



MINOR PLAT REVIEW
RESIDENTIAL AND AGRICULTURE DISTRICT

APPLICANT/PLAT NAME:

APPLICATION#:

SURVEYOR:

DATE:

*One or more existing lot lines forming boundaries between platted lots located within the same established (built - out) subdivision, may be adjusted through a plat revision process that requires the recording of a plat meeting the specifications of a final plat. Such plat showing said boundary line adjustment shall be titled with the same name as that of the original subdivision and shall include thereon that the **replat** is for the purpose of adjusting the lot lines between specific lots.*

Minor Plats:

- The same **land owner** shall not subdivide land and then file minor subdivision applications on contiguous common parcels, which collectively total seven (7) or more lots (“chain” subdivisions).
- Contiguous common parcels, shall be referenced on all applications for minor subdivisions and contiguous common parcels shall be considered part of any application for minor subdivision.
- Land within a minor subdivision, including all **contiguous parcels owned by the subdivider**, shall not be further divided for a period of three years unless a sketch plat application is filed and approved as a major subdivision pursuant to the requirements of this chapter.
- If property proposed to be subdivided was part of an original tract, and if the property proposed to be subdivided abuts land that has been divided as a minor subdivision **in the last three years**, then minor subdivision of said property shall be prohibited.

Plan Requirements:

- Provide a closed boundary survey including bearings, distances and directions; *all corner markers and markers of pertinent reference points shall be fully described and indicated as to the material or types, whether set or found*
- North arrow - to indicate the principal meridian and a notation as to the reference meridian and a notation as to the reference of bearings to magnetic north, astronomic north, or grid north
- Land lot lines
- Land lot numbers
- Forsyth County is in the “1st” land section
- Forsyth County is part of four land districts: 1st, 2nd, 3rd and 14th
- The date(s) of field survey
- The name, address, telephone number, and registration number of the registered land surveyor
- Surveyor’s signature in a contrasting color
- Acreage of parent parcel
- Acreage of each lot
- Boundary survey for parent parcel
- Lot dimensions
- Lot width; no lot shall have any portion less than sixty 60 feet in width *UDC 18-2.2*

- Flag lots *UDC 18-7.1*
- Lot combinations can only be between two lots of record within the same subdivision *UDC 18-2.2*
- Lot lines may be adjusted only within the same subdivision
- Proposed easements *UDC 18-7.1*
- Access easements must be a minimum width of 20 feet
- Delineate and label: **50'** undisturbed vegetative buffer - distances must read from top of bank
75' impervious setback from creeks, waters - from top of bank
- Minimum front building setback for all lots
- Label all existing structures; all apparent encroachments
- Delineate distances from structures to all property line(s) being adjusted or created

Access Owner’s Certificate – signed, witnessed and notarized

A maximum of three (3) lots within a minor subdivision may fail to abut a public road or street only in an instance where the subdivider provides access to said individual lot over and across a valid easement containing a min. width of twenty (20) feet. The location and dimensions of such access shall be shown upon the minor subdivision plat and clearly identified as an easement and shall only be used for a maximum of three (3) parcels, whether previously platted or newly created under the terms of this chapter. In instances where a minor subdivision contains such lots that do not abut a public road, the final plat of the minor subdivision shall also contain the following owner’s certificate:

"I, the undersigned owner hereby dedicate the access easement shown on this plat to the common use of the owner, or owners, of the lot within this subdivision. It is further acknowledged that the access way and any improvements within such access easement shall not be accepted by Forsyth County, Georgia, but shall remain privately owned and maintained".

Note – This is a different owner’s certificate than may be required by the Dept. of Engineering *UDC 18-6.4(D)1&2*

DESCRIPTION OF TYPE OF SEWAGE SYSTEM - If the lot is served by a public or approved community system then no additional comments are required.

- If the lot is served by an on-site sewage system and there is an existing residence or building with plumbing, it is the responsibility of the property owner to verify that the septic system does not cross any property lines. The following statement must be on the final plat:

“Property owner acknowledges that any existing septic systems conform to all setback requirement”

- If there is not a sewage system on the property a preliminary review should be sought from the health department. The following statement must be on the final plat:

“Approval of plat does not guarantee that the Forsyth County Health Department will issue a septic system permit”

TAX ASSESSMENT DATA

Plat Name: subdivision (PLAT) name or owner’s name

Forsyth County taxes must be current

Lots must include lot number (numbered consecutively)

Conservation Use Exemption: *contact the Tax Assessor’s Office* regarding a breach of covenant

Any division of land to heirs prior to a judicial estate proceeding, or any division of land prior to a judicial partition, or any division of land for estate planning is not recognized as a subdivision of land as outlined in Chapter 18 of the Unified Development Code.