

SUBDIVISION APPLICATION PROCESS

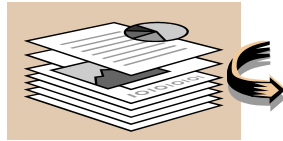
The address of all properties (parent tract) considered for subdivision needs to be verified through the Office of Buildings prior to submitting an application and written in the appropriate locations on the subdivision application.

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 Office 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 printed (or legibly handwritten) 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 process

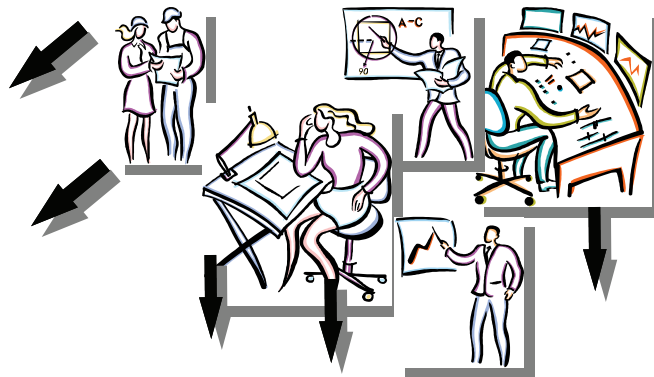


Provide 16 copies of a preliminary subdivision plat which include topography and a tree survey. Include 4 copies of full construction documents for projects proposing new drainage, sanitary sewers and/or roadway infrastructure. 3 copies of the hydrology study must accompany construction documents.

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

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



SUBDIVISION REVIEW COMMITTEE MEETING

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

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

Subdivision applications requiring the installation of infrastructure (e.g. new roadway, new sanitary and/or storm sewers) require preliminary plat approval. Applicants can then apply for a Land Disturbance Permit to install the new infrastructure.



Upon completion of installation of infrastructure and approval by the City, the applicant submits a final subdivision plat to the Office of Planning. Final Plat is approved by the Commissioners of Public Works and Watershed and the Director of the Office of Planning. Approved final plat is recorded at the County Clerk's Office by the applicant. Nineteen copies of the recorded final plat to be returned to the Office of Planning for data entry into the City's GIS database system.