



## Application Process for Sketch Plats

### Main Components of the Process

#### Prior to Application Submittal

- A pre-application meeting with planning staff is required for a Specialty District Application.
- Applicants must meet with the city or county Water & Sewer Department prior to submitting an application to identify the availability of sewer capacity and the location, connection and route of sewer lines. See [UDC §8-5.4\(G\)](#) for more information.
- A pre-submittal meeting with the County Arborist is required for any residential use on property of at least 10 acres, excluding Mixed Use Districts. A completed tree survey and site plan must be submitted to the County Arborist a minimum of 10 calendar days prior to the zoning review deadline. The pre-submittal meeting can be scheduled once the required documents have been received.
- 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 submittals must include all of the required items from the attached checklist 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 within 5 business days after the submittal deadline.
- Following the completeness check, staff will review the site plan for all applicable requirements listed in [UDC §8-2.1\(E\)](#).
- All subsequent submittals for completed applications should be uploaded through [CSS](#) under the same application number.
- Applications deemed incomplete should be resubmitted in totality as a new application.
- All documents must be uploaded in PDF format.

#### Zoning Review Meeting

- Zoning review meetings are held once a month; see calendar for meeting dates. You will be notified in writing of your specific date and time.
- Staff will meet with the applicant to provide a staff review to inform the applicant of additional necessary requirements as well as to provide a recommendation.
- Staff will discuss the procedures for public participation and submittal for board consideration.
- Staff feedback during the application process focuses on administrative and technical compliance to prepare the proposal for a public hearing agenda.
- Public Participation signs will be provided to applicants at Zoning Review meetings.

## Main Components of the Process Continued

### Public Participation

- A public participation meeting shall be conducted by the applicant Monday through Friday with a start time between 6:00 – 7:30 p.m.
- Meetings shall be held in a location relatively near the subject property, no earlier than 12 days after the Zoning Review Meeting.
- An audio and visual recording of the public participation meeting is required if the application involves a major subdivision or a minimum of 5,000 sq. ft. of non-residential building space.
- Public participation letters are to be mailed using the list provided by staff. Letters should be mailed in enough time to be received before the scheduled date of the public participation meeting.
- Public participation signs are to be posted on the subject property at least 10 days prior to the public participation meeting.
- Sign affidavit shall be submitted within 2 business days after the Zoning Review Meeting.

### Submittal for Board Consideration

- See calendar for deadlines.
- The following is required to submit for board consideration (all documents should be uploaded to [CSS](#) under the correct application number):
  - Application fee; see fee schedule.
  - Revised site plan, PDF format (if applicable).
  - Revised application and any revised or additionally requested submittal materials (if applicable).
  - Public Participation Reports, including an audio and visual recording in MP4 format (if applicable).
- 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.
- If the application is deemed complete, the staff will provide public hearing signs to be posted 30 days prior to the Public Hearing meeting.

### 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 sketch plat application process, please call 770-886-2780.

The Unified Development Code (UDC) can be accessed by visiting [www.forsythco.com](http://www.forsythco.com) and choosing Unified Development Code from the “What Can We Help You With” menu at the top of the page. Application requirements may be found in [Chapter 8, section 8-2.1 \(A – H\)](#) and [section 8-5.4 \(A – I\)](#).

## Application Process

## Key Deadlines

### Application Submittal

See calendar for deadline

Applicant will be notified of completeness status 5 business days after submittal deadline

### Zoning Review

Meeting with staff to review revisions and public participation meeting procedures

Applicant to post public participation sign and submit sign affidavit within 2 days after zoning review meeting

### Applicant Work Time

Time allowed to finalize application proposal

Maximum of 180 days after zoning review meeting

### Public Participation Meeting

Applicant to host meeting and send public participation letters

Meeting to be held a minimum of 12 days after zoning review meeting

### Board Consideration Submittal

Complete applications will be placed on a public hearing agenda  
See calendar for deadline

Public participation report and site plan revisions must be submitted approximately 2 weeks after zoning review meeting  
Applicant will be notified of completeness status 5 business days after submittal deadline

### Board of Commissioners Public Hearingg

Public hearing for sketch plats  
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

1st Thursday of the month; postponement of decision to a subsequent meeting may occur  
Applicant to post public hearing signs and submit sign affidavit 30 days prior to the public hearing

**Checklist for Sketch Plats****Unified Development Code**

Zoning and Application Procedures

Residential Districts

Commercial and Office Districts

Industrial and Mining Districts

Agricultural Districts

Supplementary Regulations for Specific Uses

Parking and Loading Regulations

Subdivisions and Land Development

Overlay Districts (If Applicable)

**Chapter Reference Guide**[Chapter 8](#)[Chapter 11](#)[Chapter 12](#)[Chapter 14](#)[Chapter 15](#)[Chapter 16](#)[Chapter 17](#)[Chapter 18](#)[Chapter 21](#)**Requirements for all applications**

Application Form

- Signed and notarized by Applicant and Property Owner(s)
- Electronic Submittal Contact Form

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Legal Description

- 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

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Boundary Survey

- 1 PDF
- Shall be prepared by a registered land surveyor
  - A survey plat approved by the department may be downloaded from the Forsyth County Clerk of Courts website ([resolution.forsythco.com](https://resolution.forsythco.com))

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Site Plan

- 1 PDF
- 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
- See [§8-2.1\(E\)](#) for site plan requirements and/or attached check list

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Confirmation of Paid Property Taxes

- May be downloaded from the Forsyth County Tax Assessor's website (<https://tax.forsythcountypay.com/>)

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Public Participation Letter or Plan

- See attached sample letters
- See [§8-5.4\(B\)](#) for full requirements

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Disclosure of Campaign Contributions

- Documentation of all contributions of \$100 or more

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Water and Sewer Pre-Application Meeting Letter

- County or city service area determines appropriate department
- See [§8-5.4\(G\)](#) for requirements

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**Checklist for Sketch Plats****Supplemental Materials for Specific Application Proposals****General**

Cell Tower	<ul style="list-style-type: none"><li>• Fee for 3rd party review; see fee schedule</li><li>• Supporting documentation</li></ul>	<input type="checkbox"/>
Coal Mountain Town Center Overlay	<ul style="list-style-type: none"><li>• Fee for 3rd party review; see fee schedule</li></ul>	<input type="checkbox"/>
Master Planned District (MPD)	<ul style="list-style-type: none"><li>• Supplemental application and Master Development Handbook</li></ul>	<input type="checkbox"/>
Mixed-Use Center District (MCD)	<ul style="list-style-type: none"><li>• Master Development Handbook</li></ul>	<input type="checkbox"/>
Mixed Residential District (MRD)	<ul style="list-style-type: none"><li>• Master Development Handbook</li></ul>	<input type="checkbox"/>
Senior Housing	<ul style="list-style-type: none"><li>• Supplemental application and supporting documentation</li></ul>	<input type="checkbox"/>
State Waters	<ul style="list-style-type: none"><li>• Buffer and impervious setback locations</li></ul>	<input type="checkbox"/>
Stream Buffer Variance	<ul style="list-style-type: none"><li>• Additional documentation</li></ul>	<input type="checkbox"/>
Water & Sewer Variance	<ul style="list-style-type: none"><li>• Memo from the Water &amp; Sewer Department that provides a preliminary recommendation regarding the variance and additional documentation</li></ul>	<input type="checkbox"/>

**Supplemental Materials for Specific Application Proposals****Commercial & Industrial**

Airport or Heliport/Helipad	<ul style="list-style-type: none"><li>• Affidavit</li></ul>	<input type="checkbox"/>
Large Scale Retail (over 40,000 s.f.)	<ul style="list-style-type: none"><li>• Traffic Study</li></ul>	<input type="checkbox"/>
Commercial Outdoor Recreational Facility	<ul style="list-style-type: none"><li>• Additional documentation</li></ul>	<input type="checkbox"/>
Heavy Industrial District (M2)	<ul style="list-style-type: none"><li>• Impact Statement</li></ul>	<input type="checkbox"/>
Mining Operations District (MINE)	<ul style="list-style-type: none"><li>• Additional documentation</li></ul>	<input type="checkbox"/>
Transportation / Utility Facility	<ul style="list-style-type: none"><li>• Impact Statement</li></ul>	<input type="checkbox"/>
Waste Facility: Landfill, Transfer Station, Recycling, Solid Waste Handling, etc.	<ul style="list-style-type: none"><li>• Staff will contact the Solid Waste Department for any additional, required documentation</li></ul>	<input type="checkbox"/>

**Residential**

All proposals	<ul style="list-style-type: none"><li>• Architectural Elevation Drawings</li></ul>	<input type="checkbox"/>
All proposals 150 or more units	<ul style="list-style-type: none"><li>• Traffic Study or Signed Waiver Form</li></ul>	<input type="checkbox"/>
Single Family Residential District (RES4)	<ul style="list-style-type: none"><li>• Proof of sewer capacity availability</li></ul>	<input type="checkbox"/>
Multi-Family Residential District (RES6)	<ul style="list-style-type: none"><li>• Proof of sewer capacity availability</li></ul>	<input type="checkbox"/>

**Environmental**

Metropolitan River Protection Act (MRPA)	<ul style="list-style-type: none"><li>• Additional documentation for all development within 2,000 feet of the Chattahoochee River</li></ul>	<input type="checkbox"/>
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**Public Participation Meeting:**

The purpose of the public participation meeting is to:

- a) Ensure that applicants pursue early and effective citizen participation in conjunction with their applications, giving them the opportunity to understand and try to mitigate any real or perceived impacts their application may have on the community;
- b) Ensure that the citizens and property owners of Forsyth County have an adequate opportunity to learn about applications that may affect them and to work with applicants to resolve concerns at an early stage of the process;
- c) Facilitate ongoing communication between the applicant, interested citizens and property owners, county staff and elected officials throughout the application review process;
- d) The public participation meeting is not intended to produce complete consensus on all applications, but to encourage applicants to be good neighbors and to allow for informed decision making.

**Sample Public Participation Letter: (UDC § 8-5.4(B)(2)(a))**

(information regarding meeting location, date, and time should be left blank to be filled in at a later date)

Name

Address

Phone Number

Application Number

Dear Neighbor,

We would like to inform interested property owners that a Sketch Plat application has been submitted to Forsyth County regarding property located at \_\_\_\_\_. We are proposing to

\_\_\_\_\_.

A public participation meeting will be held on \_\_\_\_\_ at \_\_\_\_\_ p.m. at \_\_\_\_\_. This meeting is not the public hearing. Its purpose is to provide neighbors and interested parties the opportunity to meet with the applicant, ask questions and voice concerns regarding this application.

Enclosed is a copy of the conceptual 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 include a written explanation of the results of the implementation of the public participation plan. The report shall be submitted at the time of filing for board consideration per the department's deadline schedule.

#### **Minimum Requirements:** (UDC § 8-5.4(C)(1))

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|--|---|
| <input type="checkbox"/> Executive Summary                     | <ul style="list-style-type: none"><li>• Summary of public participation meetings including dates, times, locations of all meetings that occurred</li><li>• List of parties that were notified, including homeowner associations</li><li>• Summary of attendee concerns per meeting</li><li>• Composite summary of all concerns that will be addressed on the site plan or via applicant requested zoning conditions</li><li>• Composite summary of all concerns that will not be addressed and the reasons why</li></ul>  |
| <input type="checkbox"/> Applicant Requested Zoning Conditions | <ul style="list-style-type: none"><li>• List of all applicant requested zoning conditions</li><li>• List of all applicant requested modifications to recommended staff zoning conditions and reasons for requested change</li></ul>   |
| <input type="checkbox"/> Supporting Documentation              | <ul style="list-style-type: none"><li>• Meeting sign-in sheets from all citizen meetings</li><li>• Signed official USPS Certificate of Mailing forms</li><li>• Public participation letter that was sent to required contacts</li><li>• Letters, notices, newsletters or any other publication used for public participation efforts</li><li>• An audio and visual recording of the Public Participation Meeting is required if the application involves a major subdivision or a minimum of 5,000 square feet of non-residential building space.</li><li>• Recordings in MP4 format are required</li></ul> |

### **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. Reference <a href="#">UDC §10-1.5</a> and <a href="#">§10-1.15</a> for exemptions
<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"/>	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, flood hazard areas, river corridor boundaries)





## Public Engagement

### What is Public Engagement?

Public engagement affords residents an opportunity to have their voices heard when land use changes are proposed in the county. It is a required and integral part of the zoning process.

Through use of notifications and public meetings, we strive to keep citizens informed of pending applications and upcoming public meetings and hearings.

### The Process

Most applications begin the public engagement process one month after initial submittal.

The following items are required to be submitted:

- Application form
- Concept plan
- Public participation plan
- Other documentation as indicated in the Forsyth County Unified Development Code

### Types of Applications

**Alternate Design:** A request for a design plan not meeting all of the non-numerical standards of the applicable Overlay District and requires approval through the public hearing process.

**Conditional Use Permit:** A request for land use that is not allowed by right within the current zoning district and requires approval through the public hearing process.

**Home Occupation Permit:** A request to allow a business to operate from a residence and requires approval through the public hearing process.

**Mobile Vending Permit:** A request to allow the operation of mobile vendors on parcels of land permitted for such use and requires approval through the public hearing process.

**Rezoning:** A request to change land use from one zoning district to another and requires approval through the public hearing process.

**Sketch Plat:** A request for review of a detailed site plan of a proposed development prior to construction in order to ensure development compliance with county ordinances and regulations and requires approval through the public hearing process.

**Zoning Condition Amendment:** A request to modify approved zoning conditions and requires approval through the public hearing process.

## Be Informed

Application documentation may be accessed online via our Customer Self Service Portal: [CSS Portal](#)

**Mailed Notification:** Letters notifying surrounding neighbors located within 500 ft. of the subject property boundary are required to be mailed by the applicant prior to the public participation meeting. Planning staff provides the list of individuals and subdivisions to be contacted.

**Legal Advertisement:** Public hearings are advertised in the Forsyth County News at least 15 days prior to the hearing for Rezoning, Conditional Use Permits, and Zoning Condition Amendments and at least 30 days prior to the hearing for Alternate Design, Home Occupation Permits, Mobile Vending Permits, and Sketch Plats.

**County Website:** Agendas for public hearings are posted on the county's website approximately two weeks prior to the meeting.

**Contact Your Officials:** Additional contact information can be found on the county website: [forsythco.com](http://forsythco.com)

## How to Get Involved

There are several ways to be involved in the process: Attend meetings, speak at Planning Commission public hearings, Board of Commissioners meetings, and contact your elected and appointed officials.

## Meetings and Hearings

**Public Participation Meeting:** The applicant is required to hold a meeting locally to allow adjacent property owners to learn about the proposal, ask questions and have their concerns documented. Staff neither conducts nor appears at this meeting, but the applicant is required to submit a report on what occurred during the meeting.

**Planning Commission Public Hearing:** Open to the public. This meeting is to address pending applications via the public hearing process. The Planning Commission will make a recommendation to the Board of Commissioners for approval or denial. Public hearings are required by state law.

**Board of Commissioners Meeting:** Open to the public. There is an opportunity for public comment for rezonings or Conditional Use Permits twice during the meeting when the public may address any county-related issues. Ten speakers are permitted to address the board for up to three minutes each. The commissioners are at liberty to make a final decision on each application on the agenda during the meeting.

## Public Signage

Signs advertising public meetings are posted along each public street bordering the subject property. The following information can be found on each sign:

### Public Participation Meeting

- Application number
- Description of the proposal
- Date, time and location of the meeting

Public participation meeting signs are posted a minimum of 10 days prior to the meeting.

## Public Hearing

- Application number
- Description of the proposal
- Date, time and location of the meeting

Public hearing signs are posted a minimum of 21 days prior to the hearing for Conditional Use Permits, Rezoning, and Zoning Condition Amendments.

Public Hearing signs are posted a minimum of 30 days prior to the hearing for Alternate Design, Home Occupation Permits, Mobile Vending Permits, and Sketch Plats.

Details related to the application number noted on the signage may be accessed online via our Customer Self Service Portal: [CSS Portal](#)

For inquiries on the public engagement process, contact:

Forsyth County Department of Planning & Community Development  
110 E. Main Street, Suite 100  
Cumming, GA 30040  
770-886-2780  
[forsythco.com](http://forsythco.com)

If there is interest in contacting an official on a particular application, the recommended step is to email the Planning Commission after a public participation meeting has been held:  
[planningcommission@forsythco.com](mailto:planningcommission@forsythco.com)

## 2024 Sketch Plats

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>Zoning Review Meeting</b>	<b>Board Consideration Filing Deadline – 5:00 p.m.</b>	<b>Board of Commissioners Meeting for Final Decision</b>
December 29, 2023	January 24, 2024	February 9, 2024	April 18, 2024
January 26, 2024	February 21, 2024	March 8, 2024	May 2, 2024
March 1, 2024	March 27, 2024	April 12, 2024	June 6, 2024
March 29, 2024	April 24, 2024	May 10, 2024	July 18, 2024
April 26, 2024	May 22, 2024	June 7, 2024	August 1, 2024
May 31, 2024	June 26, 2024	July 12, 2024	September 5, 2024
June 28, 2024	July 24, 2024	August 9, 2024	October 3, 2024
August 2, 2024	August 28, 2024	September 13, 2024	November 7, 2024
August 30, 2024	September 25, 2024	October 11, 2024	December 5, 2024
September 27, 2024	October 23, 2024	November 8, 2024	January 2, 2025
November 1, 2024	November 27, 2024	December 13, 2024	February 6, 2025
November 22, 2024	December 18, 2024	January 10, 2025	March 7, 2025
December 27, 2024	January 22, 2025	February 7, 2025	April 3, 2025

**Note: This schedule is for Sketch Plat applications only.**

**The Board of Commissioners Public Hearing 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.**