



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)
- ☐ Zoning Conditions and other Conditions of Approval: copies of official signed zoning resolutions or other such approval letters (e.g. variance approvals, etc.) shall be photocopied/digitized on plans and are typically available on our website at estatus.forsythco.com. If the resolution or an approval letter is not available through eStatus, please contact staff at (678) 455-8473
- ☐ 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.”**

Approval Process Paper Plan Submittal:

Revise the plan to address the issues identified in the plan review comments provided by Planning & Community Development as well as the Forsyth County Tax Assessors Office, GIS, the Department of Engineering, the City and or County of Department of Water & Sewer. As-Built plans may not be “red-lined” or “sticky-backed.” Once the plan is ready for approvals please schedule appointments with each of the other departments for stamp and sign-off; submit the eight sets of stamped plans and items listed below to the Department of Planning & Community Development.

1. Completed “Signature Route Sheet” with signatures from other reviewing agencies: Forsyth County Tax Assessors Office, Department of Engineering, GIS, City or County Department of Water & Sewer. Please note that the Fire Marshal’s Office does not review As-Built plans.
2. Eight (8) full sets of the As-Built plan 18” x 22” in size

Digital Submission – please forward to: GISPlanReview@forsythco.com

Approval Process ePlan Solutions Submittal:

Revise the plan to address the issues identified in the plan review comments. When uploading the revised plan, attach in the **Open Files** a comment response letter or a narrative in the text box 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, please download and print eight full sets of the as-built plan – Eight (8) copies 18” x 22” in size and deliver them to the Department of Planning & Community Development for final permitting. The plans will receive final review and approval from the County Arborist and the Planner/Project Manager. If there are no outstanding issues the plans will be processed and released for recording.

As-Built Final Process: *Staff will approve the plan after verification of the following*

1. All comments were appropriately addressed and required reviewer’s signatures obtained
2. Staff field-verified compliance with approved plan
3. The site address numbers are on the structure

4. When approved by the Department of Planning & Community Development, the final building inspection for certificate of occupancy may be scheduled
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To eliminate duplication of efforts and reduce processing time, final plan approval can take place at the Wednesday plan review meeting. This method is effective only if the plan is in full compliance with the standards of each agency and the project conditions of approval. Plan review comments should be resolved with the affected agency (s) prior to the Wednesday meeting.

Additionally, we ask that you provide notice to our office by the Monday before the Wednesday meeting, so staff is aware of the need to bring pertinent plan, files, and the approval stamp.

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.