



GWINNETT COUNTY
Department of Planning & Development
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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 _____