

MINOR SUBDIVISION PLAT APPLICATION
For Lot Line Rearrangements, Lot Combinations, and Lot Splits

Applicant's Name _____

Mailing Address _____

Daytime Phone Number _____

Email Address _____

Name of Subdivision _____

Location (Street Access) _____

Land Lot(s), District, Section _____

Total number of acres _____ Total number of lots _____

Items needed for first minor subdivision final plat review:

- (1) Complete this application form;
- (2) Final Plat Fee of \$50.00;
- (3) Two (2) original paper copies of plat
OR a PDF electronic file copy with original stamp and signatures sent via email or on thumb drive.
- (4) Current Deeds for subject property to verify ownership of the property
- (5) Draft Corrective quit claim deeds prepared with blanks for the exhibit Book and Page for review
(Example is attached for use, though staff recommends a real estate attorney review and prepare this document)

NOTE: No application will be accepted unless all necessary documents are submitted to the Plan Review Coordinator.

REVIEW OF MINOR SUBDIVISION FINAL PLATS: The Plan Review Coordinator shall review the documents and forward copies to the Douglas County Subdivision Review Staff for its technical advice as appropriate for the requested action. The review staff will provide comments back to the plan coordinator within approximately two weeks after the first submittal to discuss any problems or corrections necessary before final approval is granted. After verifying the plat adequacy, the Plan Review Coordinator shall stamp and sign the plat and submit to the applicant for recordation with the Clerk of Superior Court. The recorded version shall be used as the exhibit for the deeds conveying the property from the old plat depiction into the new plat depiction. The applicant will use the Book and Page numbers to fill in the blanks on the subsequent deeds. **THESE CORRECTING QUIT CLAIM DEEDS MUST BE PROPERLY SIGNED/NOTARIZED AND FILED BY THE APPLICANT/OWNER AS QUICKLY AS POSSIBLE WITH THE CLERK OF SUPERIOR COURT IN ORDER TO COMPLETE THE PROCESS. FAILURE TO SUBMIT CORRECTING DEEDS WILL RENDER THE PLAT PROCESS NULL AND VOID.**

FOR OFFICE USE ONLY

Date Received _____

Fee Paid _____

Conditions Met _____

Plat Book, Page Number _____

Logged _____

Recorded copies received _____

Prepared By

Name: _____

Address: _____

State: _____ Zip Code: _____

After Recording Return To

Name: _____

Address: _____

State: _____ Zip Code: _____

Space Above This Line for Recorder's Use

GEORGIA QUIT CLAIM DEED

STATE OF GEORGIA

COUNTY

KNOW ALL MEN BY THESE PRESENTS, That for and in consideration of the sum of
(\$ _____) in hand paid to

_____, a _____, residing at _____,

County of _____, City of _____, State of _____

(hereinafter known as the "Grantor(s)") hereby conveys and quitclaims to

_____, a _____, residing at _____,

County of _____, City of _____, State of _____

(hereinafter known as the "Grantee(s)") all interest which I (we) have, if any in the following
described real estate, situated in _____ County, Georgia, to-wit:

[INSERT LEGAL DESCRIPTION HERE OR ATTACH AND INSERT]

To have and to hold, the same together with all and singular the appurtenances thereunto
belonging or in anywise appertaining, and all the estate, right, title, interest, lien, equity and
claim whatsoever for the said first party, either in law or equity, to the only proper use,
benefit and behoof of the said second party forever.

Grantor's Signature

Grantor's Name

Address

City, State & Zip

Grantor's Signature

Grantor's Name

Address

City, State & Zip

In Witness Whereof,

Witness's Signature

Witness's Name

Address

City, State & Zip

Witness's Signature

Witness's Name

Address

City, State & Zip

STATE OF GEORGIA)

COUNTY OF _____)

I, the undersigned, a Notary Public in and for said County, in said State, hereby certify that _____ whose names are signed to the foregoing instrument, and who is known to me, acknowledged before me on this day that, being informed of the contents of the instrument, they, executed the same voluntarily on the day the same bears date.

Given under my hand this _____ day of _____, 20____.

Notary Public

My Commission Expires: _____