

Chief Executive Officer  
Michael Thurmond

**DEPARTMENT OF PLANNING & SUSTAINABILITY**

Director  
Andrew A. Baker, AICP

**REZONING/SPECIAL LAND USE PERMIT (SLUP)/MAJOR MODIFICATION/ LAND USE AMENDMENT  
APPLICATION CHECKLIST**

(Submit 4 printed, collated sets of the complete application and a PDF version on a flash drive)

\_\_\_\_\_ 1. Mandatory **Pre-Application Conference** with Planning & Sustainability staff by appointment. **Pre-Application form** to be completed in pre-application meeting. Please call 404-371-2155 for appointment.

\_\_\_\_\_ 2. Hold a **Pre-Submittal Community Meeting** with surrounding neighborhood associations and residents. Notify staff in advance of date, time and location of meeting. Provide documentation (i.e. **meeting notice and sign in sheets**; letter(s) from homeowner's association(s), etc.) of the meeting

\_\_\_\_\_ 3. **Submit application (Please assemble materials in the following order)**

**A. Letter of application and detailed impact analysis** identifying the proposed zoning classification, the reason for the rezoning or special use or modification request, the existing and proposed use of the property, and detailed characteristics of the proposed use (e.g. floor area, height of building(s), number of units, mix of unit types, number of employees, manner and hours of operation). Include any statement of conditions discussed with the neighborhood or community. Include a **written detailed analysis** of the anticipated impact of the proposed use and rezoning on the surrounding properties in response to the standards and factors specified in Article 7.3 of the DeKalb County Zoning Ordinance, as attached. If a modification, please include previously approved conditions and Board of Commissioner meeting minutes.

\_\_\_\_\_ **B. Authorization Form**, if applicant is not the owner. Must be signed and notarized by all owners of the subject property. Authorization shall contain the mailing address and phone number of any applicant or agent who is authorized to represent the owner(s) of the subject property. Please include warranty deed, if ownership less than 2 years.

\_\_\_\_\_ **C. Campaign disclosure statement** shall be filed, if applicable, in compliance with State law.

\_\_\_\_\_ **D. Legal boundary survey** (boundaries, structures and improvements) of the subject property, prepared and sealed within the last year by a professional engineer, or land surveyor registered in the State of Georgia. *(Survey with property on opposite sides of a public street right-of-way require separate applications.)*

\_\_\_\_\_ **E. Site plan printed to scale** of any existing and or proposed development/redevelopment. For projects, larger than 1 acre, site plan should be at least 1:50 scale. The site plan must include the following.

\_\_\_\_\_ a. Complete boundaries of subject property including dimensioned access points and vehicular circulation drives;

\_\_\_\_\_ b. Location of all existing and proposed buildings, structures, setbacks and parking;

\_\_\_\_\_ c. Location of 100-year floodplain and any streams;

\_\_\_\_\_ d. Notation of the total acreage or square footage of the subject property;

\_\_\_\_\_ e. Landscape plans, tree surveys, buffers;

\_\_\_\_\_ f. Site plan notes should list building square footages, heights, density calculations, lot coverage of impervious impervious surfaces, parking ratios, open space calculations, etc.

\_\_\_\_\_ g. Copies of site plan: Four full size site plans printed to scale (at least 11x17) folded and one Site plan reduced to 8.5" x 11"

\_\_\_\_\_ **F. Written Legal Description** of metes and bounds of the subject property (can be printed on site plan or survey).

\_\_\_\_\_ **G. Building Elevations**. Rendering or details of materials proposed for compliance to Article 5.

\_\_\_\_\_ **H. Copy of Pre-application Form** (Provided at pre-application meeting.)

\_\_\_\_\_ **I. Materials documenting Pre-submittal Community Meeting** (meeting notice and sign in sheet; letter(s) from homeowner's association(s), etc.).

**INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED**