Jeff Ricketson, AICP

Liberty Consolidated Planning Commission

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Executive Director

FINAL SUBDIVISION SUBMITTAL CHECKLIST
Name of Project:
Name of person completing this checklist:
Notes to applicant:
1. This checklist is to be used as a minimum guideline of the requirements for final subdivision review, as applicable, and shall be included in the initial submittal for final plat approval. Other documents or information may be required.
2. The Planning Commission provides the governing authority with a recommendation for all final plats exce for projects in unincorporated Liberty County. Record drawings shall be accepted by LCPC prior to a plat being heard by the Planning Commission.
3. All letters of credit shall be submitted prior to a final plat being heard by the governing authority.
4. All reviews, approvals and letters of credit shall be completed and received at least 10 days prior to scheduled meetings of the Planning Commission and governing authority. Such reviews and approvals tak time. Please plan accordingly.
Application and fees
Letter of transmittal
General engineering review application
LCPC fee calculator
Check for final plat review fee
☐ Check for final engineering and inspection fee
Plat and record drawings
☐ Final plat O paper (one set) O pdf
Record drawings O paper (one set) O pdf
Engineer's certification * Record drawings includes coordinates and/or ties to features, a mark-up of inverts (design inverts crossed out, actual inverts indicated) and indication of items not construction or installed.
Stormwater
As-built hydrology report O paper (one copy) O pdf
☐ Detention pond certification O N/A
☐ Stormwater facilities management agreement (Hinesville and Flemington only) O N/A
Stormwater facilities maintenance plan (Hinesville and Flemington only) O N/A

Estimates of construction costs
All required improvements (for maintenance guarantee)
Remaining primary improvements (for performance guarantee)
Remaining secondary improvements (for performance guarantee)
* Upon review and approval of the estimates, letters of credit will be required.
Street names and signs
List of approved street names
*Coordinate with the applicable GIS official prior to ordering street signs to ensure the starting house number on each sign is correct.
Hinesville: wpoon@cityofhinesville.org All other locations: whitney.rountree@libertycountyga.com
Street lighting
☐ Photometric lighting plan for review and approval
☐ If lighting is provided by Georgia Power:
O Acknowledgement to transfer power form
O Lighting services agreement with GA Power
O Proof of payment of aid-in-construction cost
Site improvements
Site is stabilized and soil erosion control measures are well established.
☐ Temporary control measures have been removed.
Concrete monuments have been installed.
Permanent property markers have been installed.
Common area sidewalks and street trees have been installed O N/A
☐ Trees in the common areas have been planted. ○ N/A
Fencing around the ponds has been installed. O N/A
Additional comments or submittals