

CITY OF MILTON
COMMUNITY DEVELOPMENT

APPLICATION

**TRANSFER OF DEVELOPMENT RIGHTS
OPEN SPACE SENDING SITE**

I. LANDOWNER INFORMATION

Name _____

Mailing Address _____

City and State _____ Zip Code _____

Phone: _____ Alternate Phone: _____

Email _____

Are you the only owner or do others also have an ownership interest in the property to be considered as a sending site for the Transfer of Development Rights Program? All _____ Part _____

If part, please describe: _____

If part, do you have authorization to represent other interest holders? _____

Please attach all Letters of Authorization.

Primary contact person and/or agent if different than landowner(s):	
Name: _____	Email: _____
Phone : _____	Alternate Phone: _____

II. PROPERTY INFORMATION

Tax Parcel Number(s): _____

Attach a legal description(s) of each parcel number.

Property Address(es) or Nearest Street or Road: _____

Total Acreage of Property: _____

Total Constrained Acreage (lakes, streams, wetlands, buffers, landfills, etc.): _____

Total Unconstrained Acreage: _____

Are there any existing dwelling units located on the property? Yes _____ No _____

If yes, how many? _____

Are there any other structures on the property? Yes _____ No _____ If yes, how many? _____

Please provide a brief description of all site structures: _____

Please attach labeled pictures illustrating the existing buildings and general property. Label all buildings on the site plan (including the date the photograph was taken).

List the current zoning of the property (e.g. AG-1, R-1, R-2, etc.): _____

Describe how the property is currently being used (e.g. agriculture, forestry, home site, etc.): _____

Are there any existing easements or deed restrictions affecting this property? (e.g. power line corridors, access easements, mining rights, etc.) Yes _____ No _____

If so, please describe briefly: _____

Does the property have any year-round submerged lands such as lakes, rivers, streams, or ponds?

Yes _____ No _____

III. STATEMENT OF INTENT:

I want to retain _____ (number) dwelling units or development rights with the property for existing or future development.

I intend to maintain the property in private ownership.

IV. SENDING SITE CRITERIA:

Describe your property's natural and/or agricultural features and explain how their retention would implement the City's goals for maintaining significant environmental areas, rural character and open space: _____

V. Applicant must submit written evidence of consent from all lienholders to severance and transfer of development rights as well as to execution of the required Conservation Easement associated with issuance of the TDRs.

VI. TITLE COMPANY INFORMATION

A title report must be supplied by the landowner as part of the TDR application. The title report shall be submitted in either hard copy or on a disk in PDF format.

Name of Title Company _____

Address _____

City and State _____ ZIP Code _____

Date of submitted Title Report _____

III. MORTGAGE COMPANY/LIEN HOLDER INFORMATION

Are there any liens or mortgages on the property? Yes _____ No _____

Mortgage Company/Lien Holder's Name _____

Address _____

City and State: _____ Zip Code: _____

Mortgage Company/Lien Holder's Name _____

Address _____

City and State: _____ Zip Code: _____

(Additional Mortgage Companies/Lien Holders must be listed on a separate attachment)

VII. APPLICATION CHECKLIST

Provide two copies of each item listed below:

- Legal Description of each parcel
- Title Report completed within six (6) months of application submitted— may be submitted on disk
- Site Plan (or such other depiction as the approved by the Community Development Director)
- Vicinity Map
- Signed and notarized Right of Entry Agreement
- Pictures of the existing buildings and property
- Letter of Authorization, if needed
- Mortgage Company / Lien Holder's Consent, if needed
- Application review fee

RETURN TO:

City of Milton
Community Development
Milton City Hall
13000 Deerfield Parkway
Suite 107
Milton, GA 30004
Phone: 678.242.2500
Fax: 678.242.2499

FOR CITY USE ONLY:

Date Received _____
Completed Application Date _____

E-mail: info@cityofmiltonga.us

For questions, please contact:

Kathleen Field
Community Development Director
678-242-2555

VIII. PROPERTY OWNER CERTIFICATION

I hereby certify that the information furnished on this application and the attachments are true, that I am legal owner of the property described above and have authority to make this application on behalf of all other owners (if any), that we have marketable title to the property, and that I have the legal right to restrict the use of the property. I grant permission to the City of Milton to seek an update from the Title Company prior the City's issuance of a Transfer of Development Right Certificate. I acknowledge that the Community Development Director may reject this application prior to the issuance of TDRs if any of the information is deemed to be incorrect or deceptive and may require additional information beyond that described herein if necessary to determine whether or not the property qualifies as a sending site or how many TDRs the property would be entitled to.

Signature of Owner (Applicant)

Date

Signature of Co-Owner (Co-Applicant)

Date