

MINOR SUBDIVISION PLAT REVIEW CHECKLIST

Cherokee County Planning & Land Use

Date Received _____

Approved _____

Date Reviewed _____

Not Approved _____

Plat Name: _____

Street: _____

District: _____ Land Lot(s): _____

Map: _____ Parcel(s): _____

Zoning: _____ Acres: _____ Total # of Lots: _____

Setbacks: (Front) _____ (Side) _____ Rear _____

Engineer/Surveyor/Designer: _____

Contact Name: _____

Contact Mailing Address: _____

Phone: _____ Email: _____

Existing Address(es): _____

Assigned Address(es): _____

1. _____ Paper size not larger than 17" x 22"
2. _____ Indicate caption information (land lot/district/section/county/state/subdivision)
3. _____ Indicate date plat was prepared
4. _____ Indicate scale (both stated & graphic)
5. _____ Indicate magnetic north arrow
6. _____ Indicate acreage or square footage of property and each lot
7. _____ Indicate land lot lines, district lines, section lines, city or county boundaries, adjacent or intersecting property lines
8. _____ Indicate exact boundaries with bearings and distances
9. _____ Indicate all curve elements
10. _____ Indicate all street names with right-of-way width
11. _____ Show minimum 50' County maintained road frontage or minimum 35' on eyebrows and cul-de-sacs
12. _____ Indicate where easements or encroachments access public roads (if pertinent)
13. _____ Indicate easements as being "Exclusive Ingress/Egress Easement" (if applicable)
14. _____ 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 1 additional lot split?)
15. _____ Indicate the equipment used for measurement
16. _____ Indicate monuments and markers
17. _____ Indicate closure error
18. _____ Indicate floodplain statement if property consists of five (5) acres or more
19. _____ Indicate surveyor information (name/address/telephone #/registration #)
20. _____ Indicate surveyor's stamp & original signature in contrasting ink
21. _____ Show all existing structures (if applicable)
22. _____ Indicate Legacy Lot approval note & date granted by BOC (if applicable)
23. _____ Indicate zoning buffers (Article 10 or BOC imposed)

- 24. _____ Indicate 25' State Undisturbed Stream Bank Buffer, 25' County Undisturbed Stream Bank Buffer, 25' Impervious Stream Bank Buffer (150' Undisturbed Natural Buffer: Etowah & Little River)
- 25. _____ 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.
- 26. _____ Indicate Signature Block for Planning and Land Use approval. Signature block should read as follows:
Planning and Land Use reviews plats for compliance with Cherokee County requirements and minimum technical standards for land surveying in Georgia. Planning and Land Use is not responsible for matters of title or property line discrepancies. This survey plat meets minimum zoning requirements and is approved for recording.

COMMENTS:

Customers

- Survey Plats are reviewed on a first come, first serve basis only. Due to the volume of plats received daily there is approximately a 2 week turn-around time for review. If your survey needs to go back to the surveyor for changes, there will be additional review time.
- Boundary survey approval by this department does not guarantee lots are buildable.
- Review fees are \$25.00 for one (1) lot and \$75.00 for 2-5 lots.
- If your boundary survey plats are not approved at initial submittal, you will be contacted regarding revisions needed. You will have thirty (30) days from the day you are contacted to submit the revised surveys. If revisions are not received by this date, the application would become null and void.
- Upon approval you will need to submit three (3) copies with original signatures in contrasting ink for Planning Department's signature.