



Application Number: \_\_\_\_\_

## City of Hogansville, GA Application for Lot Split Approval

*5 or less lots*

Property Owner Name \_\_\_\_\_

Address of Project \_\_\_\_\_

Zip \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Troup Tax Map No. \_\_\_\_\_

Acreage of the property? \_\_\_\_\_

Does it meet the zoning requirements? Yes  or No

What is it currently zoned as? \_\_\_\_\_

Will the proposed lots have their own road frontage? Yes  or No

Describe proposal – Please be as specific as possible.

---

---

---

---

---

Make sure to submit a digital survey/concept plan that shows the split within the plat

I certify that the foregoing information is true and correct,

this day of \_\_\_\_\_ 20 \_\_\_\_\_

\_\_\_\_\_  
Applicant's Signature

*(Affix Seal Here)*

\_\_\_\_\_  
Notary Public



## City of Hogansville, GA

### Checklist

#### **Route 1: Concept Plan Route**

##### **Step 1: Submit Concept Plan to Planning Commission**

- Submit lot split concept plan for review and approval

##### **Step 2: Planning Commission Review**

- Receive approval of the concept plan with the condition that the surveyed plat is completed

##### **Step 3: Submit Plat**

- Prepare final plat based on approved concept
- Submit final plat for Planning Commission chair signature

##### **Step 4: Record Plat**

- Record signed final plat at the **Troup County Clerk of Court's Office**

##### **Step 5: Notify Community Development Office**

- Provide a **recorded copy** of the plat to the Planning Office

#### **Route 2: Surveyed Plat Route**

##### **Step 1: Submit Surveyed Plat to Planning Commission**

- Submit a complete **surveyed plat** to Planning Commission for review

##### **Step 2: Planning Commission Signature**

- Obtain signature from Planning Commission on the surveyed plat

##### **Step 3: Record Plat**

- Record the signed plat at the **Troup County Clerk of Court's Office**

##### **Step 4: Notify Planning Office**

- Provide a **recorded copy** of the plat to the Planning Office

**Application Received:** \_\_\_\_\_

**Application Accepted:** \_\_\_\_\_

## Lot Split Application Instructions:

An application for a lot split approval must be completed and signed by the applicant and submitted to City Hall at least 7 days before the next regularly scheduled Planning Commission meeting.

The Planning Commission will consider the application at its next regular meeting. In order that any questions that arise may be answered, your presence at the meeting will be required. It is the practice of the Commission to deny any application where the applicant is not present. Witnesses may be called, and the applicant has the right to question any witness.

The Commission may, at its sole discretion, include any condition, requirement or limitation to a request which may be necessary to protect adjacent property owners and the public good. If at any time after the lot split has been issued, the zoning administrator or building inspector finds that the conditions imposed and the agreements made have not been or are not being fulfilled by the holder of the application, the APPLICATION shall be terminated.

## Site Plan Requirements:

*Site Plans shall contain the following information:*

1. Property owner and address
2. Street address of subject property
3. Total property acreage
4. Tax Map and Lot Number
5. Date prepared, Map Scale and North Arrow
6. Location of all property lines on neighboring properties and streets or alleys located 50 feet from subject property.
7. Names of adjacent property owners
8. Boundaries of all current zoning districts on the subject properties and all neighboring properties shown on the map. Each zoning district must be labeled.
9. Special markings (shading, cross hatching, or heavy outline) to identify the areas intended to be rezoned.
10. The general location of all existing structures or buildings on the subject property.

*SKETCH PLAN DOES NOT HAVE TO BE DRAWN TO EXACT SCALE OR PREPARED BY A PROFESSIONAL, BUT IT MUST BE NEAT AND PREPARED IN INK.*

Planning Commission Decision

Approved  Denied



## Owner Authorization Form

City of Hogansville

This is a written request from (property owner name): \_\_\_\_\_, the legal owner of Property (address): \_\_\_\_\_, Hogansville, Troup County, Georgia; Troup County Tax Parcel Number \_\_\_\_\_. At this time, we are requesting that the said property be considered for \_\_\_\_\_.

Esta es una petición escrita de (nombre del dueño) \_\_\_\_\_, el dueño legal de la Propiedad (dirección) : \_\_\_\_\_, Hogansville, Condado de Troup, Georgia ; El Número de Parcela Fiscal \_\_\_\_\_.

En este momento, estamos pidiendo que se considere la propiedad para estar \_\_\_\_\_.

---

Property Owner Signature/Firma del dueño

Date/Fecha:

*(Affix Raised Seal Here)*

Notary Public



## Third Party Authorization Form

City of Hogansville

This is a written request from \_\_\_\_\_, the legal owner of  
Property: \_\_\_\_\_, Hogansville, Troup County, Georgia and  
the Tax Parcel Number \_\_\_\_\_. I hereby grant authorization to  
\_\_\_\_\_ to act as the applicant or agent for submitting  
requests related to this property.

Esta es una petición escrita de \_\_\_\_\_, el dueño legal de la  
Propiedad: \_\_\_\_\_, Hogansville, Condado de Troup, Georgia y el  
Número de Parcela Fiscal \_\_\_\_\_. Por la presente autorizo a  
\_\_\_\_\_ a actuar como solicitante o representante para presentar solicitudes  
relacionadas con esta propiedad.

---

Property Owner Signature/Firma del dueno

---

Date/Fecha:

*(Affix Raised Seal Here)*

\_\_\_\_\_  
Notary Public