

**REQUEST TO LEASE EXCESS PROPERTY**



Applicant & Property Information:

Internal Use: GEP#

Name

Mailing address of applicant (if PO Box, please list alternative physical street address)

City State Zip code

Phone Email

Where is the property located? (please supply: street, county & zip code)

Tax Parcel Id Number:

Why do you want to lease this property?

Were you the owner of the property when it was acquired?  YES  NO

Signature & Date

**Required Documentation for Review:**

- Include a written summary explaining the nature of your request (above)
- Recorded deed and legible plat granting the property to the Department.
- Copy of the property tax data, showing land lot, district, mailing address, etc.
- Plat or tax map highlighting the requested excess property and any adjacent property that you own.
- Copy of any pending or approved development plan concerning this property, if applicable.
- Copy of a map showing nearest intersections and/or crossroads.
- Recorded deed(s) of the property you own adjacent to the desired property (if applicable)

**EMAIL-** the complete application and documents to [ROWSurplus@dot.ga.gov](mailto:ROWSurplus@dot.ga.gov)

**OR**

**HARDCOPY-** Submit the original application with required documentation:

**Georgia Department of Transportation  
Right of Way Dept. – Property Inventory & Disposal 14<sup>th</sup> Floor  
600 West Peachtree Street  
Atlanta, Georgia 30308**