



CITY OF FOREST PARK
785 Forest Parkway
Forest Park, Georgia 30297
Planning, Building and Zoning
(404) 608-2300

LAND COMBINATION APPLICATION

(Do not use for parcel separation)

Important Notice:

Please read the application carefully. The Planning, Building & Zoning Department will not accept an incomplete application. Submittal of partial or incomplete applications will not be accepted. This request is subject to all Planning, Building and Zoning requirements under the jurisdiction of the City of Forest Park. If you have any further questions concerning these requirements, please contact the City of Forest Park Planning, Building and Zoning Department for clarification.

Land Combination Application Checklist

Please submit the following materials in addition to this application:

1. **A Letter of Intent.** Include a typed letter describing the reason for the land combination request;
2. **Lot dimensions.** This includes dimensions of all tracts, both individually and combined;
3. **Legal descriptions.** List the legal descriptions for each lot to be combined by this application;
4. **Proof of ownership.** This includes a tax bill or deed;
5. **Maps of existing parcels.** This map must be drawn to scale. Must include three (3) hard copies and one (1) electronic copy, for each existing parcel, including total area and all lot line dimensions;
6. **Map of proposed combined parcels.** This map must be drawn to scale. Must include three (3) hard copies and one (1) electronic copy for the resulting combined parcel. This should include the total area and all lot line dimensions of the resulting combined parcel, the legal description of the resulting combined parcel, the location and legal description of existing and/or proposed easements and rights of way, the location of easements for public utilities and all existing improvements (buildings, pools, fences, etc.) drawn to scale and all distances from the improvements to proposed parcel boundaries;
7. **A copy of all existing or proposed deed restrictions (if applicable).** These restrictions would render a proposed parcel "not buildable". Note: the city may require that the applicant provide a title search from a title insurance company if it is reasonably necessary to show that previous land divisions or transfers do not preclude the proposed transfer(s) or that there are no deed restrictions which would render a proposed parcel 'not buildable'.
8. **A list of parcel ID numbers;**
9. **Pay fee.** The land combination application fee is \$250. The fee is due upon submission of this application.

Process

The City of Forest Park's approval is not the last step in the Land Combination Process. Should the application be complete and comply with city requirements for land combinations, city staff will approve your application. Once you have received notification of this approval, you should then contact the Clayton County Clerk of Superior Court, Real Estate Division to have the combination registered. Be advised that the Clerk of Superior Court may require additional information or additional fees for combined parcels.