



# REQUEST FOR SPECIAL ADMINISTRATIVE PERMIT (SAP) ZERO LOT LINE SUBDIVISION CITY OF ATLANTA, GEORGIA

Applications are accepted Mondays 8:30-1:00 Tues/Wed/Thurs. 8:30-2:00

DATE RECEIVED \_\_\_\_\_

DATE FILED \_\_\_\_\_

APPLICATION NUMBER: \_\_\_\_\_

NAME OF APPLICANT \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

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

CELL NUMBER: \_\_\_\_\_

NAME OF COMPANY \_\_\_\_\_

FAX NUMBER: \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_

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

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

NAME OF OWNER \_\_\_\_\_

ADDRESS \_\_\_\_\_

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

I HEREBY REQUEST approval of the subdivision of the subject property according to the plans, which are submitted as a part of the application. I HEREBY AUTHORIZE the staff of the City of Atlanta to inspect the premise 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) \_\_\_\_\_

There is a thirty (30) day turnaround for each Zero Lot Line Special Administrative Permit (SAP) request. A foundation and some framing of the buildings/units must exist before Zero Lot Line applications can only be accepted. Addressing is the responsibility of the City of Atlanta. Should you wish a specific address please note request on next page.

### INSTRUCTIONS:

**Submittals:**

- A complete Zero Lot Line Application, including Project Description Summary and Authorization of Property Ownership Forms.
- One (1) copy of the master plan of the proposed development (if development is being built in phases).
- Four (4) copies of a clear and legible survey or plat at a size no larger than 17 x 22.
  - The survey or plat should show solid and dimensioned lot lines (bearings and lengths) for the boundaries of the overall parcel and for each footprint/lot to be considered for zero lot line approval. Boundary lines should be obtained from actual field-run survey records.
  - New street names must be approved by the Bureau of Planning prior to the submission of an application (where applicable).
  - All lots on new streets must reflect the addresses that have been approved by the Bureau of Buildings within the lot or the footprint of each proposed dwelling.
  - Surveys should reflect the name, size and extents of all bordering rights of way.
  - Surveyor must sign through seal.
  - The survey must be scalable. One actual inch must equal the distance referenced on the survey.
- Provide a copy of recorded covenants that address all ownership and maintenance concerns.
- Application fee of \$250 for a Zero Lot Line Special Administrative Permit in all SPI Zoning Districts. The application fee is \$100 for all other zoning districts. Checks must be payable to the City of Atlanta.
- 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 or a \$9 per page fee in Fulton County. Twenty individually folded copies must be returned to the Bureau of Planning.





**REQUEST FOR SPECIAL ADMINISTRATIVE PERMIT  
(SAP)  
ZERO LOT LINE SUBDIVISION  
CITY OF ATLANTA, GEORGIA**

**AFFIDAVIT  
AUTHORIZATION BY PROPERTY OWNER  
APPLICATION FOR ZERO LOT LINE SUBDIVISION  
CITY OF ATLANTA, GEORGIA**

I swear that I am the owner of \_\_\_\_\_  
*(Indicate addresses and/or parcel ID numbers of all properties involved in proposed replatting)*

\_\_\_\_\_ which is the subject of the attached  
application for zero lot line 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 subdivision of the  
subject property.

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NAME OF APPLICANT \_\_\_\_\_

ADDRESS OF APPLICANT \_\_\_\_\_  
\_\_\_\_\_

APPLICANT'S TELEPHONE NUMBER \_\_\_\_\_

APPLICANT'S EMAIL ADDRESS \_\_\_\_\_

NAME OF OWNER \_\_\_\_\_

SIGNATURE OF OWNER \_\_\_\_\_

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Sworn to and subscribed before me this \_\_\_\_\_ day of  
\_\_\_\_\_, 200\_\_\_\_\_

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