



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

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

ZLL-

DATE RECEIVED _____	
DATE FILED _____	APPLICATION NUMBER: _____
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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 _____
<p>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.</p> <p>Owner or Agent for Owner (Applicant) _____</p>	
<p style="text-align: center;">There is a thirty (30) day review period for each Zero Lot Line Special Administrative Permit (SAP) request. A foundation/slab and some framing of the buildings/units must exist before Zero Lot Line applications can even be accepted.</p> <p style="text-align: center;"><u>Addressing is the responsibility of the City of Atlanta. Should you wish a specific address please note request on next page.</u></p> <p style="text-align: center;">INSTRUCTIONS:</p> <ul style="list-style-type: none"> • A complete Zero Lot Line Application, including Project Description Summary and Authorization of Property Ownership Forms. • One (1) copy of the approved construction plans of the proposed development (as approved by the Office of Buildings). • Four (4) copies of a <u>clear and legible</u>, to scale boundary survey on a format no larger than 24" x 36". <ul style="list-style-type: none"> • The survey or plat should show <u>solid and dimensioned</u> lot lines (bearings and lengths) for the boundaries of the overall parcel <u>and</u> for each 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 Office of Planning during to the review of the application (where applicable). • All lots on new streets must reflect the addresses that have been approved by the Office 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 and must be sealed and signed by the Surveyor. • Provide a copy of <u>recorded covenants</u> 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. • After approval of the zero-lot-line plat, applicants will be required to handle the recording of the approved plat with the appropriate county office, including the payment of an \$8 fee per page in DeKalb County or a \$9 fee per page in Fulton County. Nineteen individually folded copies of the recorded plat must be returned to the Office of Planning. 	

