



Forsyth County GIS Department Site Development Checklist Address Review

Project Name: _____

Project Number: _____

Date of Review: _____

Ticket Number: _____ **ePlan: Y or N** **ePlan #** _____

- Address of each lot must be shown on each and every lot layout & site plan page. (Corner lots must have both addresses shown, one address from each street).
- Remove any and all references of the city & zip code for this project from the plans.
- Address/Lot Layout Page required. This page must be Page 2 (or Page 3) of the plans. This page will **only** consist of the following: lot lines, lot numbers, street names and addresses.
- Copy of the final plat must be submitted by email in a pdf format.
- If the project has any Entrance Monuments, Amenity Areas or Mail Kiosks, the addresses for all these shall be on the plan. These addresses need to be labeled so that these addresses are not confused with residential addresses.
- All streets must be labeled on every page. All street names must be spelled exactly how the Engineering Dept approved them.
- Addressing Plan is required to issue addresses for this project. This plan must be an overall single page layout with the following information: title block with project name, street names (street names must be approved by FC Engineering), lot layout with lot numbers, and all monument/entrance signs, mail kiosk and amenity areas must be labeled. This plan must be submitted before any addressing will be issued.

NOTE FOR PAPER SUBMITTALS: Approvals from Tax, Water & Sewer, and Engineering are required **before** GIS approval. An appointment is necessary for your signoff.

Additional Comments:
