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## Exemption/ Condominium Plat Checklist

No lot or parcel in the City of Marietta shall be combined, subdivided or have a boundary line revision without obtaining prior approval from the City. In those instances in which staff determines that the proposal does not require the dedication of additional street right-of-way or street improvements, or utility installations other than house connections, the applicant shall be required to submit an exemption plat. Properties cannot be divided or combined to create a split-zoned lot. Rezoning of property would be necessary to assure that all parcels of property are assigned only one zoning designation.

Applicant shall submit **5 copies** of plat for review to the Planning & Zoning Office **and a check in the amount of \$25 payable to City of Marietta.** The plat shall include, but is not limited to, the following information:

1. \_\_\_ Name, address & phone number of developer/owner
2. \_\_\_ Name, address & phone number of engineer/surveyor
3. \_\_\_ Title, graphic scale, north arrow, and date
4. \_\_\_ Note indicating purpose of plat
5. \_\_\_ Existing address(es) with tax identification number(s) and proposed address(es).
6. \_\_\_ Block and lot numbers (if applicable)
7. \_\_\_ Bulk and area regulations according to zoning designation
8. \_\_\_ Stipulations noted on plat (if applicable)
9. \_\_\_ Street names
10. \_\_\_ Boundaries and total area of the tract of land
11. \_\_\_ Location of existing structures including notation if they are to be retained or demolished (if a parcel is being divided, all buildings must be demolished prior to approval of the exemption plat)
12. \_\_\_ Names of adjoining property owners and/or subdivision names with zoning designation(s)
13. \_\_\_ Location of public right-of-way, easements (including type and size), and buffer areas
14. \_\_\_ Setback lines (on each lot): Front: ft. Rear: ft. Min Side: ft. Maj Side: ft.
15. \_\_\_ Signature of property owner, with date, next to the property owners information (i.e. name, address and phone number)
16. \_\_\_ The following signature endorsements are required on the plat:



**Department of Planning and Zoning**  
205 Lawrence Street  
Marietta, Georgia 30060  
Brian Binzer, AICP, Director

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It is hereby certified that this plat is true and correct prepared from an actual survey of the property made under my supervision on the ground.

“Registered Land Surveyor”

“Surveyor Number”

The undersigned, as Public Works Director of the City of Marietta, Georgia, hereby approves this exemption plat for the recording of same in the Office of the Clerk of the Superior Court of Cobb County.

“Public Works Director”

“Date”

“City of Marietta”

The undersigned, as Development Services Director of the City of Marietta, Georgia, hereby approves this exemption plat for the recording of same in the Office of the Clerk of the Superior Court of Cobb County.

“Development Services Director”

“Date”

“City of Marietta, Georgia”