



**APPLICATION FOR  
BOUNDARY LINE ADJUSTMENTS/ PLAT CORRECTIONS**

The procedure for approval of a Lot Consolidation / Boundary Line Adjustment / Plat Correction is set forth in Section 2.03.G of Unified Development Code (UDC). Generally, the process involves review by the Community Development Director.

Please complete the blanks with the requested information. If any of the information or required materials is missing or incomplete, the application will not be processed. Also, please note the required information requested on the back of this page.

Date of Application: \_\_\_\_\_

**APPLICANT**

Applicant Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: ( ) \_\_\_\_\_ - \_\_\_\_\_ Fax: ( ) \_\_\_\_\_ - \_\_\_\_\_ Email: \_\_\_\_\_

Project Representatives Names: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: ( ) \_\_\_\_\_ - \_\_\_\_\_ Fax: ( ) \_\_\_\_\_ - \_\_\_\_\_ Email: \_\_\_\_\_

Agent Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: ( ) \_\_\_\_\_ - \_\_\_\_\_ Fax: ( ) \_\_\_\_\_ - \_\_\_\_\_ Email: \_\_\_\_\_

Name of Engineer or Surveyor of Plat: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: ( ) \_\_\_\_\_ - \_\_\_\_\_ Fax: ( ) \_\_\_\_\_ - \_\_\_\_\_ Email: \_\_\_\_\_

Owner Name (If different from applicant): \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: ( ) \_\_\_\_\_ - \_\_\_\_\_ Fax: ( ) \_\_\_\_\_ - \_\_\_\_\_ Email: \_\_\_\_\_

(Note: A notarized statement signed by the property owner(s) authorizing the applicant to make this request shall be attached to the application.)

**EXISTING CONDITIONS**

Name of Subdivision: \_\_\_\_\_

Location and Boundaries of Property by Streets: \_\_\_\_\_

Legal Description (Attach additional sheet if needed.): Lot \_\_\_\_\_ Block \_\_\_\_\_

Addition/Subdivision or Metes and Bounds: \_\_\_\_\_

Assessor's Parcel Number: \_\_\_\_\_ Land Lot Numbers: \_\_\_\_\_ Districts: \_\_\_\_\_

Number of Lots: \_\_\_\_\_ Zoning District: \_\_\_\_\_

Total Number of Acres or Square Feet of Affected Property: \_\_\_\_\_

Future Land Use Classification: \_\_\_\_\_



**PROPOSED LOT CONSOLIDATION**

**Proposed Amended Name of Subdivision:** \_\_\_\_\_

**Approximate Number of Lots or Units to Be Created:** \_\_\_\_\_

**Number of Square Feet per Lot or Unit:** Lot/Unit 1 \_\_\_\_\_ sq. ft.; Lot/Unit 2 \_\_\_\_\_ sq. ft. ;  
 Lot/Unit 3 \_\_\_\_\_ sq. ft.; Lot/Unit 4 \_\_\_\_\_ sq. ft.; Lot/Unit 5 \_\_\_\_\_ sq. ft.

1. Is the affected property adequately served by public facilities and improvements?  Yes  No
2. If the answer to number 1. is No, describe the public improvements and streets required to ensure the lots or units are in conformance with applicable City regulations:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Proposed Use of Property:** \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_

**CONCERNS RELATED TO THE LOT CONSOLIDATION / BOUNDARY LINE ADJUSTMENT**

1. Have all acknowledgements been signed?
  - a. Owner(s) and lien holder(s)  Yes  No
  - b. Dedications or reservations  Yes  No
  - c. Engineer, surveyor or person preparing plat  Yes  No
  - d. Director of Planning and Zoning  Yes  No

2. Title Opinion:
  - a. Submitted (Date) \_\_\_\_\_  Yes  No
  - b. Have all the owners and lien holder(s) signed the plat?  Yes  No

3. Has certification been submitted stating that all taxes and special assessments due and payable have been paid?  Yes  No

4. Deed Restrictions:
  - a. Are any deed restrictions planned for the alternative subdivision?  Yes  No
  - b. If so, has a copy been submitted with the application and plat?  Yes  No

5. How has installation of the following improvements (if they are required to assure conformance) been guaranteed?

	<u>Construction</u>	<u>Bond</u>	<u>Payment</u>
Streets	_____	_____	_____
Water	_____	_____	_____
Sewer	_____	_____	_____
Sidewalks	_____	_____	_____
Other			
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____



**CONCERNS RELATED TO THE MINOR SUBDIVISION**

6. Is this property on the City water system?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is this property on a paved road?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is this property part of a subdivision?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is this property or any part of the property in a floodplain?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is this property or any part of the property in a watershed area?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Does this property include any bodies of water?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Does this property have dedicated roads?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<i>If yes, provide street names and linear footages.</i>		
7. Are additional comments attached?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

I, \_\_\_\_\_, hereby state that all of the above statements and statements contained in the documents submitted with this application are true.

\_\_\_\_\_  
**Signature of Applicant**

\_\_\_\_\_  
**Date**

**Required Materials to Accompany the Application:**

*The Community Development Director may waive informational requirements upon finding that the information is not required to determine compliance with UDC requirements.*

1. Copy of deed, lease, option agreement or other evidence of ownership or applicant's interest in the property. If the applicant is not the owner, attach a notarized statement signed by the owner authorizing the applicant to request the amendment;
2. A corrected or adjusted conveyance or plat, prepared by a professional land surveyor registered in the State of Georgia, including but not limited to the following:
  - a. Existing dimensions of all parcels involved;
  - b. New dimensions of parcels according to the proposed property line change;
  - c. Location and width of adjacent street and alleys;
  - d. Location and height of all structures on the property and distances from all property lines;
  - e. Assessor's map and lot numbers for each existing parcel;
  - f. Names of surrounding property owners and zoning districts adjacent to the property;
  - g. North point and scale (1" = 100');
  - h. A vicinity map on the drawing that indicates the area of request (no scale);
  - i. The title and recording date of the map being amended;
  - j. The data being amended and the correction of omission;
  - k. The professional land surveyor shall date, sign and seal the Certificate;
  - l. Place for certificate of recording;
3. Any other exhibits as may be required by the Community Development Director.
4. Subsequent to the recording of the plat, the original signed copy on mylar film, one additional hard copy with all certificates endorsed thereon, and one digital copy, positioned correctly in Georgia NAD\_83 State Plane Coordinates (in U.S. survey feet to the hundredth of a foot) and compatible with the Carroll or Douglas County Geographic System shall be filed with the Community Development Department. The map book, volume, and page numbers where the plat is recorded shall also be indicated on the copies.



CASE # \_\_\_\_\_  
LOT CONSOLIDATION /PLAT ADJUSTMENT /CORRECTION

---

**Return Form to:**  
**Planning & Zoning**  
**Community Development Department**  
**City of Villa Rica**  
**571 West Bankhead**  
**Villa Rica, GA 30180**

**678.785.1004 (T)**  
**770.459.7003 (F)**

**For Department Use Only**

Case No: \_\_\_\_\_

Filing Fee: \_\_\_\_\_

Date Received: \_\_\_\_\_

Pre-Application Conf: \_\_\_\_\_

Staff Comments/Findings: \_\_\_\_\_

Action and Date: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_



## Process

