



## Application Process for Alternate Design

### Main Components of the Process

#### Prior to Application Submittal

- Review the Unified Development Code to determine if a variance request is needed, which may necessitate further changes to the application and site plan per [UDC §8-2.1\(E\)](#).
- Any application necessitating a stream buffer variance is required to submit additional application information including a buffer mitigation plan per [UDC §18-11.3 \(A\)\(4\)\(a-h\)](#). It is strongly suggested that an applicant contact the Forsyth County Engineering Department in advance of the Zoning Review submittal deadline in order to review buffer mitigation plan requirements so that an application will not be deemed incomplete and thereby be delayed.
- Applicants are encouraged to reach out to their district commissioner prior to application submittal. Contact information can be found on the County's website at [www.forsythco.com](http://www.forsythco.com).

#### Application Submittal

- See calendar for deadlines.
- Application submittal must include all of the required items from the attached checklists and any applicable supplemental items in order to be deemed complete.
- All applications can be submitted electronically through the Forsyth County online [Customer Self-Service portal \(CSS\)](#). The online CSS portal allows customers to submit applications and revisions and make Visa/Mastercard payments electronically. Visit the [Digital Plan Submission page](#) for more information and details.
- Staff will review the submittal and send a notice of completion or inform the applicant of any missing items 5 business days after the submittal deadline.
- Complete revised submittals are due 3 business days after revision requests in order for the application to be placed on a public hearing agenda.
- Application fee; see fee schedule.
- All documents must be uploaded in PDF format.

#### Public Hearing Signs

- Once the application is deemed complete, the applicant will receive an email from staff letting them know when sign(s) are ready for pick up and the deadline for submittal.
- The sign affidavit and photos must be submitted by 5:00 p.m. on the deadline date communicated by staff. Submission must be in PDF format. Failure to submit the sign affidavit and photos by the deadline will result in postponement of your public hearing.

#### Public Meetings

- Board of Commissioners Public Hearing: Final decision is made, applicant attendance is encouraged.
- Applications postponed by the Board of Commissioners will result in a minimum 60-day delay.

For further information on the Alternate Design application process, please call (770) 781-2115, x2634 .

The Unified Development Code (UDC) can be accessed by visiting [www.forsythco.com](http://www.forsythco.com) and entering Unified Development Code in the "What Can We Help You With" search bar at the top of the page.



## Checklist for Alternate Design applications

### Requirements for all applications

Application Form	<ul style="list-style-type: none"><li>Signed and notarized by Applicant and Property Owner(s)</li><li>Electronic Submittal Contact Form</li></ul>	<input type="checkbox"/>
Architectural Elevations	<ul style="list-style-type: none"><li>6 full size copies, folded</li><li>(1) 8.5" x 11" reduced copy</li></ul>	<input type="checkbox"/>
Site Plan (Required if changes affect the site layout.)	<ul style="list-style-type: none"><li>6 full size copies, folded</li><li>(1) 8.5" x 11" reduced copy</li><li>Shall be prepared by a land surveyor, professional engineer, landscape architect or architect licensed to practice in the state of Georgia if over 10 acres.</li><li>See <a href="#">§8-2.1(E)</a> and/or attached check list for site plan requirements</li></ul>	<input type="checkbox"/>
Boundary Survey	<ul style="list-style-type: none"><li>10 full size copies, folded</li><li>(1) 8.5" x 11" reduced copy</li></ul>	<input type="checkbox"/>
Legal Description	<ul style="list-style-type: none"><li>Must be a written metes and bounds legal description establishing a point of beginning and from the point of beginning give each dimension bounding the property, calling the directions, which the boundary follows around the property returning to the point of beginning. If there are multiple properties, all properties shall be combined into one legal description</li></ul>	<input type="checkbox"/>

### Application Process

### Key Deadlines

#### Application Submittal

See calendar for deadline

Applicant will be notified of completeness status 5 business days after submittal deadline  
Complete revised submittals are due 3 business days after revision request in order for the application to be placed on a public hearing agenda.

#### Public Hearing Sign(s)

Sign(s) posted on subject property

Applicant will be notified via email when sign(s) are ready for pick up  
The sign affidavit and photos must be submitted by 5:00 p.m. on the deadline date communicated by staff.  
Failure to submit the sign affidavit and photos by the deadline will result in postponement of your public hearing

#### Board of Commissioners Meeting

Public hearing for Alternate Design application  
Final decision on application request may result in approval with or without conditions, withdrawal with or without prejudice, or denial  
Attendance is optional, but encouraged

See calendar for meeting dates  
Postponement of decision to a subsequent meeting may occur

### **SITE PLAN CHECK LIST**

This document is provided as a resource for the applicant to assist in the preparation of site plans to be submitted in support of applications. The items listed below reflect the minimum information that shall be included on all site plans submitted as part of the public hearing process. Additional performance standards may apply.

<input type="checkbox"/>	Proposed layout of streets, alleys, lots, and pedestrian circulation systems
<input type="checkbox"/>	Lot or tract dimensions with required setbacks shown to scale
<input type="checkbox"/>	Required and proposed buffers
<input type="checkbox"/>	Required and proposed landscape areas, common areas, and open space
<input type="checkbox"/>	Proposed structures with square footages (except for single family residential subdivisions)
<input type="checkbox"/>	Proposed uses for each structure (e.g. retail sales, offices, townhouses, etc.)
<input type="checkbox"/>	Existing and proposed zoning districts of the subject property and abutting property
<input type="checkbox"/>	Existing and proposed location and use of all structures on the subject property
<input type="checkbox"/>	Existing and proposed right-of-way locations and dimensions and names of all roads and streets bounding the subject property
<input type="checkbox"/>	Driveways and parking areas with number of provided parking spaces
<input type="checkbox"/>	Loading and unloading facilities
<input type="checkbox"/>	Preliminary and existing locations of storm drainage and structures
<input type="checkbox"/>	Preliminary and existing locations and point of access for major utility lines (e.g. water, gas, electric, etc.)
<input type="checkbox"/>	Preliminary and existing wastewater facilities including areas reserved for drain fields and septic tanks or point of access, sewer easements and manholes
<input type="checkbox"/>	Tax map/parcel number and owner name of subject property and all abutting property owners as shown on current county tax map records
<input type="checkbox"/>	Existing tree canopy (general location of existing canopy as indicated on the county GIS aerial photography)
<input type="checkbox"/>	Preliminary locations of environmental conditions (e.g. streams, wetlands, watershed protection districts, flood hazard areas, river corridor boundaries, groundwater recharge areas, etc.)



**Public Participation Process for Alternate Design applications**

**Sample Public Notice Letter:** [\(UDC §8-5.4\(B\)\(2\)\(a\)\)](#)

**Alternate Design Sample Letter** (Date to be filled in at a later time)

Name  
Address  
Phone Number  
Application Number

Dear Neighbor,

We would like to inform interested property owners that an Alternate Design (AD) application has been submitted to Forsyth County regarding property located at \_\_\_\_\_.

We are proposing to \_\_\_\_\_.

We are requesting the following variances:

1.

A public hearing will be held on \_\_\_\_\_ at 5:00 p.m. at 110 E. Main Street, Suite 220, Cumming, GA 30040.

Enclosed is a copy of the alternate design elevations/site plan depicting the subject property and the proposed project. Additional information about this application may be obtained at [https://css.forsythco.com/EnerGov\\_Prod/SelfService/#/home](https://css.forsythco.com/EnerGov_Prod/SelfService/#/home).

If you have any questions, comments or concerns, please contact me at \_\_\_\_\_.

Sincerely,

Name  
Enclosure

**Public Participation Report**

The Public Participation Report shall be submitted per the schedule published by the department and include the following:

- |   |  |
|---|--|
| <input type="checkbox"/> Executive Summary        | <ul style="list-style-type: none"><li>• Summary of neighbors' questions or concerns regarding your application and answers you provided to address them. Please note in your summary if there were no questions or concerns.</li></ul>                   |
| <input type="checkbox"/> Supporting Documentation | <ul style="list-style-type: none"><li>• List of the parties that were notified, including homeowner associations</li><li>• Signed official USPS Certificate of Mailing forms</li><li>• Public notice letter that was sent to required contacts</li></ul> |

## 2024 Alternate Design

Below are the scheduled meeting dates. Dates and times are subject to change.

Please visit [www.forsythco.com](http://www.forsythco.com) for the latest information.

<b>Application Filing Deadline – 5:00 p.m.</b>	<b>Public Participation Report Submittal Deadline</b>	<b>Board of Commissioners Meeting Date</b>
January 2, 2024	February 29, 2024	March 7, 2024
February 13, 2024	April 11, 2024	April 18, 2024
February 27, 2024	April 25, 2024	May 2, 2024
April 2, 2024	May 30, 2024	June 6, 2024
May 14, 2024	July 11, 2024	July 18, 2024
May 28, 2024	July 25, 2024	August 1, 2024
July 1, 2024	August 29, 2024	September 5, 2024
July 30, 2024	September 26, 2024	October 3, 2024
September 3, 2024	October 31, 2024	November 7, 2024
October 1, 2024	November 27, 2024	December 5, 2024
October 28, 2024*	December 26, 2024*	January 2, 2025*
December 3, 2024*	January 30, 2025*	February 6, 2025*
December 30, 2024*	February 27, 2025*	March 6, 2025*

**\*Dates are tentative and subject to change**

**Note: This schedule is for Alternate Design applications only.**

**The Board of Commissioners' meeting is held in the Commissioners' Meeting Room on the 2<sup>nd</sup> Floor, Suite 220 of the Forsyth County Administration Building, 110 East Main Street, Cumming GA 30040 and starts at 5:00 p.m.**