CITY OF ATLANTA
DEPARTMENT OF PLANNING AND COMMUNITY DEVELOPMENT
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 City of Atlanta, Office of Planning archival database consists of dockets that were accepted between 1953 and 2012 for the following types of cases: **Rezoning, Special Use Permits, Variances, Special Exceptions, Appeals, Subdivisions and Urban Design.** 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) 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 Case Number	Special Use Permit Case Number	Variance/Special Exceptions/Appeal Case Number	Subdivision Case Number	Urban Design Case 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

_____

Assisting Staff

_____

Date of Request

Please email or fax the completed form to:

Ernestine Neal ***(Zoning Only)*** **City of Atlanta-Office of Planning** **eneal@atlantaga.gov** **(404) 494-1735 (fax)**	**Matthew Adams** ***(Urban Design Only)*** **City of Atlanta-Office of Planning** **mdadams@atlantaga.gov** **(404) 225-5803 (fax)**

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