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*Director*

# Paulding County Board of Commissioners

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## *Community Development Department*

Watson Government Complex  
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## Final Plat Submittal Process

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Effective April 3, 2017, the process in which plats are currently accepted will change.

In an effort to make the process more efficient for both you and Paulding County, it will now be necessary to submit any final plat (1<sup>st</sup> submittal, 2<sup>nd</sup> submittal or revision) as follows.

Prior to submittal, the infrastructure must be installed to a minimum of water, sewer, storm, curb, gutter and base. This will allow for inspections by Paulding County as well as your design professional providing as-builts. When submitting, ALL plats are required to be signed in the Final Plat Sign-In Book in the Development Division. When signing in submittal (1<sup>st</sup>, 2<sup>nd</sup> or revision), please provide the development name, contact name, phone number and email address. Plats will be accepted prior to 4:00 p.m. on Wednesdays. Plats will be distributed the following Thursday. Comments will be sent to the email address provided unless otherwise requested 2 weeks from the submittal date. If for any reason a department will not have comments available at the designated time, you will receive an email advising such. A \$100.00 Plat Review fee is due at the time of each submittal. Plats will not be accepted without a COMPLETED application.

**DO NOT submit any electronic files for review to any department. THEY WILL NOT BE REVIEWED!**

Please follow the submittal process EXACTLY as indicated. If for any reason the plat is not submitted EXACTLY as required, the plat will not be reviewed.

**1<sup>ST</sup> SUBMITTAL** – To be submitted as indicated above. Ensure the development has achieved infrastructure installation (ready for 1<sup>st</sup> submittal) and provide the following:

- Completed application
- \$100.00 submittal fee
- 7 paper copies (if sewer)
- 8 paper copies (if septic)
- 5 paper copies of as-builts
- 1 PDF digital copy (on CD) of as-builts
- 1 AutoCAD digital copy (on CD) of the as-builts tied to the Paulding County GIS coordinate system

Comments, if any, will be remitted 2 weeks from the submittal date. If there are no comments or a department will not have comments available, you will receive an email indicating such.

Once comments are addressed in the field and on the plat itself, you may begin the 2<sup>nd</sup> submittal process (final for signatures). Mylars will no longer be accepted. Please submit paper.

**2<sup>ND</sup> SUBMITTAL** - At time of submittal, all changes/comments must be addressed as directed by Paulding County staff during 1<sup>st</sup> submittal process. If for any reason all corrections/comments have not been addressed, the plat will be returned to you and an additional \$200.00 Plat Review fee will be assessed. This fee will be due at time of re-submittal before signatures will be obtained.

A single paper copy should be submitted in the manner mentioned above (by 4:00 p.m. on Wednesday, signed in with a completed application). All fees, maintenance and performance bonds are due at this time and must be received prior to plat being signed. You will be contacted once the plat is ready for pick up. Allow up to 3 weeks from the submittal date, if no problems arise.

You will then bring 3 copies of the signed plat to the Development Division. These copies will be stamped "Released for Recording" with signature and date. Development Division will keep 1 copy and the other 3 will be given to you. They will be sent via efile to the Paulding County Clerk of Courts office to be clocked in and recorded.

After plat is clocked in and recorded, return 16 paper copies if sewer or 17 paper copies if septic and 1 PDF digital copy to the Development Division to be distributed to various departments.

**\*ALLOW 3 DAYS FOR DISTRIBUTION PRIOR TO OBTAINING BUILDING PERMITS\***

**REVISIONS** - Revisions of final plats should be submitted as indicated above (by 4:00 p.m. on Wednesdays). They should be signed in the Final Plat Sign-In Book. A completed application and Plat Review fee of \$100.00 is due at the time of submittal.

Submit 3 paper copies and 1 digital copy along with a letter detailing the revision. Letter MUST detail the changes being made and include the reason the revision is necessary.

The plat will be taken, by staff, to the director of Community Development the following Thursday, and plat will be ready for pick up 2 weeks from this date.

After review, if the revision is granted, you will be contacted for pick up. You will be advised at that time if the revision is deemed a major or minor revision (this will determine the # of copies to be returned).

Development Division will keep 1 copy and return the remaining 2 to you. Those should be sent via efile to the Paulding County Clerk of Court to be clocked in and recorded. After recording, please remit copies as follows:

Major revision – 1 PDF digital copy and 16 paper copies (sewer)  
or 17 paper copies (septic)  
Minor revision – 1 PDF digital copy and 6 paper copies

**\*ALLOW 3 DAYS FOR DISTRIBUTION PRIOR TO OBTAINING BUILDING PERMIT\***

**\*PLEASE NOTE\*** No building permits can be issued until all copies are received.

It is our intention for the changes to make it a smoother, easier process when obtaining or revising a final plat. With knowing the expectations and wait times up front, we can all plan accordingly.

You may contact the Development Division at (770) 443-7571 with any questions.