

DEPARTMENT OF CITY PLANNING
55 TRINITY AVENUE, S.W. SUITE 3350 – ATLANTA, GEORGIA 30303-0308
404-330-6145 – FAX: 404-658-7491

www.atlantaga.gov

## ARCHIVES RECORD REQUEST FORM

The Office of Zoning and Development archival database consists of dockets that were accepted since 1953 for the following types of cases: **Rezonings, Special Use Permits, Variances, Special Exceptions, Appeals, Subdivisions, Special Administrative Permits.** The Office of Design archival database consists of dockets that were accepted since 1975 for Historic Preservation Reviews including: **Certificates of Appropriateness, Review and Comments, and Designations.** Files are maintained offsite, therefore, requests are processed in the order received and may take up to 2 weeks before files can be retrieved.

Requestors must provide the relevant case number (i.e. Z, U, V, SD, CA, RC, N/D, SAP, BL) in order for the Archives Division to retrieve the files. Files cannot be ordered based on an address. Requests without the relevant file number will not be processed.

Please request the following file(s) from the Records Management Department:

Rezoning	Special Use	Variance/Special	Subdivision	Historic	SAP
Case Number	Permit	Exceptions/Appeal	Case Number	Preservation	Case Number
	Case	Case Number		Case Number	
	Number				
Z-	U-	V-	SD-		
Z-	U-	V-	SD-		
Z-	U-	V-	SD-		
Z-	U-	V-	SD-		

By submitting this request, you understand the above statement. You will be notified by staff once the file(s) is available.

Requestor's Name

Email Address

Phone Number

Please email the completed form to:

Brenda Horton Warner (Zoning Only)

City of Atlanta-Office of Zoning and Development bhwarner@atlantaga.gov

LNBattle-Williams@AtlantaGa.Gov

Office Use Only:	Transfer #	Box #	Date Ordered
	Transfer #	Box #	Date Ordered
	Transfer #	Box #	Date Ordered
	Transfer #	Box #	Date Ordered
	Transfer #	Box #	Date Ordered
	Transfer #	Box #	Date Ordered