



## AS-BUILT PLAN REVIEW

### Plan Requirements:

- ☐ Provide a box of not less than three (3) inches square in the upper left-hand corner which shall be reserved for the clerk to append filing information *OCGA 15-6-67(b)3*
- ☐ Existing property boundaries, bearings, and distances
- ☐ Existing roads
- ☐ Right-of-way, and pavement width and accel/decel lanes
- ☐ Identify on the Title Block, the type of "As Built: Site Development"
- ☐ Site Development Permit number (LDP)
- ☐ Building Permit number(s)
- ☐ As-Built number
- ☐ **Zoning Conditions:** Official signed zoning resolution or formal letter (e.g. ZA, CUP approval, etc.) shall be photocopied on plans. Visit the CSS Portal at [www.forsythco.com](http://www.forsythco.com) – Planning and Community Development page, for these documents.
- ☐ Reference North Arrow to Magnetic Astronomic, or grid; if Grid north, reference the Zone
- ☐ Total acreage
- ☐ All pavement and walkways
- ☐ Delineate parking spaces
- ☐ Building footprint - breakdown office/warehouse, square footage, loading docks, and ramps
- ☐ Delineate dumpster enclosures
- ☐ Delineate and label setbacks
- ☐ Delineate and label distance from structure to property lines
- ☐ Delineate zoning buffers
- ☐ Acreage to be dedicated to the public
- ☐ Streams and any natural features of land and their setbacks/buffers to be delineated
- ☐ Septic tank location if not on sewer and location of septic line and alternate area; Forsyth County Environmental Health staff must review and approve As-Built plans for projects utilizing on-site septic systems
- ☐ Finished floor elevation
- ☐ Delineate and label landscape strips
- ☐ Delineate undisturbed Buffer area, if applicable
- ☐ Dimension and label all sanitary sewer easements
- ☐ The original signature of the registrant (surveyor) across the registration seal
- ☐ Include these statements in bold font:
- ☐ **"Trees may not be planted in the sanitary sewer easement"**
- ☐ **"Maintenance inspection for trees shall be performed after one full growing season from the date of final site plan inspection"**

Condominium Plans include these statements: OCGA 44-3-74

- ☐ “This plat does not submit any property shown hereon to the Georgia Condominium Act. No property is submitted to the Georgia Condominium Act until a Declaration of Condominium submitting such property and certified floor plans for such property are filed in the county deed records.”
- ☐ “The plat is subject to the declaration of condominium for (*Name of Project*) recorded in Deed Book \_\_\_\_ Page \_\_\_\_ Forsyth County Georgia record, which hereby becomes part of this plat.”
- ☐ “This plat and the survey it represents were made in compliance with subsection 44-3-83 of the Georgia Condominium Act.”

Final approval process CSS submittal: Revise the plan to address the issues identified in the plan review comments. When uploading the revised plan, attach a comment response letter or a narrative describing the complete scope of each revision. Please be aware that if all review comments have not been addressed the plans must be re-uploaded and re-reviewed by all required staff reviewers. Remember to provide adequate space for digital stamp approvals on the cover sheet and sign all certifications. Once the project has been approved by all required departments and recorded, please download and print four (4) full sets of the stamped approved plans and deliver them to the Department of Planning & Community Development for final permitting.

**Note: MONUMENT SIGNS** - For monuments with signage, details with footing design, etc. are required for the building permit. These details must be reviewed and approved by the Commercial Plan Review division of the Inspection Department. Additional contractor requirements, i.e. general contractor or specialty contractor is necessary for permitting and installation.