

# MINOR SUBDIVISION/COMBINATION PLAT REVIEW CHECKLIST

## CHEROKEE COUNTY

Building – Engineering – Environmental Health – Fire Marshal – GIS – Planning and Zoning – Stormwater Management

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Building: 678-493-6226

Environmental Health: 770-479-0444

GIS: 678-493-6050

Stormwater Management: 678-493-6074

Engineering: 678-493-6077

Fire Marshal: 678-493-6290

Planning and Zoning: 678-493-6101

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**PLEASE NOTE: Projects which are part of a larger plan of common development and/or require installation of infrastructure cannot be reviewed as a Minor Subdivision.**

1. \_\_\_\_\_ Plats uploaded to CityView portal shall be a PDF and shall be full size of the drawing scale stated thereon.
2. \_\_\_\_\_ If minor subdivision creates 5 lots and any of these lots are less than three (3) acres, contact Environmental Health.
3. \_\_\_\_\_ Indicate caption information (land lot/district/section/county/state/subdivision name and lot number(s)).
4. \_\_\_\_\_ Indicate type of plat (minor subdivision, lot split, lot line adjustment, combination plat) and any revision dates including brief explanation of each revision (if applicable).
5. \_\_\_\_\_ Indicate date plat was prepared.
6. \_\_\_\_\_ Indicate scale (both stated & graphic).
7. \_\_\_\_\_ Indicate magnetic north arrow and basis.
8. \_\_\_\_\_ Indicate acreage or square footage of property and each lot.
9. \_\_\_\_\_ Indicate zoning, building setbacks, and minimum lot width.
10. \_\_\_\_\_ Indicate zoning buffers (Article 10 or BOC imposed).
11. \_\_\_\_\_ Show all existing structures.
12. \_\_\_\_\_ Indicate rezone case # or variance case # (if applicable).
13. \_\_\_\_\_ Indicate land lot lines, district lines, section lines, city or county boundaries, adjacent or intersecting property lines.
14. \_\_\_\_\_ Indicate exact boundaries with bearings, directions and distances.
15. \_\_\_\_\_ Indicate all curve elements.
16. \_\_\_\_\_ Indicate all street names with right-of-way width.
17. \_\_\_\_\_ Show minimum 50' County maintained road frontage, minimum or minimum 35' on eyebrows and cul-de-sacs.
18. \_\_\_\_\_ Indicate where easements or encroachments access public roads (if pertinent).
19. \_\_\_\_\_ Indicate easements as being "Exclusive Ingress/Egress and Utility Easement" (if applicable).
20. \_\_\_\_\_ Indicate proper width of easement. If existing non-conforming easement, was it recorded prior to 1994 for one additional lot split?
21. \_\_\_\_\_ Indicate the equipment used for measurement.
22. \_\_\_\_\_ Indicate monuments and markers.
23. \_\_\_\_\_ Indicate closure error.
24. \_\_\_\_\_ Indicate floodplain statement if property consists of five (5) acres or more.
25. \_\_\_\_\_ Indicate surveyor information (name/address/telephone #/registration #).
26. \_\_\_\_\_ 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.**

27. \_\_\_\_\_ 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.
28. \_\_\_\_\_ Inside or near the surveyor's certification box provide a blank area (2" in height and 3" in length) for Planning Department's electronic stamp and signature.
29. \_\_\_\_\_ 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
30. \_\_\_\_\_ 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
31. \_\_\_\_\_ Indicate Legacy Lot approval note & date granted by BOC (if applicable)
32. \_\_\_\_\_ 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)
33. \_\_\_\_\_ 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.
34. \_\_\_\_\_ Add the following notes to the plat:
  - a. Prior to any building, erosion, or development permits being issued on these properties, a lot grading and erosion control plan, prepared by a Georgia Soil and Water Conservation Commission (GSWCC) Level II certified Design Professional, shall be submitted and approved by Cherokee County Engineering Department. Contact 678-493-6077 for additional information.
  - b. Development that will result in land disturbance equal to or greater than one (1) acre requires coverage under the applicable NPDES General Permit. The requirements for coverage include, but are not limited to, a Georgia licensed design professional preparing 3 phase erosion control plans for all intended disturbance associated with your project, and obtaining approval from Cherokee County as the local issuing authority.
  - c. It is the policy of Cherokee County that drainage easements are dedicated to the public use and are not accepted by Cherokee County for county maintenance and are not considered County property. Therefore, it is Cherokee County policy that no County forces or equipment shall be used to perform construction to any drainage easement within Cherokee County, unless said easement lies within Cherokee County right-of-way and/or said work is necessary to protect County right-of-way per Cherokee County Policy adopted January 14, 1997.
  - d. Property owners will be required to all required storm drainage easements off of the county right-of-way free of obstruction in such a way as to ensure the maximum designed flow at all times. The property owner shall not alter any drainage improvements without the prior written approval from the Cherokee County Engineering Department.
  - e. A United States Army Corps of Engineers Preconstruction Notification and erosion permit is required for any future piped stream crossings in sates waters.

- f. A Georgia Registered Design Professional shall design and permit all future storm drainage on these properties.
  - g. A Finished Construction FEMA elevation certificate will be required for any structure located within fifty horizontal feet of floodplain.
  - h. Any habitable structure shall be a minimum of 3.0' above the 100 year FEMA BFE, or 1.0' above the Cherokee County Future Conditions BFE, whichever is higher.
35. \_\_\_\_\_ Delineate all streams, show the State's Waters Buffers and the Cherokee County Impervious Setback. For State's Waters determinations, please contact the Development Inspection Manager at 678-493-6059.
  36. \_\_\_\_\_ Natural drainage channels that cross property lines (within the subdivided tract) should be delineated with a drainage easement.
  37. \_\_\_\_\_ Delineate approximate location of FEMA floodway, cross-sections, and elevations.
  38. \_\_\_\_\_ Delineate approximate location of Cherokee County Future Conditions Floodplain, cross-sections, and elevations.
  39. \_\_\_\_\_ Delineate approximate location of Cherokee County Future Conditions Floodplain, cross-sections, and elevations.
  40. \_\_\_\_\_ Accessory structures within the floodplain must meet all criteria set forth in the current Cherokee County Floodplain Ordinance.
  41. \_\_\_\_\_ Reference the updated F.I.R.M. panel, effective June 7, 2019 and state the appropriate community panel number.
  42. \_\_\_\_\_ United States Postal Service may require subdivisions with four or more lots to provide cluster mailboxes. Check with local postmaster specific to the zip code for the location of the project to verify this requirement.
  43. \_\_\_\_\_ For cluster mailboxes, vehicle parking and pedestrian access will require compliance with 2010 Americans with Disabilities Act (ADA) Standards:
    - a. At least one van accessible parking space with adjacent access aisle shall be provided per Section 502.
    - b. Signage will be required per Section 703.7.2.1.
    - c. An accessible route is required to comply with Section 401, 402, and 403 Ramp provisions are indicated in Section 40.
  44. \_\_\_\_\_ The location of all fire hydrants within 1000 feet of the new lots. 1000 feet from all fire hydrants to the most remote location on the new lots.
  45. \_\_\_\_\_ If the buildable area is more than 1000 feet from a fire hydrant, then the entire comment below must be put on the new minor subdivision:  
 Dear Developer/Owner:  
 The Cherokee County Fire Marshal's Office has reviewed your request to sub-divide the referenced property. The Cherokee County Fire Marshal's Office is providing comment(s) and information for you to consider. When you review the comments below please keep in mind the Insurance Services Organization (ISO) rating of our fire department in Cherokee County. ISO rated Cherokee County Fire & Emergency Services as a 2/2Y class fire department. The rating scale is from 1 as being the best and 10 as being no fire protection provided. The classification of 2Y within our rating is designated for those properties that are not within 1000 feet of a fire hydrant. The rating of a 2Y can and will most likely cause an increased homeowner's insurance premium. There have been cases where the 2Y rating has caused a homeowner's insurance premium to rise to triple their previous amount. Again, this is due to no fire hydrant within 1000 feet of the residence.
  46. \_\_\_\_\_ Fire Hydrant (If Recommended)  
 In order to ensure the lowest insurance premium rates and an adequate water supply for firefighting purposes, the Fire Marshal's Office is recommending you provide a fire hydrant(s) installed in a location so that once homes are built on the property there will be a fire hydrant within 1000 feet of any and all homes within this parcel of land. You will need to contact the Cherokee County Water Authority which provides the water services

for more information and requirements for the installation of any additional water lines and all fire hydrant installation requirements. Once the water line and fire hydrant are approved and installed please contact the Fire Marshal's Office so they can update their records and maps for the property as needed. If the water authority rejects your request or if you choose not to add additional water lines or fire hydrants, please advise the Fire Marshal's Office so they can update their records and maps for the property as needed.

47. \_\_\_\_\_ Fire Department Vehicle Access (If Recommended)

Fire department access to properties is paramount in our ability to access properties for a more effective firefighting strategy. Fire department access roads should be 20 feet wide, less than a 10% grade and be of an all-weather/all-season surface capable of supporting 75,000 pounds. If the public/private access drive is longer than 150 feet, it will need to have an approved turnaround at the end.

48. \_\_\_\_\_ Add note on survey: All driveways will be required to obtain a driveway permit from the Cherokee County Engineering Department. Property owner will be responsible for making sure all driveways meet Cherokee County standards.

**FEE:**

Digital Upload Fee: \$50.00

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

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**STAFF USE ONLY**

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: \_\_\_\_\_

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Existing Address(es): \_\_\_\_\_

Assigned Address(es): \_\_\_\_\_

**REVIEW COMMENTS:**

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