



## DOUGLAS COUNTY BOARD OF ASSESSORS

### APPRAISAL DEPARTMENT

**Location:**

6200 Fairburn Road  
Douglasville, Georgia 30134

**Mailing Address:**

8700 Hospital Drive  
Douglasville, Georgia 30134

**Telephone:** 770.920.7228

### *Policies and Procedures for Splitting and Combining Real Property in Douglas County*

1. To begin the process, a survey of the proposed changes must be taken to the Zoning Administrator of Planning and Zoning to seek approval.
2. Pursuant to Article 5, Section 502 (a) of the Douglas County Unified Development Code, once the survey has been stamped with Planning and Zoning's approval and recorded, parties would then need to execute appropriately titled deeds and record the deeds in the records of the Clerk of Superior Court of Douglas County.

Note: As of January 1<sup>st</sup>, 2025, following House Bill 1292, self-filers are no longer able to record real estate documents through the Clerk's office. Real estate documents must be recorded either through an attorney or online at <http://efile.gsccca.org>. If you need assistance with filing online, the help line may be reached at 1-800-304-5174 or via email to [help@gsccca.org](mailto:help@gsccca.org)

#### Contacts:

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Planning and Zoning: Austin Cronan (Zoning Administrator): Phone: 678-838-2060, Email: [acronan@douglascountyga.gov](mailto:acronan@douglascountyga.gov)

GIS/Mapping: Andrea McIntosh (GIS Analyst I): Email: [amcintosh@douglascountyga.gov](mailto:amcintosh@douglascountyga.gov) or Lisa Irelan (GIS Analyst II): Email [lirelan@douglascountyga.gov](mailto:lirelan@douglascountyga.gov)