

**ORDINANCE
CITY OF WOODSTOCK, GEORGIA**

AN ORDINANCE AMENDING CHAPTER III OF THE LAND DEVELOPMENT
ORDINANCE OF THE CITY OF WOODSTOCK, GEORGIA

Whereas, the City of Woodstock, Georgia (hereinafter sometimes referred to as the "City") is a municipality duly formed and existing pursuant to Georgia Law; and

Whereas, the 1983 Constitution of the State of Georgia provides for the self-government of municipalities without the necessity of action by the General Assembly¹; and

Whereas, the City of Woodstock, Georgia, has the legislative power to adopt clearly reasonable ordinances, resolutions or regulations relating to its property, affairs and local government for which no provision has been made by general laws, and which are not inconsistent with the Constitution or any charter provision applicable thereto²; and

Whereas, the City Council of the City of Woodstock, Georgia desires to replace the existing **Chapter III LAND DEVELOPMENT STANDARDS** of the Land Development Ordinance, City of Woodstock, Georgia with a new Chapter III as set forth herein; and

Whereas, the purpose of this revision is to revise Chapter III to comply with current policies and procedures of the City, to add language pertaining to surety and local economic emergencies, and help continue and insure financial stability for the City of Woodstock, Georgia, during local, national, or global economic hardships.

NOW, THEREFORE, BE IT RESOLVED THAT THE MAYOR AND COUNCIL OF THE CITY OF WOODSTOCK HEREBY ORDAINS, by the lawful authority vested in them as follows:

Section 1.

Chapter III Land Development Standards of the Land Development Ordinance of the City of Woodstock, Georgia is hereby repealed in its entirety and a new **Chapter III Land Development Standards** as more particularly set forth on Exhibit "A" attached hereto and made a part hereof by reference is hereby inserted in lieu thereof.

¹ Ga Const 1983, Article IX, Section II, Paragraph II provides in pertinent part as follows

"The General Assembly may provide by law for the self-government of municipalities and to that end is expressly given the authority to delegate its power so that matters pertaining to the municipalities may be dealt with without the necessity of action by the General Assembly " 2 O C G A §36-35-3(a) provides as follows

"(a) The governing authority of each municipal corporation shall have legislative power to adopt clearly reasonable ordinances, resolutions or regulations relating to its property, affairs, and local government for which no provision has been made by general law and which are not inconsistent with the Constitution or any charter provision applicable hereto Any such charter provision shall remain in force and effect until amended or repealed as provided in subsection (b) of this Code Section This Code Section, however, shall not restrict the authority of the General Assembly, by general law, to define this home rule power further or to broaden, limit, or otherwise regulate the exercise thereof. The General Assembly shall not pass any local law to repeal, modify or supersede any action taken by a municipal governing authority under this Code section, except as authorized under Code Section 36-35-6 "

Section 2.

The City Clerk is hereby authorized and directed to incorporate the provisions of the **new Chapter III** as set forth on Exhibit "A" attached hereto into the Land Ordinance for the City of Woodstock, Georgia replacing the existing **Chapter III**.

Section 3.

Repeal of conflicting Ordinances. Any and all ordinances, resolutions, or regulations, or parts thereof, in conflict with this Ordinance are hereby repealed to the extent of such conflict.

Severability. If any sentence, clause, part, paragraph, section, or provision of this Ordinance is declared by a court of competent jurisdiction to be invalid, the validity of the Ordinance as a whole or any other part hereof shall not be affected.

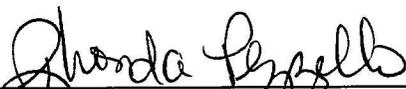
Effective Date. This Ordinance shall take effect immediately upon its adoption.

PASSED AND ADOPTED BY THE MAYOR AND COUNCIL OF THE CITY OF WOODSTOCK, GEORGIA, THIS 12 DAY OF September, 2016.

First Reading Date: 8-22-16
Public Hearing Date: 8-22-16
Public Hearing Advertised: Cherokee Tribune
Final Adoption Date: 9-12-16



DONNIE HENRIQUES,
MAYOR CITY OF WOODSTOCK,
GEORGIA



RHONDA L. PEZZELLO, CLERK
CITY OF WOODSTOCK

Chapter III - LAND DEVELOPMENT STANDARDS

ARTICLE I. - GENERAL PROVISIONS

3.100. - Administration.

This chapter shall be administered by the City of Woodstock Development Process Committee and Community Development Department.

3.101. – Purpose, Objective and Intent.

The intent of this Chapter is to provide a consistent and orderly process for the development of property within the City of Woodstock, ensuring that both private and public infrastructure are constructed to industry and professional standards, as adopted by the City Council. Additionally, the processes set forth herein seek to minimize the financial and social risk to the City of Woodstock, associated with incomplete infrastructure and developments left partially constructed as witnessed through the defaults of the Great Recession. In sum, this Chapter seeks to fulfill the plans of the City, set forth by the City Council through comprehensive planning, studies, and policy documents, to ensure the vision is realized in the physical development of the City of Woodstock.

3.102. - Recording of Plats.

No plat of a subdivision of land within the City shall be recorded by the Clerk of Superior Court of Cherokee County unless the plat has received minor or major plat approval or is an exempt subdivision of land as defined in this Ordinance. The description by metes and bounds in the instrument of transfer or other document shall not exempt the transaction from such penalties specified within this Chapter of the LDO.

3.103. - Erection of Buildings.

No building permit shall be issued and no building shall be erected on any lot in the City unless the street giving access thereto has been conditionally accepted as a public street or approved as a private street in accordance with this Chapter. This provision excludes model homes permitted for construction through other provisions of the Code of Woodstock, GA.

3.104. - Violations and Remedy.

Any violation of any provision of this chapter shall constitute a misdemeanor and be punishable as provided by law. Further, the City shall have the right to withhold building permits and certificate of occupancy wherever there exists a violation of any provision of the Woodstock Land Development Code or any provision of the Code of Woodstock, GA, or the State of Georgia.

ARTICLE II. - GENERAL PRINCIPLES OF DESIGN

3.200. - Suitability of the Land.

Land which the Development Process Committee finds to be unsuitable for development due to flooding, improper drainage, steep slopes, rock formations, adverse earth formations or topography, utility easements, or other features which would be harmful to the safety, health, and general welfare of inhabitants of the land and surrounding areas shall not be subdivided or developed unless adequate methods are formulated by the developer and approved by the Development Process Committee, upon recommendation of any staff assistant serving the Development Process Committee and /or other governmental representative, if any, to solve the problems created by the unsuitable land conditions. Such land shall be set aside for such uses as will not involve such a danger.

Where the proposed development is in an area designated by the Federal Emergency Management Agency (FEMA) as a potential flood prone area the developer must comply with all of the provisions of Chapter XIII of this Ordinance.

3.201. - Conformance to Applicable Rules and Regulations.

In addition to the requirements established in this Ordinance, all subdivision plats shall comply with all applicable laws, ordinances, resolutions, rules, or regulations, including, but not limited to:

1. All applicable provisions of Georgia law, regulations, or policy;
2. Any adopted plans of the City of Woodstock;
3. The rules of the Cherokee County Public Health Department;
4. The rules, as applicable, of the Federal Highway Administration or Georgia Department of Transportation, if the subdivision or any lot contained therein abuts a non-local highway; and
- 5.

Plat approval may be withheld if a subdivision is not in conformity with the above rules or with the provisions set forth in this chapter.

3.202. - Self-Imposed Restrictions.

If the developer places restrictions on any of the land contained in the subdivision greater than those required by this Chapter, such restrictions or reference thereto shall be recorded, along with the final subdivision plat or at the release of any sureties posted with this Chapter.

3.203. - Monuments.

The subdivider shall place permanent reference monuments in the subdivision as required herein and as approved by a licensed surveyor. Monuments shall be located and set as follows:

1. Monuments shall be located on street right-of-way lines, at street intersections and at the beginning and ending points of curves.
2. The external boundaries of the subdivision shall be monumented in the field by monuments of stone or concrete not less than four (4) feet in length; not less than four (4) inches square or five (5) inches in diameter; and marked on top with a cross, brass plug, iron rod, or other durable material securely embedded. These monuments shall be placed not more than two thousand four hundred (2,400) feet apart.
3. All lot corners shall be marked by iron rods, pipe, or pins at least eighteen (18) inches long and five-eighths-inch in diameter.
4. The lines of lots that extend to rivers or streams shall be monumented in the field by iron pins at least eighteen (18) inches long and five-eighths-inch in diameter or by round or square iron bars at least eighteen (18) inches long. Such pins shall be placed at the point of intersection of the river or stream and lot line, with a meander line established not less than twenty (20) feet back from the bank of the river or stream.
5. All monuments and pins shall be properly set in the ground and approved by a surveyor or an engineer engaged in the practice of civil engineering prior to the time the Development Process Committee recommends approval of the final plat or release of the surety where bond is made in lieu of improvements.

3.204. - Name of Subdivision.

The names of the subdivision must have approval of the Development Process Committee. The names shall not duplicate nor closely approximate the name of an existing subdivision in Cherokee County

Streets or roads that are extensions of, or obviously in alignment with, existing named streets, shall bear that name. The names of new streets and roads shall be subject to the approval of the Development Process Committee and shall not duplicate or be similar in sound to existing names used in Cherokee County, irrespective of the use of the suffix street, avenue, circle, way, boulevard, drive, place, or court.

3.205. - Access.

Unless private streets are approved in accordance with the provisions below, access to every major subdivision shall be provided over a public street, including public sidewalks where

sidewalks are contemplated or required, dedicated to the City and providing access for ingress and egress and access to all utilities, including, but not limited to, water, sewer, (except in approved septic system developments), stormwater, electricity and, where natural gas is intended to be used, natural gas, to the lots and structures to be located thereon.

Private streets and sidewalks may be permitted by the City if an easement plan is submitted to the City and approved granting access to all roads, parking areas, utilities, and any additional infrastructure deemed to be used by the general public or the owners of parcels in the development to the other parcels of the development and the streets and sidewalks unless specifically waived by the Community Development Department as being unnecessary for the reasonable development and use of the property.

Access to a subdivision of two (2) parcels or less can be provided by way of an easement provided the conditions outlined below are followed.

1. No more than two (2) separate parcels of land may obtain access from an easement.
2. The deed of each parcel which is accessed by the easement must contain a clause which states that the access is from an easement that will not be maintained by the City.
3. In the event that a third lot is proposed to be developed off of an easement the road must become a public road and developed to the road standards specified in this Chapter.
4. An access easement must be a minimum of fifty (50) feet in width and have a four (4) inch gravel, or paved surface twelve (12) feet wide.

3.206. - Community Assets.

In all subdivisions all natural features such as large trees, and water courses, historical spots, and similar community assets which, if preserved, will add attractiveness and value to the property should be labeled on any proposed plats and site plans.

3.207. - Special Provisions Governing Homeowner Associations.

Any development within the City of Woodstock having a Homeowner's Association should notify the City and register the officers and covenants of the Homeowner's Association at the time that the Homeowner's Association is turned over to the neighborhood residents from the project developer

3.208. - Special Provisions Governing Unit Ownership (Condominium) Subdivisions.

1. General Provisions. Whenever a developer, the sole owner, or the co-owners of a building or buildings expressly declare through the submission of a master

deed, lease, or plat their desire to submit their property to regime wherein there is established a horizontal property regime, each such condominium or property regime created for the purpose of sale or transfer of real property is subject to the provisions of these standards.

2. Submission of Plat Required. Prior to the sale or transfer of any property incorporated in the property regime, the developer, sole owner, or co-owners of such property shall submit to the Development Process Committee and obtain their approval of the subdivision plat of such property in the manner prescribed in this chapter.

3.209. – Multiple/Mixed Use Developments, Industrial and Commercial Land Subdivisions.

The platting procedures for these types of development are the same as for other land developments, though the development standards and design may vary. The developers of such proposals are urged to consult early with the staff of the Development Process Committee to coordinate plan and plat preparations properly.

3.210. – Stormwater, Utility and Street Improvement Standards.

Improvement standards and specifications for all stormwater infrastructure are located in Chapter XIV of this Ordinance.

Improvements standards and specifications for all sewer utility infrastructure are located in Chapter VIII of this Ordinance.

Improvement standards and specifications for all roadway and street, sidewalks, trails and miscellaneous infrastructure are located in Chapter XV of this Ordinance.

ARTICLE III. – LAND DEVELOPMENT PERMITS

3.300. – Land Development Permits (LDP).

Prior to commencing any site work on a site that has a disturbed area of greater than 1/10 acre (4,356 sq. ft.) Land Development Permits (LDP) for such work shall be applied for and obtained from the City of Woodstock Community Development Department. Land Development Permits shall only be issued in conjunction with approved site plans, according to Article VIII of this Chapter.

Projects that have a disturbed area of less than 1/10 of an acre may be required to adhere to the Land Development Process at the discretion of the Community Development Department.

A land development permit may include all the work or only a specific phase or phases of the project according to the scope of the permit when issued and the approved site plans on file.

An LDP issued by the City of Woodstock may include the following:

1. Erosion and Sedimentation Control Permit

An Erosion and Sedimentation Control Permit is required for any project which disturbs more than 1/10 acre (4,356 sq. ft.). When a Notice of Intent (NOI) is required by the Georgia Environmental Protection Division, the NOI shall be filed no less than fourteen (14) calendar days prior to the issuance of an Erosion and Sedimentation Control Permit by the City. A copy of the NOI shall be provided to the City by the permit holder upon request.

2. Clearing and Grubbing Permit

A Clearing and Grubbing Permit is required for any project which disturbs more than 1/10 acre (4,356 sq. ft.)

3. Stormwater Management Facility Permit

A Stormwater Management Facility is required for any project that includes the construction, modification, or alteration of a stormwater management facility. This includes but is not limited to detention ponds, underground vaults and water quality enhancement devices.

4. Underground Infrastructure Permit

An Underground Infrastructure Permit is required for any project that includes the construction, modification or alteration of an underground stormwater, water and sanitary sewer system. This includes but is not limited to piping.

5. Pump Station Permit

A Pump Station Permit is required for any project that includes the construction, modification or alteration of a sanitary sewer pump station.

6. Aboveground Infrastructure Permit

An Aboveground Infrastructure Permit is required for any project that includes the construction, modification, or alteration of roadways and associated infrastructure. This includes but is not limited to roadway, curb, gutter, catch basins and sidewalks.

7. Multi-Use Trail Permit

A Multi-Use Trail Permit is required for any project that includes the construction, modification, or alteration of multi-use trails (Greenprints) within existing or proposed public right-of-way, or any multi-use trail located within an existing or proposed easement to be maintained by the City of Woodstock. This shall not include any multi-use trail that is located outside existing or proposed public right-of-way, or which is not maintained by the City of Woodstock.

The fees for land development permits shall be subject to the most current Fee Schedule, which is held on record at the Office of the City Clerk of the City of Woodstock.

3.301. – Pre-Construction Meeting.

Prior to the issuance of land development permits, a Pre-Construction Meeting is required to be held between the City and the contractor for the proposed work.

3.302. - Inspections.

Inspections for all site work are conducted by the Public Works and the Community Development Departments. Inspections shall be conducted in accordance with procedures established by the Public Works and the Community Development Departments. Authorized representatives of the City of Woodstock shall have access to the site for inspection at any time.

A list of all required inspections is held on file with the Public Works and the Community Development Departments and is available upon request.

All work not in accordance with the approved site plans and the ordinance of the City of Woodstock, including but not limited to the City of Woodstock Land Development Ordinance, shall be corrected by the contractor in a timely manner. Corrections not made in a timely manner shall result in charging of violation fines according to the most current Fee Schedule and a stop work order may be issued by the City of Woodstock. Upon issuance of a stop work order, all work within the scope of the project shall cease until the work has been corrected to the satisfaction of the Public Works Department and Community Development Department.

Any violations associated with Erosion and Sedimentation Control measures are specifically addressed in Chapter IV of the City of Woodstock Land Development Ordinance.

A final inspection of all construction shall be made before conditional acceptance of the work and before the start of the one-year maintenance period. The completed work shall be checked for compliance with the approved site plans and the regulations of the City of Woodstock, including but not limited to the City of Woodstock Land Development Ordinance. All unacceptable work shall be corrected. If the work has been satisfactorily completed and all

requirements of this Chapter have been completed, a letter of conditional acceptance shall be issued by the Public Works and the Community Development Departments.

Within the last thirty (30) days of the maintenance period outlined in Section 3.503, an inspection for final acceptance shall be made. The work shall be corrected and upon acceptance, the Public Works Department shall issue a letter of final acceptance. Any sureties subject to expiration prior to final acceptance must be extended until final acceptance of the site by the City.

3.303. – As-Builts Required.

Prior to the conditional acceptance of any work, as-builts shall be provided to the City of Woodstock for all improvements which are to become publicly maintained. This includes but is not limited to a stormwater management facility and the design engineer's certification of the facility. Three (3) sets of hard copies shall be provided to the City along with CAD files.

ARTICLE IV. – SUBDIVISION LOT DESIGN STANDARDS

3.400. - Previously Approved Subdivisions.

1. Unexpired Preliminary Approval. The approval granted on any preliminary plat prior to the effective date of this Ordinance shall remain in force and effect for the time period stipulated by the regulations under which the approval was first granted.
2. Expired Preliminary Approval. In any instance in which the period of preliminary approval, within a 24 month time period, shall have passed with some portion of the subdivision not having received final approval, and the applicant wishes an extension of the preliminary approval, the Development Process Committee may:
 - a. Permit the remaining portion of the subdivision to be constructed and to receive approval under provisions set forth in the regulations whereby preliminary approval was originally granted; or
 - b. Stipulate that the plat is null and void and that a new plat be presented subject to the provisions of this Ordinance.

In making this determination, the Development Process Committee shall consider all pertinent facts available to it, including reviewing phases individually. The current state and active pursuit of construction and development activities within the subdivision shall be given due

consideration in the course of the Development Process Committee's deliberation of the question.

3.400. - Lots.

All lots, which shall hereafter be established in connection with the development of a subdivision, or combination of parcels, shall comply with the following design standards unless the zoning standards for the area are more stringent in which case the more stringent standards shall take precedence:

1. Lot Lines. Insofar as practical, side lot lines shall be perpendicular or radial to street lines.
2. Jurisdictional Limits and Lot Lines. Lots shall not be divided by City or County boundary lines.
3. Lot Frontage Arrangements. The subdividing of the land shall be such as to provide each lot with direct abutting access to an existing public street or to an approved street contained within the proposed subdivision. Each lot must front for at least eighteen (18) feet upon an approved street or road. (See Panhandle or Flag Lots below)
4. Adequate Building Sites. Each lot shall contain an adequate building site not subject to flooding and outside the limits of any existing easements, buffers, or building setback lines required by this Ordinance and any existing Ordinance as is appropriate.
5. Panhandle or Flag Lots. "Panhandle" or "flag" lots, of required width and area will be allowed where terrain makes standard design or frontage impossible or impractical. Where such lots are allowed, the street frontage of each panhandle access shall not be less than twenty (20) feet wide and the panhandle access shall be no more than three hundred (300) feet long. Not more than two (2) such panhandle access points shall abut each other, and if so combined, the width of each panhandle may be reduced to not less than fifteen (15) feet.
6. Lot Grade to Street Grade. Any lot whose natural grade at the building line is twelve (12) feet or more above the finished grade of the street on which it fronts, may be required to be provided with an approved access way to the lot from other than the street upon which it fronts.
7. Setback Lines. The building setback lines shall conform to the zoning standards for the area as outlined in the Land Development Ordinance.
8. Lot Width. The minimum lot width at the building setback line shall be as outlined in the applicable zoning district if specified.

9. Lot Area. Subdivision lots which are served by individual water and individual on-site sewage management systems shall have a minimum lot size as outlined in Table I. The lot area of subdivision lots having central water and sewer shall be as established in the appropriate zone district.
10. Commercial and Industrial Lots. Except as established in the zoning standards of this Ordinance, size, shape, and arrangement of commercial and industrial lots, where platted and classified as a subdivision as herein defined, shall be subject to the approval of the Development Process Committee.
11. Corner Lots. Corner lots shall be sufficiently large to permit the location of building so as to conform to the minimum building setback requirement on both streets.
12. Lot Remnants. Lot remnants shall be prohibited. Such remnant areas shall be added to adjacent lots, rather than remain as unusable parcels.

TABLE I

MINIMUM LOT SIZES FOR SINGLE FAMILY RESIDENTIAL USE, IN SQUARE FEET, UTILIZING CENTRAL WATER AND SEPTIC TANK SYSTEMS

SLOPE		SOIL GROUPING*				
CLASS	SLOPE %	1	2	3	4	5
AB	0-5	15,000	19,500	24,000	25,500	30,000
C	5-15	16,500	21,000	25,500	27,000	33,000
D	5-25	18,000	22,500	27,000	28,500	N/A
E	25-35	19,500	24,000	28,500	30,000	N/A

*Refer to Appendix II.

3.401. - Easements.

Easements shall be provided in subdivisions for the following purposes:

1. Utility Easements. When it is found to be necessary and desirable to locate public utility lines in areas other than the street right-of-way, or outside any private roadway, easements shall be shown on the plat for such purposes. Such easements shall not be less than twenty (20) feet in width and shall be centered over the primary water and/or sewer lines if applicable.
2. Water Course and Drainage Easements. Where a proposed subdivision is traversed by a water course, drainage way, or stream, appropriate provisions shall be made to accommodate storm water and drainage through and from the proposed subdivision. Such easements shall conform substantially to the lines of said water course and be of sufficient width or construction, or both, as to be adequate for the purpose. Easements shall be a minimum of twenty (20) feet width centered on the drainage way.

ARTICLE V. – SURETY FOR COMPLETION & MAINTENANCE OF IMPROVEMENTS

3.500. – Purpose.

The purpose of this section is to provide surety to the City that required public infrastructure improvements shall be performed and maintained according to the Ordinances of the City of Woodstock for future public acceptance and maintenance. An applicant should complete all public infrastructure improvements prior to recording a final plat, however, in lieu of completion a surety may be posted for the following: aboveground infrastructure, sidewalks, landscape, stormwater management facilities, pump station, and erosion control, at the discretion of the Public Works Department and Community Development Department

3.501. – Surety modification requirements during national and local economic distress.

During any period of national or local economic distress, Mayor and City Council may modify surety requirements, declaring an economic emergency by resolution in accordance with the provisions of this section.

Mayor and City Council may choose to declare an economic emergency based on any one of the following indicators:

1. The number of permits issued for Single Family Residential units declines by 30% or more during two separate and consecutive quarters in a 12-month period; or
2. The number of Certificates of Occupancy issued for Single Family Residential units is 30% or higher than the number of permits issued for Single Family Residential units during two separate and consecutive quarters in a 12-month period; or

3. Impact fee revenue declines 15% or more during two consecutive quarters or 30% or more within a 12-month period; or
4. Real and personal property taxes decline 20% or more during a 12-month period.

By declaring an economic emergency, Mayor and City Council may include the following provisions as circumstances dictate:

1. Immediate suspension of the acceptance of bonds as a form of surety for public infrastructure improvements;
2. In communication with the applicant, set forth a schedule for the completion of required public infrastructure improvements;
3. Authorizing the withholding of certificates of occupancy, building permits, final plat recording, and site plan approval to ensure the timely completion of public infrastructure improvements;
4. Any modifications to this Chapter necessary to complete the installation of public improvements and minimize the risk of default.

3.502. – Guarantee of improvements, installation required.

Before approving any subdivision phase or land development plat for recording, the Development Process Committee shall require that the City be assured by means of proper financial security that the improvements required by this Chapter will be installed in strict accordance with the standards and specifications of this Chapter.

Surety required by this Chapter shall stand as security for compliance with all City Ordinances, other laws, covenants, stipulations, conditions and resolutions applicable to the subdivision or land development for which it is filed.

In any case, no construction of buildings or sale of any individual lot or condominium unit within a subdivision or land development shall take place unless:

1. There is on file, with the City, current duly executed and approved surety, or;
2. All rough grading is complete and all required public improvements, utilities, streets, drainage facilities, sewers and any street lights have been completed and accepted by the City of Woodstock's Development Process Committee.

3.503. – Improvements to be provided by the Applicant.

The applicant for a subdivision shall have the primary responsibility to ensure installation of all improvements required by this Chapter, unless the Development Process Committee specifically approves certain improvements being made the responsibility of future purchasers of individual lots.

The Development Process Committee shall make such inspections of the required improvements at such intervals as may be reasonably necessary to assure compliance with this Chapter. The reasonable cost of such inspection shall be borne by the subdivision or land developer.

3.504. – Forms of Surety.

Surety established for the completion of required public improvements (Performance Surety) and maintenance of completed public improvements shall meet the following requirements:

1. Except for roadway infrastructure, including the final topping of asphalt, the surety shall be secured by any of the following:
 - a. A Bond which shall be subject to approval and acceptance by the Director of Community Development on forms approved by the City Attorney; or
 - b. An escrow account designated and maintained by the City of Woodstock, or
2. All roadway infrastructure improvements, including the final topping of asphalt, shall only be guaranteed with funds provided to an escrow account, designated and maintained by the City of Woodstock.
3. Such approved surety shall provide for, and secure to the public, the completion of any improvements which may be required within the date fixed in the Development Schedule for the completion of such improvements. It is the responsibility of the developer to ensure that such surety remains in effect during the entire time period of construction of improvements. The Development Process Committee may withhold or suspend the issuance of permits if such surety lapses.
4. Acceptable bonds shall be rated by standards set forth by Mayor and City Council from time to time and posted with an approved institution or entity authorized to conduct such business within the State of Georgia.
 - a. At any point, the Development Process Committee, the Planning Commission, or City Council, may require that evidence be provided that such institution or entity has adequate and sufficiently secure assets to cover the surety.
5. Designated City officials shall be the authorized signatory on any account in which the escrow funds are held.

3.505. – Completion of Unapproved Improvements.

The developer shall satisfactorily complete any required improvements that the City determines are not satisfactory or complete. Upon completion, the applicant may request approval in conformance with the procedures specified herein.

3.506. – Amount of Surety.

The amount of the surety to be posted for the completion of the required improvements shall be equal to 110% of the cost of completion at the time the improvements would otherwise be installed.

The cost estimate of the improvements shall be established by engineer's estimate, subject to review and approval by the Director of Public Works and Director of Community Development.

Inflation. If the developer posting the surety requires more than one (1) year from the date of posting the surety to complete the required improvements, the amount of the surety may be increased by a maximum of an additional 10% for each one (1) year period beyond the first anniversary date from the posting of financial security or to an amount not exceeding 110% of the cost of completing the required improvements as reestablished on or about the expiration of the preceding one (1) year period by using the above procedure.

Inspection Fees. The amount of surety may also be required to include 5% of the estimated cost of completion of the work to guarantee payment of inspection fees and related engineering costs.

Multi-Year or Multi-Stage Development. In the case where development is projected over a period of years, the Development Process Committee, and/or the City Council may authorize submission of final plans by phases/stages of development subject to such requirements or improvement guarantees concerning future improvements as it finds necessary for the proper functioning of each phase and for the eventual development as a whole. Such phasing may also be approved through an agreement and negotiations with the Development Process Committee.

3.507. – Time Limits.

All performance sureties submitted according to this Chapter shall include at least one (1) of the following:

1. Surety documents that lack an expiration date stating that the funds shall be released only upon approval by the City of Woodstock.
2. Surety documents that do contain an expiration date include a clause which states that the surety shall automatically renew and funds shall not be released until approval by the City of Woodstock.

3.508. -- Notice by Developer of Work on Improvements.

1. The developer or his/her representative shall provide a minimum of three (3) day notice to the City prior to beginning each major phase of construction, in order to allow the scheduling of inspections.
2. When an improvement has been completed, the developer shall notify the City and request release of related surety in writing by certified mail. The developer shall

send a copy of the letter to the City Manager and the Director of Community Development at the same time.

3.509. – Certificates of Occupancy and Completion of Improvements.

A final Certificate of Occupancy shall not be issued and a structure shall not be occupied unless all principal buildings have been inspected and approved by the Building Official. No final Certificate of Occupancy shall be issued until the structure is completed as approved with service by all required utilities and with all access on to a street completed to required standards.

In addition, all external projects related to a development must be completed before the final plat is recorded or if phased, the last final plat. This includes, but is not limited to roadway connections, trails, traffic signals, etc. A timeline for the completion of these external projects shall be based on the size of the project and set by the Development Process committee, and/or the Mayor and City Council.

3.510. – Schedule of improvements, release of surety.

In a residential subdivision, once 85% of the fee simple units fronting a street are constructed or once the traffic count on any roadway proposed as a public improvement exceeds 500 vehicles per day, all incomplete infrastructure improvements shall be installed, including but not limited to asphalt topping, sidewalks, stormwater infrastructure, landscaping, and lighting.

Upon completion of improvements, the Public Works Department will inspect and verify the satisfactory completion of each improvement in compliance with approved plans and the Land Development Ordinance. Upon approval by the Public Works Department of the satisfactory completion of the improvement, the applicant will be notified and the 12-month maintenance period will begin, in accordance with Section 3.511.

3.511. – Maintenance.

A maintenance surety in compliance with Section 3.504 at a minimum amount of \$5,000.00 or any amount equal to at least ten percent (10%) of the actual construction improvement total cost, whichever is greater, shall be posted with the City by all subdividers or developers where street or other improvements are made and offered to the City for acceptance and maintenance as detailed in this Chapter.

Twenty-five percent (25%) of the actual construction improvement total cost or \$5,000.00, whichever is greater, shall be posted with the City by all subdividers or developers where street or other improvements are made requiring bridges, box culverts, or pipes with diameters equal to or exceeding 48 inches, and offered to the City for acceptance and maintenance.

Once notified by the Public Works Department of satisfactory completion, the improvements will enter a 12-month maintenance period and the surety will remain posted.

Should a subdivider or developer elect to complete and install all public infrastructure improvements and not post a performance surety, a maintenance surety shall be established prior to recording a final plat at a minimum amount of \$1,000.00 or any amount equal to at least ten percent (10%) of the actual construction improvement total cost, Twenty-five percent (25%) of the actual construction improvement total cost or \$1,000.00, whichever is greater, shall be posted with the City by all subdividers or developers where street or other improvements are made requiring bridges, box culverts, or pipes with diameters equal to or exceeding 48 inches. The maintenance surety shall guarantee all improvements against defects in design, material and workmanship and further guarantee that all such improvements shall be maintained in first class condition for the required period and faithful performance by the subdivider or other person of all provisions of this Chapter.

3.512. – Maintenance Term and procedures.

The subdivider or developer shall maintain all improvements in the subdivision to be dedicated to the City for a minimum of 12 months from the date of written notification by the City commencing the 12-month maintenance period of such improvements and inspection and approval by the Public Works Department of the method of installation. No dedication of improvements shall be accepted by the City until the expiration of 12 months from such date and inspection and determination by the Public Works Department at the expiration of such time that all the improvements are in first class condition and meet all specifications and requirements under this Chapter and Land Development Ordinance.

At the end of the maintenance period, the Public Works Department may inspect the development, and shall inspect at the written request, submitted at the end of the tenth month of the maintenance period or thereafter prior to expiration of the maintenance period, by the subdivider or developer. If the improvements to be dedicated are free from defects and comply with City specifications and requirements under this Chapter, dedication of the improvements shall be accepted by the City. The subdivider or developer shall be notified in writing of the acceptance and any surety shall be released.

If upon inspection the Public Works Department determines that work or repairs are needed in order for the improvements to meet City specifications or requirements, the subdivider or developer shall be notified in writing by the department of the deficiencies, failure to comply or violations. Thereafter, the subdivider shall have 60 days from receipt of such notification to correct such deficiencies, noncompliance or violations. If the deficiencies, noncompliance or violations are not corrected within such time, then the surety shall be forfeited and called upon up to the cost of the repairs or the total amount of the surety. Should the amount of the surety be inadequate to pay for the cost of correcting the deficiencies, noncompliance or violations, then the subdivider shall pay any and all costs beyond bond coverage.

The subdivider shall pay to the City for each inspection, subsequent to the initial inspection provided under this Section, a reinspection fee in an amount set from time to time by

resolution of the City Council to defray the cost of reinspection. A copy of the schedule of reinspection fees shall be maintained by the Community Development Department.

If a period of 18 months elapses from the commencement of the maintenance period for any subdivision and defects, noncompliance or violations still exist to the extent that the subdivision has not been accepted by the City, the Community Development Department, is authorized to withhold the issuance of any and all permits or to refuse inspection to any subdivider or person on the project in dispute or any other project in which the subdivider or person may have a financial interest, or both, who violates or fails to comply with this Chapter.

3.513. – Remedies to Effect Completion of Improvements.

In the event that any improvements which may be required have not been installed as provided in this Chapter or in accord with the approved final site plan or final plat, or in the event of the bankruptcy of the owner or developer, the City is hereby granted the power to elect to enforce any surety posted under this Chapter by appropriate legal and equitable remedies. This may include taking all actions necessary to obtain money under said surety, including, but not limited to calling bonds, seizure of escrow funds, revocation of building permits and prosecution under this Chapter.

Rate of Construction. Failure of a developer to construct streets and other public improvements reasonably at the same time or prior to the construction of the buildings served by those streets or public improvements, and at the same rate in time at which buildings are completed, shall be a violation of this Ordinance and a cause for default of the surety.

All required public infrastructure improvements shall be completed within two (2) years from the record date of the final plat. The City Council reserves the authority to grant an extension, upon written request by the applicant. At the conclusion of the two (2) year period and any extensions granted by City Council, should public improvements remain incomplete in accordance with the provisions of the Land Development Ordinance, the applicant is in default and all remedies within this Section may be exercised.

3.514. – Completion by the City.

If the proceeds of such security are insufficient to pay the cost of installing or making repairs or corrections to all the improvements covered by said security, the City may at its option install part of such improvements in all or part of the subdivision or land development and may institute appropriate legal or equitable action to recover the money necessary to complete the remainder of the improvements.

3.515. – Proceeds for Installation of Improvements.

The proceeds from use of the security and/or from any legal or equitable action brought against the developer shall be used solely for the installation of the improvements covered by such security and closely related administrative expenses.

ARTICLE VI. – PLAT TYPES

3.600. - Plat Approval for Minor Subdivisions.

Minor subdivisions of land, regardless of zoning district, are classified as divisions of and containing six (6) or less lots fronting on an existing road; not involving any proposed public infrastructure improvements, and not in conflict with any of the provisions of this Chapter. The following procedures are required to secure subdivision approval of Minor Subdivisions:

1. Submit a plat in compliance with the Land Development Ordinance and provisions of this Chapter accompanied by a legal description;
2. Submit applicable review fees.

3.601. - Plat Approval Procedure for Major Subdivision.

Major subdivisions of land are classified as all divisions of land not classified in Section 3.600. Such divisions shall include but not be limited to subdivisions of seven (7) or more lots or subdivisions of any size requiring any new or improved road. The subdivider shall follow the procedure described below in order to secure major subdivision plat approval:

1. Pre-application conference on the subdivision with the City Staff, generally including a sketch plat, and discussion of the proposed area(s) to be subdivided;
2. Submit the necessary information to the appropriate departments, authorities or agencies for their review and preliminary approval;
3. Submittal of a preliminary plat prepared in accordance with this Chapter for Development Process Committee approval;
4. Securing the approval of the required public improvements or an acceptable surety;
5. Submission of a final plat prepared in accordance with this Chapter for Development Process Committee approval.

3.602. - Official Submission Date.

The subdivider shall submit the major subdivision plat to the Community Development Department a minimum of thirty (30) calendar days prior to the meeting of the Development Process Committee at which the subdivider desires Development Process Committee action. This time is necessary for an administrative review of a plat. The subdivider is encouraged to submit his plat as early as possible so that if during the review process a deficiency is found the subdivider may be notified and can correct the deficiency before the Development Process Committee meeting.

The Development Process Committee shall review each plat submitted to it. The Development Process Committee shall, within thirty-one (31) days after submission of the plat by the developer conditionally approve, or disapprove the plat by a vote.. The failure of the Development Process Committee to act upon a plat within the prescribed time shall be deemed a denial of the plat.

ARTICLE VII. – Preliminary Plat

3.700. - Application Submission Procedure.

The purpose of a sketch plat (see illustration number 1) and the pre-application conference with the Community Development Department is to permit the subdivider to discuss the concept and proposed design. The Community Development Department at the time can point out any factors, which may have an impact on the proposed development and to advise the subdivider of various possibilities before substantial amounts of time and money have been invested in a very detailed proposal, which may contain elements contrary to this Land Development Ordinance.

The subdivider shall file with the Development Process Committee a preliminary plat. The failure of the subdivider to satisfy the requirements of this section with full and correct information shall be cause for disapproval of a preliminary plat. The preliminary plat shall be prepared in accordance with Section 3.702 and:

1. Be presented to the staff of the Development Process Committee;
2. Be accompanied by a minimum of six (6) copies of the preliminary plat and supporting documentation; and
3. In the event that the subdivider plans to secure approval of his subdivision layout by the Federal Housing Administration, it is suggested that such approval be secured prior to the submission of a preliminary plat to the Development Process Committee.

3.701. - Preliminary Plat Review Procedure.

The subdivider is encouraged to have a pre-application conference with the Community Development Department to understand which departments will need to review and approve

various elements of the preliminary plat. The Community Development Department will coordinate the review of the plat along with making their own review.

After the preliminary approval comments from the various departments and agencies have been received by the Community Development Department, they shall notify the subdivider not less than five (5) days before the meeting of the time and place where the Development Process Committee shall review the plat and take action thereon. The Development Process Committee may approve, conditionally approve, or deny approval of the plats submitted.

3.702. - Specifications for Preliminary Plat.

The preliminary plat shall be prepared by a licensed surveyor, landscape architect or civil engineer. Depending on the magnitude of the proposed development, it may be necessary to show the required information on more than one (1) sheet. The plat shall be drawn at a scale no smaller than one hundred (100) feet to an inch and include where applicable:

1. Proposed subdivision and street names;
2. Name and address of subdivider;
3. Preliminary plat certificates, section 3.600;
4. Graphic scale, north point, date, total acres being subdivided and zoning district;
5. A location map including all land which the applicant proposes to subdivide and all land immediately adjacent, extending three hundred (300) feet therefrom, or of that directly opposite thereto, extending three hundred (300) feet from the street frontage of such opposite land. The lot pattern of surrounding development shall be shown within that area located within three hundred (300) feet of the proposed development.
6. The location and dimensions of all exterior boundaries lines, existing rights-of-way, easements, streams, drainage structure, buildings, lakes, etc.;
7. Topography by contours:
 - a. For land that slopes less than approximately two (2) percent show spot elevations at all breaks in grade along all drainage channels or swales and at selected points not more than one hundred (100) feet apart in all directions,
 - b. For land that slopes more than approximately two (2) percent:
 1. If the ground slope is regular show contours with an interval of not more than five (5) feet, or
 2. If the ground slope is irregular show contours with an interval of not more than two (2) feet, and
 - c. Elevations shall be tied to a bench mark which is approved by the City, and
8. The proposed layout and dimensions of lots, street, recreation areas, easements (whether public or private); and

9. The calculations used in determining the drainage area and size of each drainage tile shall be submitted as an attachment to the plat.
10. Labeling of utilities and all public infrastructure for dedication to the City of Woodstock.

ARTICLE VIII. Site Plan

3.800 – Pre-Application Procedure.

A Pre-Application Meeting will be required to be held between the applicant and the Community Development Department prior to the submission of any land development plans, including but not limited to Preliminary Plats and Site Plans.

3.801- Application Submission Procedure.

The applicant shall file with the Community Development Department site plans in accordance with the standards within this Chapter and set forth by the Community Development Department. Fees required for submission and re-submission are subject to the most current Fee Schedule.

3.802- Site Plan Review Procedure.

The failure of the developer to satisfy the requirements of this Chapter and the requirements of the Development Process Committee with full and correct information shall be cause for disapproval or refusal to review the site plans.

The Development Process Committee shall review the site plan and issue a determination of approval or denial within thirty (30) business days of submittal. If the site plans are denied, the Development Process committee shall provide a list of comments to be addressed by the applicant upon re-submission of the site plans. The applicant must respond to each comment and specify on which page of the site plans the changes appear.

The failure of the City to act on any completed submission of site plans within thirty (30) business days after the City's receipt of the plans shall be deemed a denial of said site plans.

The applicant may resubmit a revised site plan in the event that the original document is denied by the Development Process Committee. Any application denied and later resubmitted shall be deemed to have been submitted on the date of resubmission, instead of the date of the original submission.

After the site plans have been approved, the applicant shall provide approved hard copies to the City of Woodstock Community Development Department upon request.

3.803. - Specifications for Site Plans.

Unless otherwise instructed by the Community Development Department, six (6) complete sets of site plans shall be submitted for review, accompanied by a complete electronic copy on CD or USB drive. Complete sets means all required sheets, accompanied by other documents including but not limited to hydrological studies, traffic studies, etc., in compliance with this Chapter and the Land Development Ordinance. Each resubmittal shall comply with the same requirements. Partial, incomplete or unassembled submittals shall be rejected.

Below is a list of the specification requirements that need to be included within every site plan. This checklist should be included in ALL construction plans that will be submitted to the City of Woodstock.

CHECKLIST FOR CONSTRUCTION PLANS:

DATE:

PROJECT NAME:

PROJECT DESCRIPTION (brief):

LOCATION:

DEVELOPER:

ENGINEER: _____ PHONE #: _____

Please return this checklist and red lined copy of plans when revised plans are submitted. Checklist marks to be interpreted as follows:

_____ O.K. _____ Revision Required _____ Not Applicable
_____ Additional Information Required

ALL PLANS MUST INCLUDE:

A. GENERAL

- Name of Developer
- Owner or Developer's: Name, Address, and Phone Number
- Graphic Scale
- Scale no less than 1' = 100'
- North point, identified as magnetic, true or grid

- Date
- Location sketch and show land lot lines.
- Acreage to be subdivided
- Stamped by Surveyor or Engineer - All Drawings

B. EXISTING CONDITIONS

- Topographic map showing contour interval of no more than two (2) feet. Soil Survey required prior to final submittal for Health Department.
- Zoning Classification of property to be subdivided and adjoining properties.
- Deed record names of adjoining property owners or subdivision.
- If re-subdivision, copy of existing plat with proposed re-subdivision superimposed thereon.
- Location of: Streams, Lakes and Swamps. Label with Names.
- Delineate lakes subject to flooding from past history of flooding or by Hydrological Calculation: One hundred (100) years
- Location of adjoining property lines.
- Location of existing buildings on property to be subdivided.
- Location and right-of-way of adjoining Streets, Roads or Railroads, on or adjacent to property: pavement width.
- Location of utility lines and/or adjacent property. Specify if lines are in easement or right-of-way. Show transmission towers.
- Size and location of existing Sewers, Water Mains, Drains, Culverts, etc. on or adjacent to property. Grades and inverts of Sewers shown.
- Acreage of each drainage area affecting property: off-site.
- Elevations based on Mean Sea Level: where public water or sewer to be installed.
- Source of Elevation Datum. Show on-site Bench Mark.
- Boundary Information: Bearing and Distances, Property tie-down.
- Hydrology Study.

C. PROPOSED CONDITIONS.

1. STREETS:

- Detail Entrance Street with dimensions of the turning radii to be twenty-five-foot minimum radius back of curb.
- Proposed Names or Designations.
- Acceleration/Deceleration lanes at Entrance if applicable.
- Continuation of Existing Streets: where possible.
- Typical Road Section for proposed roads.
- Sidewalks are required of Developments.
- No Half-Streets.
- No Three Street Intersections.
- Angle between the Centerlines at Intersections greater than or equal to seventy-five (75) degrees.
- Minimum tangent of one hundred (100) feet for Curved Streets at Intersections.
- Minimum tangent of one hundred (100) feet for Reverse Curves.
- Street Jogs at Intersections offset at least one hundred fifty (150) feet.
- Curb and Gutter shall be required on all paved streets except Residential Subdivision of five (5) acres or larger.
- Minimum right-of-way:

Arterial	One hundred (100) feet
Major Collector	Eighty (80) feet
Minor Collector	Sixty (60) feet
Minor Residential	Fifty (50) feet
- Minimum pavement width:

Arterial	as may be required
Major Collector	Twelve (12) foot lanes with Curb and Gutter
Minor Collector	Twenty-eight (28) foot with Curb and Gutter
Minor Residential	Twenty-four (24) foot with Curb and Gutter

Or as otherwise determined by the City Engineer and/or the Downtown District Standards
- Maximum Grades

Arterials Seven Percent (7%)

Major Collector Twelve Percent (12%)

Minor Collector Twelve Percent (12%)

Minor Residential Sixteen Percent (16%)

Minimum Horizontal Curve Radius

Major Four Hundred Seventy-five (475) feet

Collector Two Hundred Fifty (250) feet

Local One Hundred Seventy-five (175) feet

Minimum Sight Distances

Arterial Two Hundred Seventy-five (275) feet

Major Collector Two Hundred (200) feet

Minor Collector Two Hundred (200) feet

Minor Residential Two Hundred (200) feet

(Note: Sight Distance is measured between points two (2) feet above road centerline).

- Alley right-of-way twenty (20) feet minimum.
- Maximum two to one (2:1) slope indicates on Road Cross Section.
- Curb and Gutter indicated.
- Pavement: Plant Mix, Triple Surface Treatment or Concrete.
- Profile of Proposed Street showing Existing and Finished Grades.
- Minimum ten-foot shoulder for Utility Installation.
- Street Grades and Elevation check.
- Adequate Stationing Information shown: plan and profile.
- Street Lighting

2. LOT LAYOUT:

- Scaled Lot Dimensions.

- Building Setback Line, or build to line in Downtown
- No lots fronting Major U.S. Highways.
- No lots divided by Corporate Boundary Lines.
- No Double Frontage Lots.
- Lot Lines at ninety (90) to Street or Radial.
- Corner lots large enough to conform to Minimum Building Setback on both streets.
- All lots front or abut Public Street, unless the street stays private
- Minimum Lot Width.
- Minimum Lot Areas.
- Block Lengths: one thousand two hundred (1,200) feet maximum, four hundred (400) feet minimum.
- Minimum Block Width sufficient for two (2) tiers of lots.

3. STORM DRAINAGE SYSTEM:

- Detail or reference DOT Structures.
- Drainage Area and Flow indicated to all Inlets and Cross Drains.
- Design Flood Frequency and Method of Calculations of Runoff indicated.
- Inlet and Outlet Elevations: Pipe Slope, Profiles required.
- Station: Size and Length of Pipe.
- Minimum Pipe Cover.
- Concrete Headwalls or Flare Sections on smaller diameter pipe on Inlet and Outlet.
- Minimum Design Floods.
- Catch Basins located at Low Points of Streets.
- Erosion and Sediment Control measures shown.
- On-site Storm Water Detention design.
- Drainage Easement along Watercourses and for Pipes and Ditches out of road right-of-way.
Recommended Drainage Easements on All Lot Lines.
- Flood Plain Reference.

4. WATER DISTRIBUTION: (NOTE: Moratorium on 1120 and above)

- Pipe Size.
- Material of Construction.
- Minimum Cover: Forty-two (42) inches.
- No lot farther than five hundred (500) feet: measured in the street: from a fire hydrant: residential.
- Fire Hydrant and Water Service shall be installed within three hundred (300) feet of Proposed Structures.
- Meters shown for each lot.
- Utility easement: minimum twelve (12) feet wide: where Waterline located out of road right-of-way.
- Tie-ins with existing lines indicated.
- Thrust Restraint indicated.
- Note: Compaction Equipment to be used on all Pipes and Services under pavement.
- Tape and Wire all Plastic Pipes and Services.
- Provide Gate Valve and Minimum of thirty-six (36) feet of Pipe with Removable Plug at end of line in Phased Development.
- Ductile Iron Pipe over all X-Drains, Stream Crossings and Road Crossings.

5. SANITARY SEWER SYSTEM:

- Minimum Diameter of eight (8) inches.
- Minimum Cover: Four (4) inches Under Roadways and three (3) feet off street.
- Minimum Slope in Feet for eight (8) Main is 0.40%.
- Drop Manholes required if greater than one (1) feet differential in Invert and Incoming Pipe.
- Manhole Spacing normally at three hundred fifty (350) feet, at Grade Changes, at Alignment Changes and at All Intersections.

D. URBAN DESIGN PLAN.

- Building Elevations which shall be appropriately scaled and identify materials and color schemes.
- Lighting Plan showing a photometric survey, which conforms to Ch. 15 or Ch. 19 in the LDO, and cut sheets showing proposed fixtures and poles which must be compliant with Ch. 15 and Ch. 19 of the LDO.

□ Tree Preservation Plan including all requirements from Chapter XII of the City of Woodstock's Land Development Ordinance and be signed/stamped by a registered Landscape Architect.

E. ADDITIONAL REQUIREMENTS.

□ Any and all other requirements as determined by the Community Development Department.

ARTICLE IX. - FINAL PLAT

3.900. - Prerequisites to the Submission of a Final Plat.

Before a Final Plat is submitted to the Community Development Department for review one (1) of four (4) criteria must have been met. These criteria are:

1. No public improvements are necessary on the part of the subdivider;
2. The proposed public improvements which were approved in the preliminary plat have been completed in accordance with the provisions of this Chapter;
3. A surety has been posted with the Community Development Department;
4. All necessary improvements for access, utilities and storm water have been completed for the area defined by the final plat if they are to be maintained in part or total as private. All underground power and gas service (if used) shall be run for a minimum of twenty (20) lots, or the entire phase, whichever is less, prior to plat sign-off by the Development Process Committee. Power and gas are not required to be "active" at time of final plat, but line must be stubbed for each unit/building. Phone and cable are not required to be installed as prerequisite to final plat sign-off.

3.901. - Public Road Dedication.

In all major subdivisions as defined in this Chapter the City shall require that the following items be completed for any and all road dedications to the City:

1. All plats shall clearly state that the right-of-way(s) as referenced on the plat are dedicated to the City of Woodstock, Georgia.
2. Performance sureties shall be posted according to this Chapter.
3. The subdivider, at its sole cost and expense, must provide the City of Woodstock, Georgia with a road dedication deed as well as a current Attorney's Certificate of Title or current Title Policy for all roads to be dedicated. Said Certificate or Title Policy shall be reviewed and approved by the City Attorney, and shall show that the property which is the subject of the road dedication deed is free and clear of any and all liens and encumbrances.
4. Upon submittal of these items to the City of Woodstock, Georgia and approval of the plat, deed(s) and requisite title documents, the Development Process Committee shall

review the dedication documents, certify that the requisite dedication process has been satisfied and authorize recording of the plat and applicable dedication deed(s)

5. Upon acceptance by the Development Process Committee and subsequent recording of the plat and road dedication deed, the roads as referenced on the plat vest with the City of Woodstock, Georgia, and the City will be deemed to have accepted the road dedication deed without further action by the Mayor and Council.
6. Notwithstanding the foregoing recording of the plat and requisite road dedication deed, the subdivider shall remain responsible for maintenance of all roads until the final road acceptance process has been satisfied according to Section 3.405.
7. No dedication of a road may be withdrawn unless the City Council refuses to accept the road for future maintenance after being requested to do so as set forth in Section 3.405.

3.902. - Application Procedures, Requirements.

The subdivider shall file with the Community Development Department a final plat. The failure of the subdivider to satisfy the requirements of this section with full and correct information shall be cause for disapproval of a final plat. The final plat shall be prepared in accordance with this Article and:

1. Be presented to the staff of the Development Process Committee within two (2) years from the date of the preliminary plat was approved, and meet all of the requirements outlined in this Article.
2. Be accompanied by a minimum of six (6) complete sets of the final plat and all supporting documentation required in this Article.
3. Be submitted a minimum of thirty (30) calendar days prior to the meeting of the Development Process Committee at which the subdivider desires Development Process Committee action.
4. All private and public infrastructure must be installed as outlined in Article V, or surety posted. The subdivider must contact the Public Works Department for an inspection of the site to evaluate the completion of construction. Subdividers must complete all non-surety bound construction prior to the approval of a final plat.
5. All planned open space and common areas with the scope of the final plat area must be completed prior to the approval of the final plat.

3.903. - Specification for Final Plats, Combination Plats, and Condominium Plats.

This section governs all specifications of final plats for property subdivision, including combination plats for assemblages of property, and condominium plats.

The final plat shall be prepared by a surveyor, landscape architect or civil engineer who is licensed to practice in Georgia, affixing the respective seal, signed and dated. The plat shall be drawn at a scale no smaller than one hundred (100) feet to an inch and shall include:

1. Name of subdivision and street names;
2. Name, address and license number of surveyor;
3. Be drawn in permanent ink on reproducible material to a scale of not less than one (1) inch equals one hundred (100) feet on a sheet or sheets not exceeding 17 × 20 inches;
4. Date of plat drawing, graphic scale, north point, notation as to the reference of bearings and indication whether bearing shown are calculated from angles turned or taken from compass readings;
5. Location of tract (land district and land lot) giving total acreage;
6. Location sketch;
7. Index map where more than one (1) sheet is required to present plat;
8. Courses and distances to the nearest existing street intersections or bench marks or other recognized permanent monuments {not less than three (3)} which shall be accurately described on the plat;
9. Exact boundary lines of the tract, to be indicated by a heavy line giving distances to the nearest one-hundredth-foot and angles to the nearest minute, which shall be balanced and closed with an error of closure not to exceed one (1) to five thousand (5,000). The error of closure shall be stated on the plat;
10. City, County or land lot lines accurately tied to the lines of the subdivision by distance and angles when such lines traverse the subdivision;
11. Street center lines 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, width of roadway, right-of-way width, and easement width and whether public or private;
12. Lot lines with dimensions to the nearest one-hundredth-foot, necessary internal angles, arcs, and chords and tangent or radii of rounded corners;
13. Building setback lines, any zoning buffers, with dimensions, or note indicating none required, as applicable;
14. Lots or sites numbered in numerical order and blocks lettered alphabetically;
15. Location, dimensions and purpose of all drainage structures and of any easements; including slope easements, and 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 reserve by deed covenant for common uses of all property owners;

16. Accurate location, material description of monuments and markers;
17. Places for final plat certificates and statements as specified in Article VI (a separate plat cover sheet for all but the Development Process Committee certificate is recommended);
18. Declarations of covenants and restrictions applicable to the subdivision; and
19. A copy of the deeds for dedication of public areas to the appropriate public agency(s). If applicable.
20. Zoning information including the current zoning district and all applicable zoning conditions, variances, and/or conditional use permits. The adopted ordinance, or final letter in the case of variances, shall be provided on the Final Plat.

21. Certificates for the final plat shall be provided as follows:

(A) Owner's acknowledgment:

The owner of the land shown on this plat and whose name is subscribed thereto, and in person or through a duly authorized agent acknowledges that this plat was made from an actual survey and dedicates to the City of Woodstock for the use of the public forever, all streets, alleys, parks, watercourses, drains, easements and public places hereon shown for the purpose and consideration herein expressed.

_____ Date	_____ Owner or Duly Authorized Agent
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(B) Engineer's Certificate

It is hereby certified that all engineering requirements of the City of Woodstock Land Development Ordinance have been fully complied with.

_____ Date	_____ Georgia Professional Civil Engineer No.
---------------	--

(C) Surveyor's Certificate

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 City of Woodstock Land Development Ordinance.

_____ Date	_____ Registered Georgia Land Surveyor No.
---------------	---

(D) Final Plat approval by the City of Woodstock Development Process Committee

This plat having been submitted to the City of Woodstock Development Process Committee and having been found to comply with the City of Woodstock Land Development Ordinance, including but not limited to Article III Land Development Standards, along with any applicable approved zoning conditions or variances, now therefore is approved for recording in the office of the clerk of superior court of Cherokee County, Georgia. This final plat approval does not constitute the final acceptance by the City of Woodstock of the improvements proposed to be dedicated to the City.

_____ Date	_____ Chairperson, Development Process Committee
---------------	---

(E) Certificate of approval of water system

I hereby certify that the water system outlined on the final subdivision plat entitled, "_____" has been installed in accordance with the requirements of the City of Woodstock, or surety has been filed to guarantee said installation.

_____ Date	_____ City of Woodstock Public Works Director
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(F) Certificate of approval of sewer system

I hereby certify that the sewer system outlined on the final subdivision plat entitled, "_____" has been installed in accordance with the requirements of the City of Woodstock, or surety has been filed to guarantee said installation.

_____ Date	_____ City of Woodstock Public Works Director
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(G) I hereby certify: (1) That all designated streets and drainage structures on this final plat have been installed in an acceptable manner and according to the specifications of

the City of Woodstock Land Development Ordinance, or (2) That surety has been filed to guarantee said installation.

_____ Date	_____ City of Woodstock Public Works Director
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(H) Certification of county health officers (only on plats to be served by septic tanks):

This plat has been approved for individual septic tank systems, and individual septic tank permits will be issued on receipt of individual plat plans, showing the septic tank system in a suitable place on the lot. (Not binding after three years.)

Dated this _____ day of _____/_____/_____,
19_____.

_____ Date	_____ County Health Officer
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(I) Final Plat Revisions.

Revisions to the recorded final plat shall be approved by the Chairperson of the Development Process Committee. All changes shall be noted on the recorded plat with a statement of what revisions were made.

Sample: "This plat supersedes the plat recorded in Plat Book _____, page _____ . The revisions made are: _____

	Approved by: _____ Chairperson, Development Process Committee Date
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Revision of an approved plat shall be submitted to the subdivision administrator with a fee in the amount established by the board of commissioners per plat for approval and recording.

22. In addition to the above requirements, condominium plats shall also include:
 - a. Limits of ownership;
 - b. Finished floor elevation of each floor in each building;
 - c. Copies of floor plans and elevations with the finished floor elevation labeled to match plat and site plan (as applicable).
 - d. Must contain a verified statement, sealed by a Georgia Registered Architect or Professional Engineer, certifying that such plat fully and accurately depicts the layout, location, ceiling and floor elevations, unit numbers and dimensions of the units, as built.
23. Three (3) sets of as-builts (full-size sheets), including CAD files provided electronically.
24. Any and all other requirements as determined by the Community Development Department. The Community Development Department may waive some of the above requirements wherein public infrastructure is not included as part of the subdivision of property.

3.904. – Final Plat Approval.

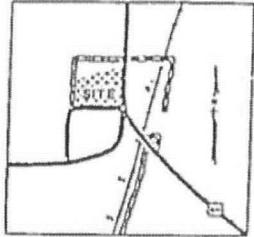
Once the final plat review is complete, having addressed all comments issued by the Development Process Committee departments, the applicant shall submit three (3) final sets for execution. Thereafter, the plat will be placed on the agenda of the Development Process Committee for consideration. Upon approval of the Development Process Committee, the Chairperson of the Development Process Committee and Public Works Director will affix respective signatures on the three (3) final plat sets, enabling recording of the final plat with the Cherokee County Clerk of Courts.

Upon recording the final plat, the applicant shall submit no less than thirteen (13) copies of the recorded final plat to the Community Development Department, accompanied by electronic copy on CD or USB drive.

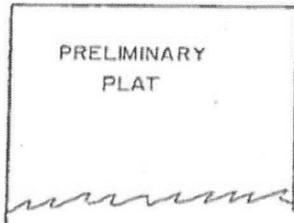
3.905. - Vacating of Plats.

Any plat or any part of any plat may be vacated by the owner of the premise, at any time before the sale of any lot described therein, by a written instrument, to which a copy of such plat shall be attached, declaring the plat or part of the plat to be vacated. The same procedure, which is followed for the approval of a minor subdivision, shall be followed for the vacation of the plat. Such an instrument shall be executed, acknowledged, or approved, and duly recorded or filed; the instrument shall operate to void the recorded plat and divest all public rights in the public ways and public grounds and all dedications laid out or described in such plat. When any lot or lots have been sold the plat may be vacated in the manner herein provided only if all the owners of lots in such platted area join in the execution of such writing with approval from the City Council required.

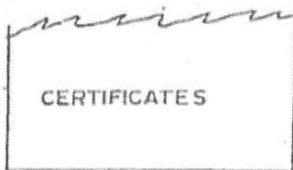
PRELIMINARY PLAT
 GEORGIA MOUNTAIN
 ESTATES



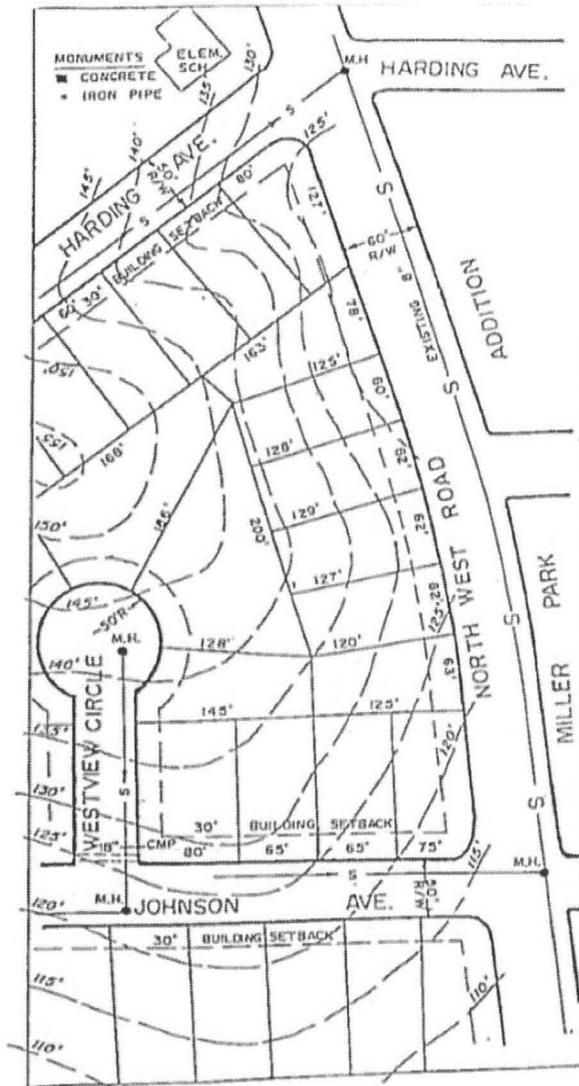
LOCATION MAP



PRELIMINARY
 PLAT



CERTIFICATES

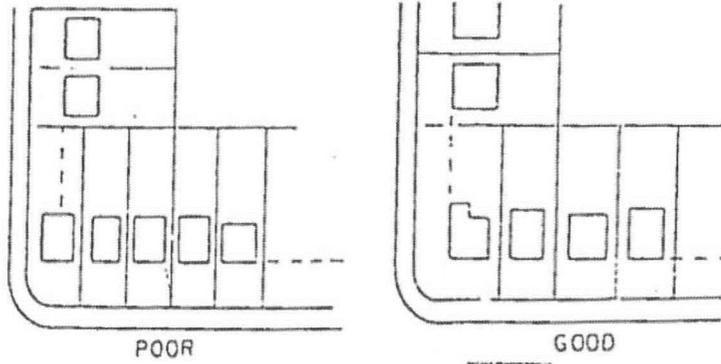


NER G.O. WEST P.O. BOX 176 ATLAN (404) 276-1500
 GINEER/SURVEYOR: FRANK SQUARE P.f 2 DALTON, GA (404)296-2310
 TE PREPARED: _____ AMEND _____
 NING DISTRICT: NCD
 TAL ACRES BEING SUBDIVIDED: 18.6
 ENTIRE SITE CONSISTS OF CLASS ILS

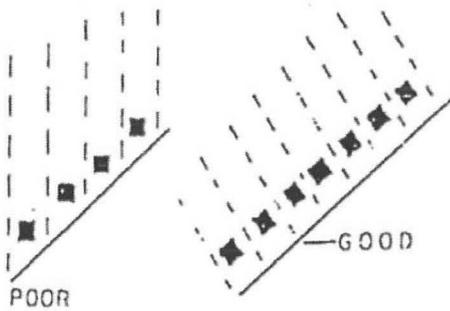


Lot Design

Residential corner lots should have an adequate width for building setback.



Lot lines should be perpendicular to the street line -- radial on curved streets.



Continuation of Existing Streets

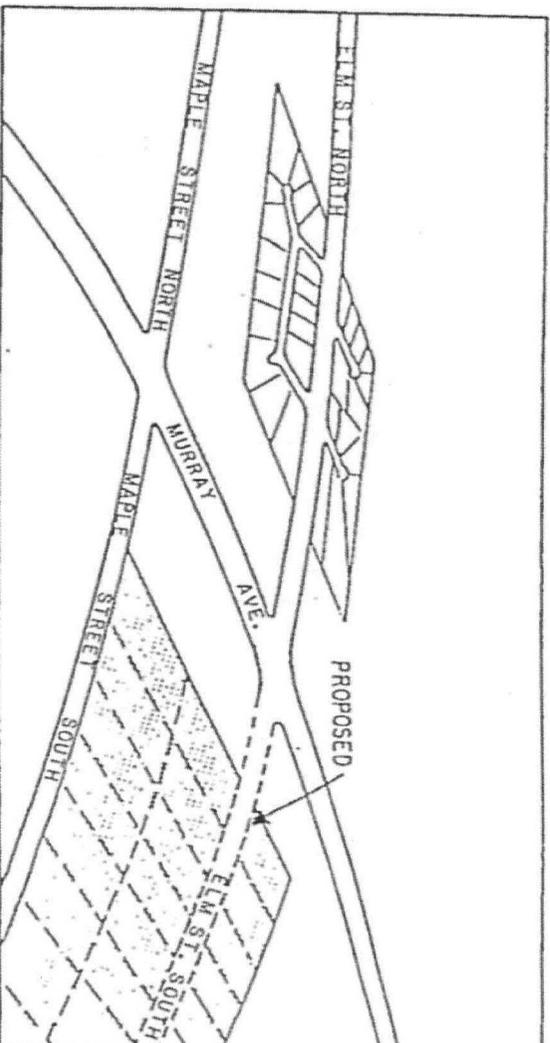
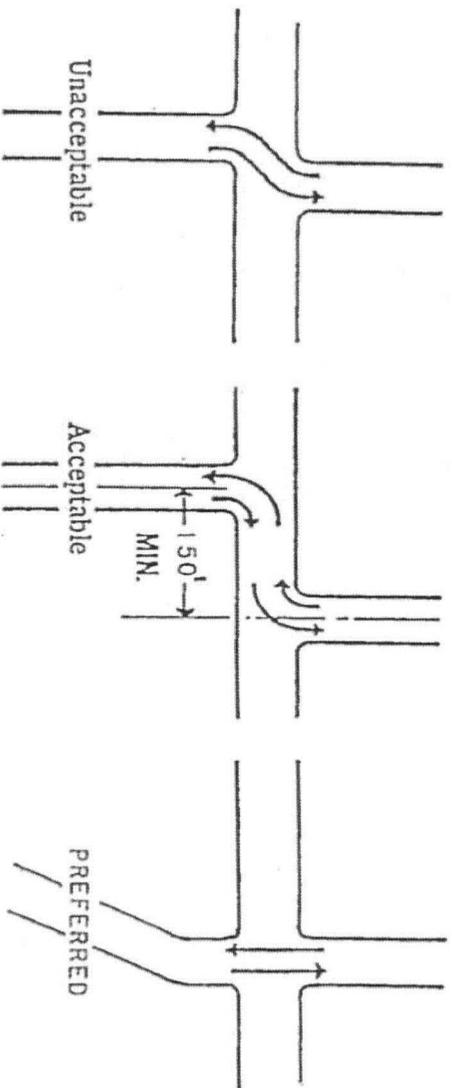
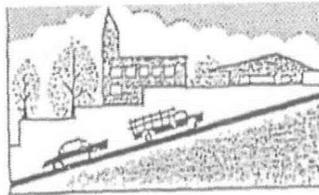


ILLUSTRATION NO. 6
"Street Jogs"

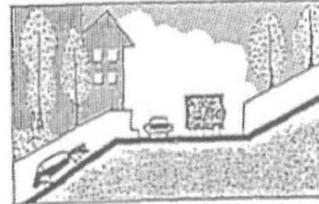


STREET GRADES

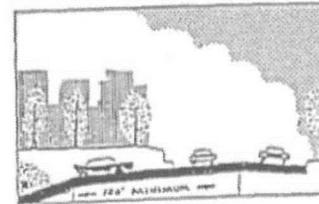
excessive grades on any street create traffic and drainage problems



steep grades at intersections reduce sight distances and hinder vehicle control

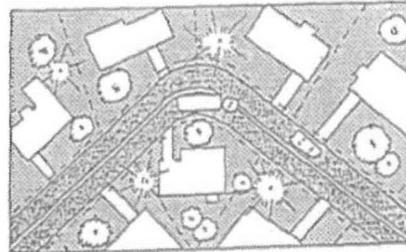


street grades should be flattened out within 100 feet of intersections

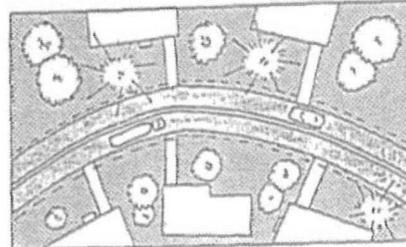


STREET CURVES

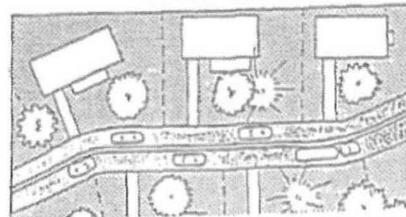
sharp curves reduce sight distance and difficult shaped lots results



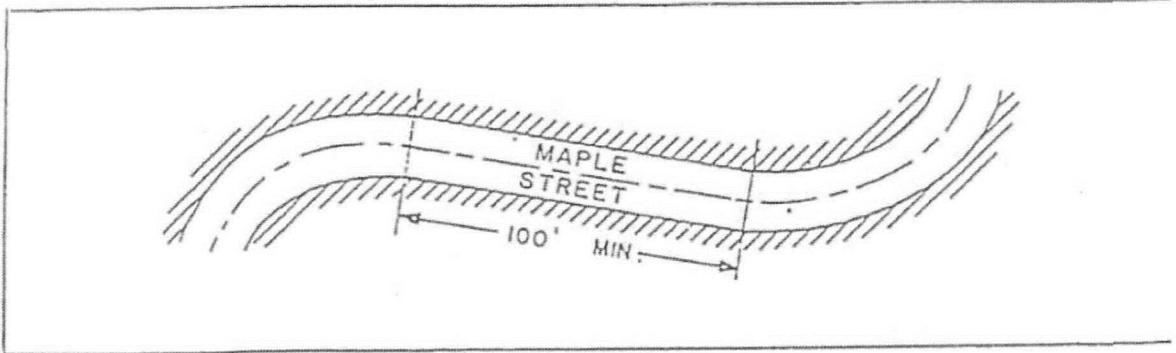
proper curvature results in sight distances and good lotting



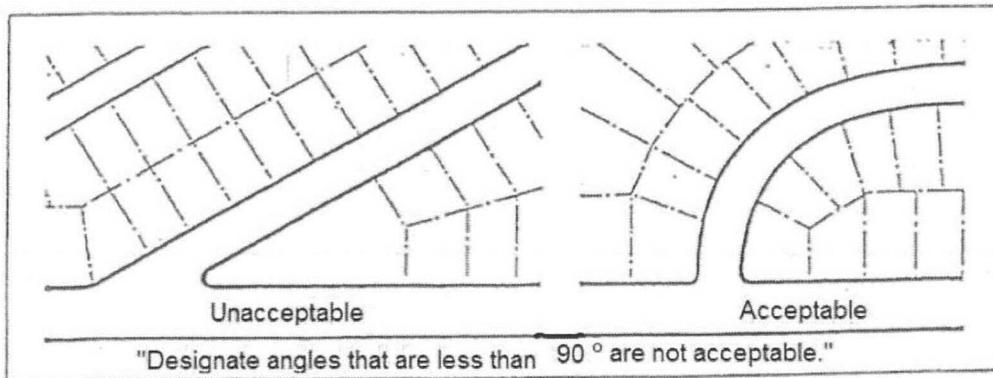
a tangent between reverse curves produces longer sight distances



Tangents



STREET INTERSECTIONS



If the designate angles are less than 90°, than a variance will be needed.

