



Cover Sheet Requirements:

- Specify proposed name of subdivision and development stage
- Name(s) of Developer(s)/Owner(s)
- Engineer's/surveyor's name, address, and phone number
- Engineer or surveyor stamp
- Certificates and signatures *UDC Chapter 18-6.4*
  - Engineer or Surveyor
  - Owner
  - Certificate of Planning and Community Development approval: *UDC Chapter 18-6.4(C): "Pursuant to the Unified Development Code of Forsyth County, Georgia, and all requirements of approval having been fulfilled, this final plat was given approval by all reviewing departments, with final approval by the director, or a designee of the Planning & Community Development Department, the issuing authority for Forsyth County. This final plat is entitled to recordation in the Clerk's Office, Forsyth County Superior Court, on or after the date as indicated on the Planning & Community Development Department approval stamp as found on the cover sheet of these plans."*
- Private Streets *UDC Chapter 18-9.1 through 18-9.6*
  - Document BOC approval date on plan
  - Label private streets
  - Certification *UDC Chapter 18-9.5*
- Minimum heated floor area per dwelling unit
- Lot size
- Building setbacks
- Date of plan and/or revision
- Plans should include an area six (6) inches by seven (7) inches on the front page of each set of plans for county and state reviewer's stamp
- Provide a vicinity map drawn to scale showing the position of the site with principal roads
- All conditions of Zoning, Sketch Plat, Variances or other approvals must be listed on plans. Copies of official signed zoning resolutions or other such approval letters shall be inserted on plans and should be available on our website at [estatus.forsythco.com](http://estatus.forsythco.com). If the resolution or an approval letter is not available through eStatus, please contact staff at (678) 455-8473.
- Note in LARGE BOLD FONT: **"ARCHITECTURAL ELEVATIONS REQUIRED"**
- Also note in large, bold font: **"Each single family residential lot shall contain a minimum of two trees, at least one of which must be located in the front yard. Corner lots shall contain a minimum of three trees with at least one tree located in each yard abutting the street. The required trees must be a minimum of 2-inch caliper size and be an overstory hardwood species"**
- If development is approved for on-site septic: **"The necessary septic system components including: a settling tank, drain field, and back up drain field must be provided within the boundaries of each individual lot."**

- Include this statements in **bold font**: “All structures will comply with the requirements of the Georgia State Minimum Standard Codes, as adopted and amended by the Georgia Department of Community Affairs. Approval of this permit will not justify any deviation in the Fire Separation Distance requirements of the Georgia State Minimum Standards.”
- Note that UDC Chapter 21, Articles II-V, Overlay Districts are not applicable: or
  - A narrative addressing applicability
  - Provide the following note, if applicable: “**The site contains wetlands. The applicant will first obtain a wetland alteration Section 404 Permit from the Corps of Engineers prior to disturbing any jurisdictional wetlands.**”

Plat Requirements:

- The plan sheets shall be no larger than 18” x 22”
- The proposed plan shall be drawn to an engineer’s scale of 1 inch = 100 ft. minimum
- 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*
- Each sheet will contain a title block with the name of the project, graphic scale, and north arrow

Site Plan:

- Provide an overall plan indicating all phases of the development; areas reserved for future phases
- Label current adjoining property owner names and zoning districts
- Label adjoining subdivision names and phase or unit, lot lines, lot numbers
- Delineate and label State waters and Jurisdictional waters
  - 50’ undisturbed vegetative buffer & 75’ impervious setback measured from top of bank
- Delineate and label the exterior setback *UDC Chapter 11 Table 11.2(a)&(b); or UDC Chapter 12 Table 12.2* for commercial parcels
- Delineate and label all zoning district buffers *UDC Chapter 18-10.5; or as specified by zoning condition*
- All approved utility or access crossings **must** be perpendicular
- Add note: “This buffer must remain undisturbed except to supplement sparse areas to County buffer standards”; or add note: “This buffer may be disturbed and replanted to buffer standards”*
- Delineate proposed boundaries including:
  - Bearings, distances and directions
  - Reference to PINS
  - Street right-of-ways
  - Lot lines and dimensions
- Delineate and label the building envelope for each lot including front, side, rear, and exterior setbacks
- Adjust front build lines to begin at minimum lot width
- Label the square footage of each lot
- Label the acreage of each lot
- Lots must conform to minimum access standards *UDC Chapter 18-2.4*
- Delineate and label the location, dimensions, and purpose of all easements
- Minimum lot width in feet
- Provide a typical lot layout for lots potentially encumbered by easements, setbacks, riparian buffers, or zoning buffers where minimum home size requirements and accessory structures may be challenging

- Corner Lots – the lot line with the less street frontage shall be considered the front for purposes of designation of the side and rear lines
- Incorporate specific zoning conditions requirement into plat; demonstrate compliance and call out a reference to zoning condition(s) and ZA number – available at [estatus.forsythco.com](http://estatus.forsythco.com)
- Provide architectural details and/or elevations demonstrating compliance with zoning conditions
- Delineate and label pavement widths
- Delineate and label all walls, retaining walls, entrance walls
- Delineate and label the location of sidewalks
- Postal kiosk must not be located within the R.O.W.
- Show location of street entrance monument sign(s) and provide an easement if not in a common area:
  - o Monuments must be setback 10' from the proposed right-of-way and constructed in accordance with the Forsyth County Sign Ordinance and will require a sign permit and a building permit
  - o Street entrance monument sign (*if required by zoning conditions*);
  - o Landscaping must be in place prior to the approval of a Final Plat *UDC Chapter 18-3.1(J)*

Provide the following for each phase and project total:

- Total number of units
- Density
- Total acreage in road R/W or utility easement if private roads
- Total acreage in lots
- Open Space

Open Space and Common Areas:

- Total open space calculations *UDC Chapter 11 Table 11.2(A)or(B)*
- Provide a calculation for each phase as well as the overall project
- Stormwater areas may not be included as a part of open space and common area
- Total common area calculations *UDC Chapter 18-5.23*
- Provide a calculation for each phase as well as the overall project
- Residential subdivisions 50+ lots/units:
  - o An amenity area is required for a subdivision planned to include 50 units or more. Any amenity area may count toward the **5%** required common area *UDC Chapter 18-5.23*
  - o Amenities area must be permitted and under construction before the issuance of a Final Plat (*see zoning conditions*)
  - o Active recreation facilities may not be located in the required open space
- Delineate and label “open space” & “common areas”; specify acreage and square footage
- Common area tracts must be **accessible**
- Common area must be useable for recreational purposes

Land Use and Locational Criteria:

- Townhouse regulations *UDC Chapter 16-4.26*
- Setback and visual buffer from Georgia Highway 400 *UDC Chapter 10-1.10 & Chapter 18-10.5(c)*
  - o Limited Access: 60' building setback; additional landscaping requirements
  - o Controlled Access: 60' building setback; additional landscaping requirements

Approval Process Traditional Paper Submittal: Revise the plat to address the issues identified in the plan review comments from the Department of Planning & Community Development as well as provided by the Department of Engineering, GIS Department, the Department of Water and Sewer, the City of Cumming Department of Water and Sewer, Environmental Health, the County Arborist and the Tax Assessors Office. Final plats may not be “red-lined” or “sticky-backed.” Once the plat is ready for approvals you may schedule appointments with each of the departments for stamp and signature approval. The eleven (11) stamped sets 18” x 22” in size and the signature route sheet are left with the Intake Coordinator. The Planning & Community Development staff will coordinate the final review with the County Arborist. The site will also be inspected to ensure compliance with the plans and zoning conditions. If there are no outstanding issues the plans will be processed and copies sent with to the Department of Engineering to be recorded.

Approval Process ePlan Solutions Digital 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 eleven (11) full sets of the stamped approved plans 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, and the District Commissioner if required. If there are no outstanding issues the plans will be processed and copies sent with to the Department of Engineering to be recorded. *For any questions regarding the digital submission please contact ePlan Solutions at (678) 898-0610*

Please allow several days following plat approval for the creation of new tax map and parcel numbers, staff will then release the approved plat to the Department of Engineering to be recorded. Staff from the Department of Engineering will notify the contact as listed on the plans.

**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.

Field Inspections:

- Monument sign is permitted and installed **if** required by zoning condition (ZA)  
*Note: A sign permit is required, licensed contractor is required for installation consult with permitting staff*
- Site lighting is in compliance with *UDC Chapter 16-4.21*
- Entrance landscaping is installed *UDC Chapter 18-3.1(J) per UDC Chapter 3 definition of landscaped area*
- Any required buffers are planted
- 25-foot exterior buffer *UDC Chapter 11*; or buffer per zoning condition
- Georgia 400 Buffer *UDC Chapter 10*
- Postal Kiosks - stand-alone units are not permitted within the Right-of-Way
- Postal Kiosks that are integrated into a structure must meet all performance standards

**NOTE: Reinforced wall systems necessary for proposed lots after the review and approval of this Final Plat may require a revision to the Final Plat to adjust for building offsets; or the Road Construction plan to address design issues.**