



**MINOR PLAT REVIEW**  
**RESIDENTIAL / AGRICULTURAL DISTRICT**

APPLICANT/PLAT NAME:

SURVEYOR:

APPLICATION #:

REVIEW DATE:

REVIEWER: Carly Glaze/ [cvglaze@forsythco.com](mailto:cvglaze@forsythco.com)

*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.*

**\*\*\*Comments must be addressed by the surveyor. Please contact your surveyor regarding resubmittal\*\*\***

**Minor Plat:**

- ☐ The same landowner shall not subdivide land and then file minor subdivision applications on contiguous common parcels, which collectively total seven (7) or more lots ("chain" subdivisions). *UDC 18-7.3(A)*
- ☐ 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. *UDC 18-7.3*
- ☐ Lot combinations can only be between two lots of record within the same subdivision *UDC 18-2.2*
- ☐ Boundary Line Adjustments. One or more existing lot lines forming boundaries between platted lots located within the same subdivision, or one or more lot lines between abutting lots or parcels may be adjusted through a final plat revision process that requires the approval of the director and recording of a plat meeting the specifications of a final plat. In the case no final plat applies to the subject lots or parcels, a boundary survey and plat of the entire lots involved in the boundary line adjustment shall be required to be approved by the director and recorded. 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. *UDC 18-2.3*

### **Plan Requirements:**

- ☐ A statement to indicate the type of equipment used to obtain the linear and angular measurements
- ☐ Call out table must be present for line distances delineated and labeled on plat
- ☐ Engineer's scale present on plat
- ☐ 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
- ☐ Please include a legend to describe all symbols used
- ☐ Provide a North arrow and 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
- ☐ Display land lot lines
- ☐ Label land lot numbers
- ☐ Forsyth County is in the "1st" land section
- ☐ Forsyth County is part of four land districts: 1st, 2nd, 3rd and 14th
- ☐ Provide the date(s) of field survey on the plat
- ☐ Provide the name, address, telephone number, and registration number of the registered land surveyor
- ☐ 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
- ☐ Character Area/Building Height: provide the maximum building height and character area (as mapped on GIS) – **If the parcel is in a Character Area Node please note this on the plat as it effects the maximum building height**
- ☐ If the parcel is within an Overlay District it must be noted on the plat and any applicable nodes
- ☐ **Zoning conditions** – Please note the zoning case number and conditions of zoning
- ☐ Delineate and label minimum front building setback for all lots – the front setback line is measured at the point where the lot reaches minimum lot width for the zoning district
- ☐ Delineate and label acreage of each lot
- ☐ Delineate and label acreage of parent parcel when applicable
- ☐ In cases where needed statement must be on plat when subdividing off from a parent parcel:  
  
**"An approved minor plat will be required for the parent parcel prior to the issuance of a building permit."**
- ☐ All utility and utility stream and buffer crossings must be **perpendicular**
- ☐ Label all existing structures and delineate all apparent encroachments
- ☐ Delineate distances from structures to property lines
- ☐ Must meet minimum lot width for the zoning district
- ☐ Must meet minimum road frontage requirements applicable to the lot if abutting a public or private street

- ☐ Lot width does not meet minimum standards; *UDC 18-4.5* "No lot shall have any portion less than sixty 60 feet in width" – For cul-de-sac lots see *UDC 18-2.4*
- ☐ Flag lots may not adjoin each other; pole portion must be 60 feet in width *UDC 18-7.1*
- ☐ Delineate and label exterior buffers for zoning in Res1, Res2, CR2, Res3, Res4, Res6, MHP
- ☐ State Waters present - delineate and label the following (distances must read from top of bank):
  - 50'** undisturbed vegetative buffer
  - 75'** impervious setback from creeks, waters
- ☐ **Locational Criteria:** Metropolitan River Protection (MRPA) *OCGA 12-5-440 et seq.*; please contact staff regarding additional requirements
- ☐ **Proposed easements:** 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 *UDC 18-7.2*
- ☐ Access easements must be a minimum width of 20 feet *UDC 18-2.4*
- ☐ For all lots in which an access easement served as the primary method of access, the side of the lot that first abuts or intersects the easement shall be considered the front lot line for purposes of establishing setback and buffer requirements *UDC 10-1.9*
- ☐ Access Owner's Certificate – signed, witnessed and notarized – Please note that all notary signatures must be accompanied by their own individual stamp *UDC 18-7.2*

*"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***

- ☐ **Include a note describing the 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.”**

When applicable: Please be advised this plat is located in the City of Cumming service area. Please contact one of the following reviewers regarding comments or questions:

- Heath Martin 770-781-2020 or [hmartin@cummingutilities.com](mailto:hmartin@cummingutilities.com)
- Webb Hansard 770-781-2020 or [whansard@cityofcumming.net](mailto:whansard@cityofcumming.net)

### **TAX ASSESSMENT DATA**

- ☐ Include the subdivision name or owner's name
- ☐ Forsyth County taxes must be current
- ☐ Lots must include lot number (numbered consecutively)
- ☐ **Conservation Land Use** - A breach of covenant may carry with it significant back taxes and penalties for the property owner. The property owner should consult with the Forsyth County Board of Assessors' office for more details about how this project might affect their conservation use 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.

### **FEE**

- ☐ Planning and Community Development Review Fee: \$5

### **Note**

- If the plat is required to be resubmitted for a second review by any or all departments, applicant will be asked to have the Minor Plat Application number noted on the plat
- The Owner Authorization form must be submitted for all owners involved prior to Planning Department Stamp-off