



**SANDY SPRINGS**  
COMMUNITY DEVELOPMENT

**RIGHT-OF-WAY/EASEMENT DEDICATION PROCESS  
DIRECTIONS AND DOCUMENT CHECKLIST**

- Step #1: Prepare, submit and gain approval from the Community Development Department (CD) of any plans for the permitting of the development.
- Step #2: Once plans are reviewed by CD and it has been determined the exact amount of right of way that is required for the dedication, a dedication plat must be prepared for the specific area that will be dedicated to the City of Sandy Springs (COSS). Please see the attached Checklist for plat submittal requirements.
- Step #3: Once CD has verified that the plat being submitted is in accordance with the right of way dedication requirements, contact the Right of Way Specialist in the Public Works Department. A Right Of Way Deed will be provided and proper signatures must be obtained. Please make sure to print names below signatures. Those signing on the behalf of a corporation, LLC, partnership, etc. should also provide their title.
- Step #4: After thorough review of the documents and forms being submitted, the Right of Way Specialist will inform CD that the right of way dedication has been made and being submitted for COSS City Council acceptance and approval. CD will issue the appropriate permits from their office.
- Step #5: Once Tte COSS City Council approves and accepts the dedication, the Right of Way Specialist will submit the documents and the check that was submitted to the City Clerk's Office for recording.

**If you have any real estate-related questions regarding this process,  
please contact the Right of Way Specialist in the Public Works Department.**

**If you have any questions regarding the permitting process,  
please contact Community Development at 770-730-5600.**

Do not make any changes to the wording of the documents without prior approval from the Right of Way Specialist in the Public Works department. They can be reached at (770)730-5600. Any unauthorized changes to the documents will delay the permitting process. Right of way and easement dedications are to be recorded only by the City Clerk's Office. Do not record these documents on your own. Thank you.



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CHECKLIST

The following items must be submitted to the Right of Way Specialist in the Public Works Department for processing:

- ✓ Fully executed document signed in accordance with legal signature requirements. All documents shall be witnessed and notarized.
- ✓ Copy of the most recent recorded deed to subject property that verifies current ownership.
- ✓ In the event the entity that is conveying the right of way is a Partnership or a LLC, provide proof or verification that the individual who has signed the document has the authority to do so.
- ✓ Include a Check made payable to the City of Sandy Springs in the amount of the recording fees required to record the documents in the Fulton County Superior Court Clerk's office. ***Costs are as follows: \$10 for the first page and \$2 dollars each additional page.***
- ✓ Provide a name, address (include email address) and telephone numbers for the individuals who are submitting documents and attachments.

PLAT MAP REQUIREMENTS

- ✓ Plat map shall be signed, stamped, and dated by a professional engineer (P.E.) or a registered land surveyor.
- ✓ Plat map shall be no smaller than **8 ½ inches by 11 inches** and no larger than **11 inches by 17 inches**.
- ✓ Plat map shall provide enough information to easily identify dedicated right-of-way area or dedicated easement area in the field. Please show land lot lines.
- ✓ State the name of project or the CD Case File Number (LDP or Building Permit #, etc.) so that it shall be shown on plat.
- ✓ Address and Fulton County Tax Parcel identification number of each impacted property shall be shown on the plat.
- ✓ Name of property owner(s) of each impacted property shall be shown on the plat.
- ✓ A north arrow shall be shown on the plat.
- ✓ Please plot the dedication plat out in actual scale (minimum scale 1"=20'; maximum scale 1"=30').
- ✓ Describe right-of-way and/or permanent easement area by a metes and bounds legal description (include bearings and distances) and state that area in square footage or acreage.