

MINOR SUBDIVISION/COMBINATION PLAT REVIEW CHECKLIST
Cherokee County Planning & Land Use

Date Received _____ Approved _____
Date Reviewed _____ Not Approved _____

Plat Name: _____
Subdivision: _____ Lot #(s): _____
District: _____ Land Lot(s): _____
Map: _____ Parcel(s): _____
Zoning: _____ Acres: _____ Total # of Lots: _____
Setbacks: (Front) _____ (Side) _____ Rear _____

Engineer/Surveyor/Designer: _____
Email: _____

Existing Address(es): _____

Assigned Address(es): _____

1. _____ Plats uploaded to cityview portal shall be a pdf and shall be full size of the drawing scale stated thereon.
2. _____ Indicate caption information (land lot/district/section/county/state/subdivision name and lot number(s))
3. _____ Indicate type of plat and any revision dates including brief explanation of each revision (if applicable)
4. _____ Indicate date plat was prepared
5. _____ Indicate scale (both stated & graphic)
6. _____ Indicate magnetic north arrow
7. _____ Indicate acreage or square footage of property and each lot
8. _____ Indicate zoning, building setbacks and minimum lot width
9. _____ Indicate zoning buffers (Article 10 or BOC imposed)
10. _____ Show all existing structures
11. _____ Indicate rezone case # or variance case # (if applicable)
12. _____ Indicate land lot lines, district lines, section lines, city or county boundaries, adjacent or intersecting property lines
13. _____ Indicate exact boundaries with bearings and distances
14. _____ Indicate all curve elements
15. _____ Indicate all street names with right-of-way width
16. _____ Show minimum 50' County maintained road frontage or minimum 35' on eyebrows and cul-de-sacs
17. _____ Indicate where easements or encroachments access public roads (if pertinent)
18. _____ Indicate easements as being "Exclusive Ingress/Egress Easement" (if applicable)
19. _____ Indicate proper width of easement (20' per parcel or 60' for up to five parcels). If existing non-conforming easement, was it recorded prior to 1994 for one additional lot split?
20. _____ Indicate the equipment used for measurement
21. _____ Indicate monuments and markers
22. _____ Indicate closure error

23. _____ Indicate floodplain statement if property consists of five (5) acres or more
24. _____ Indicate surveyor information (name/address/telephone #/registration #)
25. _____ Provide land surveyor certification for filing plats. Plat must have a box with the following certification of the registered land surveyor, a **box** must be around this certification:

As required by subsection (d) of O.C.G.A. Section 15-6-67, this plat has been prepared by a land surveyor and approved by all applicable local jurisdictions for recording as evidenced by approval certificates, signatures, stamps, or statements hereon. Such approvals of affirmations should be confirmed with the appropriate governmental bodies by any purchaser or user of this plat as to intended use of any parcel. Furthermore, the undersigned land surveyor certifies that this plat complies with the minimum technical standards for property surveys in Georgia as set forth in the rules and regulations of the Georgia Board of Registration for Professional Engineers and Land Surveyors and as set forth in O.C.G.A. Section 15-6-67.

Surveyor shall sign on a line immediately beneath the certification on the plat.

26. _____ Provide seal of the land surveyor who has prepared the plat and is signing the surveyor's certification which shall be placed within or next to the surveyor's certification box.
27. _____ Also inside the surveyors certification box provide a blank area (2" in height and 3" in length) for Planning Department's electronic stamp and signature.
28. _____ If plat has multiple pages, provide page # for each applicable page and total # of sheets in the set shall be placed on each sheet in the same location
29. _____ Plat shall provide a 3" square box at the upper left hand corner which shall be reserved for clerk's office to append filing information
30. _____ Indicate Legacy Lot approval note & date granted by BOC (if applicable)
31. _____ Indicate 25' State Undisturbed Stream Bank Buffer, 25' County Undisturbed Stream Bank Buffer, 25' Impervious Stream Bank Buffer (150' Undisturbed Natural Buffer for Etowah and Little River)
32. _____ Indicate property owner's certification statement along with original signature(s) of all properties represented on plat. Statement should read as follows:
I hereby certify that I am the owner(s) of the property described hereon, which property is located within the jurisdiction of Cherokee County, Georgia.

****Please make sure all items required for recording are on survey****

REVIEW COMMENTS:

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

Please note:

Planning Review Fee - \$25.00 (1 lot)
\$75.00 (2-5 lots)

Digital Upload Fee- \$50.00