



**Department of Development Services**  
205 Lawrence Street  
Marietta, Georgia 30060  
Rusty Roth, Director

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## Exemption 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. An exemption plat is a plat designed to combine and/or subdivide property, does not create more than three new parcels, and does not require the installation of new public infrastructure. The division of a parcel resulting in three or more new lots is considered a subdivision development and shall require the submittal of a preliminary plat, subdivision improvement construction plans, and final plat subject to City requirements. 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.

The plat shall include, but is not limited to, the following information:

1. Title, graphic scale, north arrow, and date.
2. Note indicating purpose of plat and including existing address(es) with tax identification number(s) and proposed address(es).
3. Bulk and area regulations according to zoning designation.
4. Zoning stipulations and variances (if any) with number references and the date approved.
5. Address numbers, street name(s), subdivision names
6. Boundaries and total area of the tract of all affected parcels of land.
7. Location of existing structures, including notation if they are to be retained or demolished. If a parcel is being divided, all buildings through which a new property line passes must be demolished prior to approval of the exemption plat.
8. Names of adjoining property owners and/or subdivision names with zoning designation(s).
9. Location of public right-of-way, easements (including type and size), and buffer areas.
10. Endorsements from any applicable outside agencies.
11. Signatures from all owners receiving or granting property.
2. In addition to the signatures of the property owner and the surveyor, the following signature endorsements of City of Marietta officials are required on the plat:

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

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*Marietta Public Works Director/Date*

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*Marietta Development Services Director/Date*

\*\*If the property is within Cobb County Water System (not Marietta Water) jurisdiction, applicant will need to submit for comments separately to [Michael.Watson@cobbcounty.org](mailto:Michael.Watson@cobbcounty.org). Once comments from Marietta and Cobb Water are addressed, a paper plat will need to be brought to the CCWS offices for signature. Once CCWS has signed the plat, it can be sent to Marietta by emailing your plat coordinator or submitting through Sages.