



Forsyth County GIS Department Site Development Checklist Address Review

Project Name: _____

Project Number: _____

Date of Review: _____

- Single Building:** Site address must be located in a box on the cover page of the plans labeled as “Site Address” and clearly visible. The Postal Information for the Tax Office will need to be in a separate area.

This box should only contain the Address # & street name just like the example.

<p>Site Address: 1234 Main Street</p>
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- Multiple Buildings:** Address number must be located on each building footprint. If project has more than one road frontage, then street name must be with address number on the building footprint. If buildings are labeled on the plans (example: Building 1, Building 2, etc.) then putting all addresses on the cover page by building number would be acceptable.
- All streets must be labeled on every page.
- Addressing Plan is required to issue addresses for this project. This plan must be an overall single page layout with the following information: title block with project name, street names (street names must be approved by Engineering), lot layout with lot numbers and all monument/entrance signs must be labeled. This plan must be submitted before any addressing will be issued.
- New address issued: _____

NOTE: Approvals from Tax, Water & Sewer, and Engineering are required **before** GIS approval.

An appointment is necessary for your sign-off.

Additional Comments:
