



**REQUEST FOR RE-PLATTING OF  
HISTORICAL RESIDENTIAL LOTS  
BUREAU OF PLANNING  
CITY OF ATLANTA, GEORGIA**



**A Note to Applicants for Lots of Record Re-Platting Requests:**

As of September 24, 2007, the procedure for the administrative reinstatement of historic lots of record has changed. You are now required to attend a scheduled NPU meeting in order to present the information to the NPU general body for comment and review. You are also required to attend the scheduled Lot of Record Review Meeting; both meetings will be scheduled once an application is submitted. Once the NPU process has been completed, we will complete the review process to determine whether the lots can be reinstated or if more information is needed. Properties involved in lots of record requests are subject to site visits by Bureau of Planning Staff upon receipt of any application.

Note, if the configuration or square footage of the lots does not match the dimensions of the historic lots for reasons other than right of way acquisition, the lots are not eligible to be split using this procedure. As with all residential lots within the City, a subdivision request can be submitted for review for compliance to the subdivision ordinance, site development standards and zoning requirements.

**An application review fee of \$ 40.00 (per lot) for the first two lots with \$ 20.00 per lot for any additional lot is due at the time of filing the application.**

The following information is needed for all lots of record requests:

- Five copies (one certified copy) of the historic plat, which proves that the lots existed as requested. The historic plat should clearly outline the boundary dimensions of the subject lot and must be legible. This historic plat information should come from a source recognized as an official holder of the data that can be used to help make this type of determination. Information from the Tax Assessor, sewer maps, Sanborn maps or maps from the Atlanta History Center are not official sources of data.
- A title search must be performed concerning the transfer of title over the entire life of all lots that are requested and would result if the application is approved. Submit a full and unbroken abstract of title for the exact legal description to be acknowledged which meets the current Title Standards of the State Bar of Georgia and which is attested to by an attorney licensed by the State of Georgia. If the warranty deeds do not continuously reference the desired historic lots with separate metes and bound legal descriptions, the application can not be approved. Complete copies of the required deeds must be presented with the submission.
- 5 copies of a survey or plat (no larger than 17"x 22") must be provided (reduced copies will not be accepted) with the information referenced below:
  - Survey must show all resultant property lines as solid lines that match the configuration of the historic lot lines. The proposed subdivision will show the setbacks for the current zoning classification (as dashed lines) within the lot, dimensioned lot lines (bearings and lengths) and size of the resultant lot(s) by square footage and acreage (3-place accuracy).
  - The new surveys should reflect the name, size & extents of all bordering right of ways. The new survey should show the current names of the streets and must also reference the former name as shown on the historic plat (if the street names are different than the current names of the streets). The referenced lots should reflect the original lot numbers according to the historic plat reference and the corresponding deeds.
  - Provide the distance from both edges of the lot to the nearest intersection on the same side of the street. Distance measurements must reference the current and former name of the street (if the street names shown on the historic plat are different than the current names of the streets).
  - The survey should reflect all existing conditions on the site, i.e., structures, driveways, retaining walls, fences, patios, decks, etc.
  - Survey must be prepared by a licensed surveyor. Surveyor must sign through seal.
  - Label all property pins (found or placed)
  - Boundary lines should be obtained from actual field-run survey records.
  - Applicants will be required to handle the recording of lots with the appropriate county office, including the payment of an \$8 fee in Dekalb County and a \$9 per page fee in Fulton County. Fifteen individually folded copies (print side out) must be returned to the Bureau of Planning.



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**INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED**

<b>DATE FILED</b> _____	<b>APPLICATION NUMBER</b> _____
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**ADDRESS(ES) OF PROPERTY** \_\_\_\_\_

(INDICATE ADDRESSES AND/OR PARCEL ID NUMBERS OF ALL PROPERTIES INVOLVED IN PROPOSED REPLAT)

**Lot of Record re-platting applications are processed on an “as requested” basis and requires that the applicant presents the Lot of Record request to the appropriate Neighborhood Planning Unit (NPU)**

NAME OF APPLICANT \_\_\_\_\_ PHONE NUMBER \_\_\_\_\_

NAME OF COMPANY \_\_\_\_\_ CELL NUMBER \_\_\_\_\_

E-MAIL ADDRESS \_\_\_\_\_ FAX NUMBER \_\_\_\_\_

STREET ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

IF MORE THAN ONE OWNER, LIST ADDITIONAL OWNERS ON A SEPARATE SHEET

NAME OF PROPERTY OWNER \_\_\_\_\_ PHONE NUMBER \_\_\_\_\_

ADDRESS \_\_\_\_\_ EMAIL \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

**INSTRUCTIONS FOR THE LOTS OF RECORD PROCESS ARE INCLUDED ON THE PREVIOUS PAGE:**

(NOTE – AN INCOMPLETE APPLICATION MAY CAUSE A DELAY IN REVIEW, DISTRIBUTION, BE RETURNED TO THE APPLICANT OR RESULT IN A DENIAL)

**PLAT INFORMATION**

**PLAT BOOK** \_\_\_\_\_ **PAGE NUMBER** \_\_\_\_\_ **SOURCE OF INFORMATION** \_\_\_\_\_

**I HEREBY REQUEST approval of the re-platting of the subject property according to the plans, which are submitted as part of this application. I HEREBY AUTHORIZE the staff of the City of Atlanta to inspect the premises of the above described property. I HEREBY SWEAR AND AFFIRM that all statements contained herein and attached hereto are true and correct to the best of my knowledge and belief.**

**Owner or Agent for Owner (Applicant)** \_\_\_\_\_



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**AFFIDAVIT PROVIDING  
CONSENT TO THE PROCEDURE FOR APPLICATION FOR LOT OF  
RECORD RE-PLAT**

I swear that I am the owner \_\_\_\_\_  
(INDICATE ADDRESSES AND/OR PARCEL ID NUMBERS OF ALL PROPERTIES INVOLVED IN PROPOSED RE-PLATTING)

\_\_\_\_\_ which is the subject of the  
attached application for land re-platting, and is shown in the records of \_\_\_\_\_ County, Georgia

I have read and understand the application and requirements for reinstatement of Historical Lots of Record in the City of Atlanta.

NAME OF OWNER _____ (PLEASE PRINT) SIGNATURE OF OWNER _____ OWNER'S TELEPHONE NUMBER _____ OWNER'S EMAIL ADDRESS _____
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**NOTARIAL STATEMENT FOR PROPERTY OWNER**

Sworn to and subscribed before me this \_\_\_\_\_ day of  
\_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
Notary Public





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**AFFIDAVIT  
AUTHORIZATION BY PROPERTY OWNER(S) FOR APPLICATION FOR  
HISTORIC LOT OF RECORD RE-PLAT**

I swear that I am the owner \_\_\_\_\_  
(INDICATE ADDRESSES AND/OR PARCEL ID NUMBERS OF ALL PROPERTIES INVOLVED IN PROPOSED RE-PLAT)

\_\_\_\_\_ which is the subject of the  
attached application for land subdivision, and is shown in the records of \_\_\_\_\_ County, Georgia

I authorize the person named below to act as my agent in the pursuit of this application for the re-platting of the  
subject property.

NAME OF APPLICANT _____
ADDRESS OF APPLICANT _____
APPLICANT'S TELEPHONE NUMBER _____
APPLICANT'S EMAIL ADDRESS _____
NAME OF OWNER _____ (PLEASE PRINT)
SIGNATURE OF OWNER _____

**NOTARIAL STATEMENT FOR PROPERTY OWNER**

Sworn to and subscribed before me this \_\_\_\_\_ day of  
\_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Notary Public`