



**GWINNETT COUNTY**  
**Department of Planning & Development**  
One Justice Square, Suite 150  
446 West Crogan St., Lawrenceville, Georgia 30045  
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www.gwinnettcounty.com

**Open Space Deeds, Recreation Area Deeds & Other Documents Affidavit Form**

(July 2002)

Please submit this affidavit to the Development Review Section of Planning & Development before Preliminary Plat approval.

Project Name \_\_\_\_\_ Unit/Phase \_\_\_\_\_

Development Company Name \_\_\_\_\_

Design Firm Name \_\_\_\_\_

The signers of this affidavit acknowledge that the following documents must be submitted prior to Final Subdivision Plat approval (it is recommended that drafts be submitted for review in advance):

- 1 \_\_\_\_\_ **Deed to Recreation Area Lots.** The deed must be fully completed, signed and ready for recording conveying ownership to the Property Owner's Association.
- 2 \_\_\_\_\_ **Deed to Open Space Lots.** The deed must be fully completed, signed and ready for recording conveying ownership to the Property Owner's Association.
- 3 \_\_\_\_\_ **Deed to Storm Water BMP/Detention Pond Lots.** The deed must be fully completed, signed and ready for recording conveying ownership to the Property Owner's Association.
- 4 \_\_\_\_\_ **Articles of Incorporation of the Property Owner's Association.** The Articles of Incorporation must be filed with the Georgia Secretary of State's office and a copy provided to P&D.
- 5 \_\_\_\_\_ **Bylaws of the Property Owner's Association.** The Bylaws must be fully completed, signed and ready for recording in the records of the Gwinnett Clerk of Superior Court and a copy provided to P&D.

**Note: Modified and Cluster Subdivisions must include enough open space with each Final Plat equal to the amount of the lot area reductions taken.**

**Note: Open space shown on an approved Conservation Subdivision Concept Plan must be deeded in TOTAL with the FIRST Final Plat of the subdivision.**

Developer's Signature \_\_\_\_\_ Date \_\_\_\_\_

Printed Name \_\_\_\_\_

Designer's Signature \_\_\_\_\_ Date \_\_\_\_\_

Printed Name \_\_\_\_\_