



**SANDY SPRINGS**  
GEORGIA

## **City of Sandy Springs Zoning Certification Letter Request Process**

The City of Sandy Springs requires the following information in order to obtain a Zoning Certification Letter:

- Request letter including a legal description of the subject property and the parcel ID number(s)
- Current Boundary survey (sealed by a professional engineer or architect), if available
- \$30.00 check made payable to the City of Sandy Springs  
Credit card payments are accepted, in-person ONLY with a 5% surcharge
- Requestors may include multiple addresses on the request letter but must provide a separate payment, boundary survey, and legal description for each additional address.
- Please confirm receipt of the request with the courier company
- Letter will be provided via email, unless a mailed original is requested
- Allow 10 business days to process a complete application

The City of Sandy Springs has adopted a format for Zoning Certification Letters and will not complete any form letters submitted with a request for zoning certification. The Zoning Certification Letter prepared by the City will only state the current zoning classification and all zoning conditions will be attached.

For questions, contact Planning and Zoning at 770-730-5600 or [PZ@sandyspringsga.gov](mailto:PZ@sandyspringsga.gov).

Should you determine that additional documentation is needed, please make note of the following processes:

Requested Item	Process
Copy of Approved Zoning Site Plans of Development Plans	Request for Public Records must be done through the Open Records Request process with the City of Sandy Springs City Clerk (additional fees may apply). The Open Records Request process is online at <a href="http://spr.gs/orr">spr.gs/orr</a> or by contacting 770-730-5600.
Copies of Certificates of Occupancy issued prior to December 1, 2005	Submit an Open Records Request with Fulton County Department of Environment or Fulton County Community Development Department at <a href="http://www.fultoncountygva.gov/open-records-request">www.fultoncountygva.gov/open-records-request</a>
Copies of Certificates of Occupancy issued after December 1, 2005	Request for Public Records must be done through the Open Records Request process with the City of Sandy Springs City Clerk (additional fees may apply). The Open Records Request process is online at <a href="http://spr.gs/orr">spr.gs/orr</a> or by contacting 770-730-5600.
Information Regarding Additional Sections of Code (e.g. setbacks, parking requirements, etc.)	The Development Code is available online at <a href="http://spr.gs/developmentcode">spr.gs/developmentcode</a>
Code Violation Information on a Subject Property	Contact the Code Enforcement Division at 770-730-5600.