



**FORSYTH COUNTY
BOARD OF TAX ASSESSORS**

Land Records Department
110 East Main Street, Suite 260
Cumming, GA 30040
770-781-2106

Project #	<input type="text"/>
Submittal	<input type="text"/>
Revision	<input type="text"/>
Review	<input type="text"/>
Date	<input type="text"/>

Project Name:

Parcel Number(s): Parcel Acreage:

District: Land Lot Number(s):

Cover Sheet

Ownership: Current owner of record must be listed on cover sheet. Must be the current parcel owner of record and/or signed by the current owner.

Current Owner(s):

Parcel Number: List current parcel number(s); Please note if project is all or part of a parcel.

Legal Description: Cover sheet should contain the following legal description information:

District: 1st, 2nd, 3rd, or 14th

Section: 1st – ALL SECTIONS IN FORSYTH COUNTY ARE 1ST SECTION.

Land Lot Number(s): Associated with the phase of the project.

Condos / As Built Specify if it is a condominium development. Must include project name, phase, pod, building, and unit number with a location address for each.

Acreage Information: List total acreage per phase submitted, broken down as shown below:

*Right of Way:	
Amenity Area	
Detention Pond Area:	
Open Space Area:	
Lot Area:	
Common Area:	
Total Area:	

**** If the Right of Way is to remain private, you must specify Private Roads and Acreage.**

Site Plan

Land Lot Information: Land lot lines must be shown throughout the site plan with their associated land lot numbers.

Subdivision Lot Info: Subdivision and townhome projects must show lot number, acreage, and address of each lot, along with bearings and distances for all lines.

Missing Items:

<input type="checkbox"/> Lot Numbers	<input type="checkbox"/> Lot Acreage
<input type="checkbox"/> Lot Addresses	<input type="checkbox"/> Lot Line Bearings & Distances

General Items

Property Taxes: Property taxes must be current on parcels prior to final approval.

Gated Communities: Gated communities must provide gate code to the Tax Assessor's Office at final approval.

Conservation Use: Properties currently under the Conservation Use Exemption: be aware that splitting, combining, and/or selling any part(s) of the coveted land may cause a breach in the conservation use covenant, resulting in significant property tax penalties.

Additional Comments: