

Application Process: Once the application is submitted, it will be assigned to a planner who will review the application for completeness. Completed applications will then be reviewed for conformance with the UDO, and routed to various city and county departments for review. If no concerns are raised then the application will be approved and routed to the Mayor for signature before recordation with the County Clerk. If concerns are raised by other city departments, then the plat will be presented to the City Council at their next regular meeting for their consideration, to take public testimony, and final decision regarding the application.

Materials to be submitted with this application:

1. Application fee, \$50. Record of proof of payment must be kept on file.
2. Exemption Plat, that contains all appropriate information required in the Douglasville UDO Sec. 11.07 B, Final Plat Specifications.
3. Title Information, to prove common ownership of subject properties.

Certification

I certify that I am signing this Application Form as an owner of record of the property included in the Application. I certify that the information and exhibits I have submitted are true and correct to the best of my knowledge. I understand that all materials required by the City of Douglasville must be submitted prior to having this matter processed. I understand that public hearings or meetings may be required. I understand that I must sign an Agreement of Payment for Application processing fees, and that additional fees or materials may be required as a result of considerations which may arise in the processing of this application. I understand that I am consenting to allow the City Staff involved in this application or their designees to enter onto and inspect the subject property at any reasonable time, without obtaining any prior consent.

All landowners are required to sign application. If additional space is needed, attach additional sheet signed and dated.

_____ Date: ____ / ____ / ____
Owner Signature

_____ Date: ____ / ____ / ____
Co-Owner Signature (if applicable)

<p>Department Use Only:</p> <p>Date Application found to be complete: _____ By: _____</p>
