential/commercial apartment addressing
- Please submit:
- Approval letter from owner or property manager of leasing/management office
 - Apartment Addressing Spreadsheet reflecting how addresses are to be read, i.e. 333 Mae Avenue Apartment 1234 (First number is bldg., 2nd number is floor, 3rd & 4th number is unit/apt#)
 - Site Map displaying apartment community addressing layout displayed (required for placing addressing points)
- () Developments that will include commercial address assignment that will have suites within the building,
- Please submit:
- Spreadsheet of all suites to be updated in GIS database (if known at time of submittal)
 - Submit either letter from owner on company letterhead or tenant lease agreement (1st sheet with the address & suite# leasing & signature page of owner/landlord & tenant).
- () Show North Arrow

SECTION (3) – PRE-FINAL REVIEWS

- () **Add a Cover Sheet:** include project name, project/AP number, assigned addressing (if any), and parcel identification numbers. Also, list *separately* the developer's name and mailing address and the owner(s) name and mailing address. **NOTE: On Coversheet reference all AP#'s associated w/project i.e. Ava's Bluff Sketch AP# 1235555; Ava's Bluff LDP AP# 1247777; Ava's Bluff Final Plat AP# 1248888**
- () Site Plan Sheet: show ***proposed conditions or overall tax parcel(s) displaying*** all property boundary lines in continuous solid, bold heavy weighted line types. All parcel boundaries should reflect bearings and distances (**which will include point of beginning**). Label each proposed parcel as tract 1, 2, 3, etc. Please include square footage, if applicable. CAD addresses on to each individual lot, unit or parcel.
- () Label (visible call-outs) such as any entrance signs, electrical gates, mail kiosk, cabana, detention ponds, and any other amenities where addressing will be needed for permitting purposes only
- () Label common areas or open spaces and show each marked as "common area" or "open space"
- () Show North Arrow
- () Show legal lot number for each lot/unit

- () **Please** provide digitized site plan upon submittal to Planning / Land Development Department. All digitized plans need to be in *State Plane GA West NAD 83 Coordinate US Survey Feet System; .shp file preferred.* Other files can be accepted (.dwg, .shp, .dxf or .dgn). Files will be forwarded to GIS Mapping Supervisor Rhonda Joyner/Mapping Team.
- Note:** GIS prefers the digital file contain separate layers of the following: Lot Boundaries, Right of Way Boundaries, Legal Lot/Unit #'s, Address #'s, Street Centerline, & Dimensions, Bearings and Distances

SECTION (4) – FINAL PLAT REVISION REVIEWS

- () **Add a Cover Sheet:** include project name, project/AP number, assigned addressing (if any), and parcel identification numbers. Also, list *separately* the developer's name and mailing address and the owner(s) name and mailing address. **NOTE: On Coversheet reference all AP#'s associated w/project i.e. Ava's Bluff Sketch AP# 1235555; Ava's Bluff LDP AP# 1247777; Ava's Bluff Final Plat AP# 1248888.**

Please add a revision block to coversheet and each additional page to include:

- ❖ List the itemized revision number
 - ❖ List the recorded book/page & recorded date this revision supersedes
 - ❖ List the revision purpose and description
 - ❖ List the revision date
- () Site Plan Sheet: show *proposed conditions or overall tax parcel(s) displaying* all property boundary lines in continuous solid, bold heavy weighted line types. All parcel boundaries should reflect bearings and distances (**which will include point of beginning**). Label each proposed parcel as tract 1, 2, 3, etc. Please include square footage, if applicable.
- () Label (visible call-outs) such as any entrance signs, electrical gates, mail kiosk, cabana, detention ponds, and any other amenities where addressing will be needed for permitting purposes only
- () Label common areas or open spaces and show each marked as "common area" or "open space"
- () Show North Arrow
- () Show legal lot number for each lot/unit
- () **Please** provide digitized site plan upon submittal to Planning / Land Development Department. All digitized plans need to be in *State Plane GA West NAD 83 Coordinate US Survey Feet System; .shp file preferred.* Other files can be accepted (.dwg, .shp, .dxf or .dgn). Files will be forwarded to GIS Mapping Supervisor Rhonda Joyner/Mapping Team.
- Note:** GIS prefers the digital file contain separate layers of the following: Lot Boundaries, Right of Way Boundaries, Legal Lot/Unit #'s, Address #'s, Street Centerline, & Dimensions, Bearings and Distances

SECTION (5) – PARCEL MAP CHANGE (COMBINATION/DIVISION/REPARCEL) REVIEWS

- () **Add a Cover Sheet:** include project name, project/AP number, assigned addressing (if any), and parcel identification numbers. Also, list *separately* the developer's name and mailing address and the owner(s) name and mailing address. **NOTE: On Coversheet reference all AP#'s associated w/project i.e. Ava's Bluff Sketch AP# 1235555; Ava's Bluff LDP AP# 1247777; Ava's Bluff Final Plat AP# 1248888**
- () **Existing Condition Sheet:** Show all property boundary lines for each parcel in continuous solid, bold heavy weighted line types. All parcel boundaries should reflect bearings and distances **(which will include point of beginning)**. If bearings & distances differ from DeKalb GIS ArcMap, current surveys of record (**recorded file preferred**) are acceptable in-lieu of Existing Condition Sheet.
- () **Demolition Sheet:** show all demolished or relocated structures (if applicable).
- () **Site Plan Sheet:** show ***proposed conditions or overall tax parcel(s) displaying*** all property boundary lines in continuous solid, bold heavy weighted line types. All parcel boundaries should reflect bearings and distances **(which will include point of beginning)**. Label each proposed parcel as tract 1, 2, 3, etc. Please include square footage, if applicable.
- () **Note:** DeKalb GIS requires that all tax parcels have the same exact zoning type & exact ownership as per DeKalb Tax Records for GIS approval.
- () **Note:** DeKalb GIS requires that all re-parcel / boundary line adjustments map changes must display all owner name(s), acknowledgement block & signature line for each owner of any boundary line agreement map updates on the coversheet as per DeKalb Tax Records.
- () Owner(s) must submit an original signed Agent Authorization Form if an agent is acting on behalf of owner. *(See Page 5 for recording/submittal requirements).
- () Owner or Agent must complete the GIS Mapping Form for all combination/separation/re-parcel/boundary line adjustment mapping requests. *(See Page 5 for recording/submittal requirements).

****PARCEL MAP CHANGES MUST BE APPROVED PRIOR TO APPROVAL OF ANY
LDP OR FINAL PLAT REVIEWS****

SECTION (6) – MUNICIPALITY REVIEWS

- () Any city or municipality (incorporated projects) residential/commercial parcel, LDP, Map Change (combination, separations or re-parcels), Final Plat reviews must first be submitted directly to that originating municipality for initial review & approval.

- () All incorporated/municipality projects must next be submitted directly to Planning & Sustainability Land Development customer service window or via ProjectDox. If this is the **1st initial submittal**, you will need to include a written approval letter and/or route slip from the city/municipality. **Plans can't be submitted to DeKalb GIS Department Customer Service Window.**

****Please see all notes checked that are applicable for submitted reviews by Municipality, i.e. LDP, Pre-Final or Map Change Reviews****

SECTION (7) – MODEL HOME REQUIREMENTS

- () **Model Home** requests must be submitted to GIS. **Please** provide digitized site plan upon submittal to Planning / Land Development Department. All digitized plans need to be in ***State Plane GA West NAD 83 Coordinate US Survey Feet System; .shp file preferred.*** **Other files can be accepted (.dwg, .shp, .dxf or .dgn).** Files will be forwarded to GIS Mapping Supervisor Rhonda Joyner/Mapping Team.
- ❖ Complete an Addressing Request Form and submit an Agent Authorization Form, if applicable. Provide brief description for model homes (i.e. legal lot numbers and full address for each model homes requested. There is a limit of 4 model homes per phase. (examples & forms available in GIS)
 - ❖ GIS will verify that the following departments have approved LDP reviews in Hansen (Land Development, Watershed Management & Fire Rescue) If applicable, a municipality's approval letter must accompany the Model Home Site Plan. GIS must confirm approval of Watershed Management & Fire Rescue via Hansen (for incorporated & unincorporated projects, excluding City of Atlanta & City of Dunwoody). **GIS will also verify the approval & release from Land Development Inspectors which is required to create model homes.**

SECTION (8) – RECORDING REQUIREMENTS

- () Using verbiage **“PROPOSED”, “FUTURE” “NOT YET BEGUN”** for recordings of condos, townhomes, condo styled townhomes or subdivisions for those units or buildings implies that those buildings **WILL NOT BE MAPPED FOR THIS RECORDING**. Use gray shading on plat for all such future development. All other units for immediate development **SHOULD NOT** have any shading & must have bearings and distances.
- () Prior to any plats (incorporated or unincorporated) being recorded at DeKalb Superior Court please confirm that all acknowledgement stamps and all approval signatures are embedded onto plat.
- () After recording please forward your recorded/confirmed e-file to DeKalb County GIS Department gis@dekalbcountyga.gov to complete the approved mapping update;

SECTION (9) – REQUIREMENTS FOR UNRECORDED CONSTRUCTION FOUNDATION PERMITS

- 1) The approved LDP set of plans
 - a. Cover-sheet must display County AP# & specify if project is Condominium, Townhome or Subdivision
 - b. Signed & approval stamp on cover-sheet (for either Unincorporated or City Municipality)
- 2) Completed GIS Addressing Request Form to request either:
 - a. Unrecorded construction – Condominium
 - b. Unrecorded construction – Townhome
 - c. Unrecorded construction – Subdivision
- 3) **Georeferenced shapefile (State Plane GA West NAD 83 Coordinate US Survey Feet System)** of only the units or lots.

NOTE: Addressing Plats will no longer be accepted. The above process is in effect as of 4/22/19.

SECTION (10) – GENERAL PLAT SUBMISSION REQUIREMENTS

- () DeKalb County Records show ownership in: _____
(See attached IasWorld ownership documents). If the owner(s) name has changed by recent conveyance, please provide recorded deed book & page for each tax parcel. DeKalb GIS will update records upon review of recorded deed.
- () If there are any right of way inquiries and/or dedications that are applicable to the project you must contact Transportation – Ledrous Brown at lsbrown @dekalbcountyga.gov for approval.
- () **All right of way takes** of a subdivision, townhome, condominium, combination, separation, reparcel etc, whether within Unincorporated or City Municipality, deed book & page number of the recorded right of way abandonment must be indicated onto the plan/plat.
- () **Return all GIS Redline Comments back upon resubmittal.**

ADDITIONAL NOTES/COMMENTS: