

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: \_\_\_\_\_

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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.): \_\_\_\_\_

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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: \_\_\_\_\_

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

Yes \_\_\_\_\_ No \_\_\_\_\_

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### 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.

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**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  
2006 Heritage Walk  
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](mailto:info@cityofmiltonga.us)

For questions, please contact:

Parag Agrawal  
Community Development Director  
678-242-2555

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**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