



MINOR PLAT REVIEW - COMMERCIAL AND INDUSTRIAL DISTRICT

Submit for Review:

- The proposed plan shall be drawn to an engineer's scale of 1 inch = 100 foot minimum
- Graphic scale - stated and shown graphically
- 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
- A statement to indicate the type of equipment used to obtain the linear and angular measurements
- 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 of plat preparation
- The date(s) of field survey
- The name, address, telephone number, and registration number of the registered land surveyor
- The names of all owners of the property
- 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)*
- Acreage of parent parcel/Acreage of each lot
- Lot dimensions
- Side lot lines shall be at right angles *UDC 8-4.6*
- Minimum 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*
- Delineate and label all structures – including the square footage, all apparent encroachments
- Delineate distances from structures to all property line(s)
- Delineate distances from structure to adjacent structure(s) on lot to be created
- All vehicular and utility stream and buffer crossings must be perpendicular
- Delineate Parking Spaces

- Remove any references to p ads or future construction or future improvements
- Lot remnants are prohibited
- Delineate and label landscape strips
- Delineate zoning buffers
- Minimum front building setback for all lots
- Provide open space calculations for each lot
- Unified Development Code Chapter 18-7.3 Limitations on Minor Subdivisions
- Proposed Easements *UDC 18-7.2*
- Access easements must be a minimum width of 20 feet
- For non-residential lot splits, verify that tree ordinance is being met for tree-save areas, open space, etc.
- Add note to plat: All lots will be required to meet the requirements of the tree ordinance for tree groupings and required open space.
- Access Owner's Certificate – signed, witnessed and notarized**
- 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."
- Locational Criteria:**
- Metropolitan River Protection (MRPA): Georgia Code 12-5-440 et seq.

Tax Assessment Data:

- Plat Name: Subdivision name, project or owners 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 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

Environmental Health:

- "The proposed lots are not defined as a subdivision pursuant to the Georgia Dept. of Public Health Rules and Regulations for On-Site Sewage Management Chapter 511-3-1. These lots have not been reviewed and approved by the Forsyth County Board of Health for septic system development."

- If required, Environmental Health Department review is a separate process. Please visit their website at [Forsyth County Environmental Health](#) for more information.
- **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 minor plat:

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

- **Minor approval of plat will not be given until property owner authorization form is received.**
- 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.

Fees:

Application Review Fee: \$5