

# SUBDIVISION APPLICATION PROCESS

The address of all properties considered for subdivision need to be verified through the Bureau of Buildings prior to submitting an application and written in the appropriate locations on the subdivision application.

Subdivision of property, wholly or partially located in the following historically designated districts require approval of the Urban Design Commission prior to submitting an application to the Bureau of Planning:

Cabbagetown Landmark District, Grant Park Historic District, Inman Park Historic District, Oakland City Historic District and the Whittier Mill Historic District.

Submit a typed Subdivision Application form and accompanying materials. Pay review fee (see check list). Inquire about the sidewalk requirement and the ability to request an installation waiver at this stage of the the process.

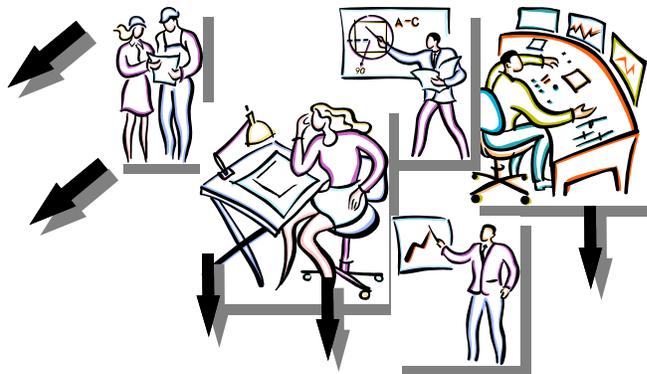


Provide 16 copies of a preliminary subdivision plat which include topography and a tree survey. Include 4 copies of full construction documents for projects proposing new drainage, sewer and/or roadway infrastructure. 3 hydrology studies must accompany construction documents.

Copies of application materials are distributed to designated review agencies for review and comments. While in review, Applicant must attend the scheduled Neighborhood Planning Unit meeting to present the proposal.

## Subdivision Review Agencies

Bureau of Planning  
 Bureau of Buildings  
 City Arborist  
 Fire Department  
 Water Department  
 Health Department  
 Urban Design Commission  
 Bureau of Traffic and Transportation  
 Atlanta Public Schools  
 Site Development Office  
 City Council  
 Neighborhood Planning Unit Chairperson  
 Neighborhood Planning Unit Zoning Contact



## SUBDIVISION REVIEW COMMITTEE

Comments received by review agencies are discussed with the Applicant at scheduled meeting.

Applicant addresses comments from the agencies and submits to the Bureau of Planning. After review by the Director of the Bureau of Planning and the Commissioner of Public Works, applicant is notified of approval or disapproval of plat. If disapproved, Applicant must revise the drawings and resubmit until it satisfactorily addresses all identified concerns.



Subdivision applications requiring the installation of infrastructure receive preliminary plat approval. Applicants can then apply for a Land Disturbance Permit to install the infrastructure.



Upon completion of installation of infrastructure and approval by the City, the applicant submits a final plat to the Bureau of Planning. Final Plat is approved by the Commissioner of Public Works and the Director of the Bureau of Planning. Approved final plat is recorded at the County Courthouse by the applicant. Fifteen copies of the final plat to be returned to the Bureau of Planning for data entry into the City's KIVA database system.