

Contact Information	Contact Name: _____ Telephone No.: _____ Contact Mailing Address: _____ Email Address: _____
Surveyor/ Engineer/ Design Professional Information	Surveyor / Engineer / Design Professional: _____ Development Name: _____ Unit: _____ Street: _____ District: _____ Section: _____ Land Lot(s): _____ Map: _____ Parcel: _____ Zoning: _____ Acres: _____ Total No. of Lots: _____ Setbacks: Front: _____ Side: _____ Rear: _____
Does this property need a 911 address? <input type="checkbox"/> Yes <input type="checkbox"/> No Existing address(es): _____	
<p>Please read before signing. There is approximately a two week review period. If your survey needs to go back to the surveyor for changes, there will be additional review time. Boundary survey approval does not guarantee that lots are buildable. You will have thirty (30) days from the day you are contacted to submit revised surveys. If these revisions are not received by this date, the application will become null and void.</p>	
Signature: _____ Date: _____	
DO NOT WRITE BELOW THIS LINE	
Date received: _____ Received by: _____ Project No.: _____ Fees: \$ _____ Due Date: _____	

Minor Subdivision Plat Review Checklist

- Paper size not larger than 17 x 22
- Submit three (3) originals
- Indicate caption information (Land, district, section, county, state, subdivision)
- Indicate date plat was prepared
- Indicate scale (Both stated and graphic)
- Indicate magnetic North Arrow
- Indicate surveyor information (Name, address, registration No, etc.)
- Indicate surveyor's stamp and original signature in blue ink
- Indicate acreage or square footage of property
- Indicate minimum lot width
- Indicate where easements or encroachments access public roads (if pertinent)
- Indicate proper widths of right-of-ways adjacent to or crossing property
- Indicate easements as being "Exclusive Ingress/Egress Easement" (if applicable)
- Indicate proper width of easement (20' per parcel) (if applicable)
(If existing non-conforming easement, was it recorded prior to 1994 for one additional lot split)
- Indicate land lot lines/district lines/section lines/ city or boundaries/adjacent/or intersecting property
- Indicate floodplain statement if property consists of five (5) or more acres
- Indicate legacy lot approval note and date granted by BOC (if applicable)
- Indicate equipment used for measurement
- Indicate monuments and markers
- Indicate closure error
- Indicate all curve elements
- Indicate all street names
- Indicate 25' State Undisturbed Stream Bank Buffer, 25' County Undisturbed Stream Bank Buffer, 25' Impervious Stream Bank Buffer (150' Undisturbed Natural Buffer; Etowah River)
- Show all existing structures (if applicable)
- Show minimum 50' city maintained road footage or minimum 35' on eyebrows and cul-de-sacs

Submit: (4) Bond Copies; 17x22 with signature in color blue

Review Fees: \$25.00 for one (1) lot
 \$75.00 for 2 – 4 lots

Once approved and recorded; submit a pdf of the final plat that contains all signatures.