

## DEPARTMENT OF PLANNING & SUSTAINABILITY

**Planning Commission Hearing Date: May 6, 2025**  
**Board of Commissioners Hearing Date: May 22, 2025**

### STAFF ANALYSIS

<b>Case No.:</b>	SLUP-25-1247395	<b>File ID #:</b> 2025-0293
<b>Address:</b>	2615 Shallowford Road Atlanta, GA 30345	<b>Commission District:</b> 01 <b>Super District:</b> 07
<b>Parcel ID(s):</b>	18 246 02 009	
<b>Request:</b>	Special Land Use Permit (SLUP) to allow for an alcohol outlet (beer and wine sales) in the C-2 (General Commercial) zoning district.	
<b>Property Owner(s):</b>	Vikorant Tupdale, 2615 Shallowford Road, Atlanta, GA 30345	
<b>Applicant/Agent:</b>	Shallowford Grocery Atlanta Inc.	
<b>Acreage:</b>	0.19 acres	
<b>Existing Land Use:</b>	Convenience Store	
<b>Surrounding Properties:</b>	<b>North:</b> C-2 (General Commercial) <b>East:</b> MR-2 (Medium Density Residential) <b>South:</b> C-2 (General Commercial) <b>West:</b> C-1 (Local Commercial)	
<b>Comprehensive Plan:</b>	<b>CRC</b> (Commercial Redevelopment Corridor)	<b>Consistent</b> <b>X</b> <b>Inconsistent</b>

### Staff Recommendation: Approval

The applicant, Shallowford Grocery Atlanta Inc., is requesting a Special Land Use Permit (SLUP) to allow the sale of beer and wine at an existing convenience store located at 2615 Shallowford Road in the C-2 (General Commercial) zoning district. The subject property is 0.19 acres in size and is currently operating as a convenience store under DeKalb County Business License No. 1244639. The proposed use would allow customers to purchase beer and wine in addition to other retail items already sold at the store. No new construction or expansion of the business footprint is proposed.

The site is adequate in size and currently meets all zoning requirements for the C-2 district. The use will remain a convenience store and continue to operate within the same building, maintaining existing off-street parking and buffers. The property has operated under new ownership since 2021 and has been in active use since 2022 without any reported conflicts with adjacent residential properties. Given the minimal physical or operational changes, the site is suitably configured to support the proposed use.

The proposed use is compatible with surrounding land uses and is consistent with nearby commercial activity, including a gas station and liquor store directly adjacent to the property, and a major grocery store across the street. The proposed SLUP will not generate additional noise, traffic, or environmental impacts beyond those already present. Furthermore, all utilities, services, and access infrastructure are sufficient to accommodate the existing and proposed use. No changes to the circulation pattern, ingress/egress, or utility demand are anticipated as a result of this request.

Staff has reviewed the application in accordance with Section 27-4.2.8 of the DeKalb County Zoning Ordinance and finds that it satisfies the relevant criteria for alcohol sales as an accessory use. Specifically, the location is not within 300 feet of any school, educational facility, college campus, or adult entertainment establishment, nor is it within 600 feet of any state- or county-approved substance abuse treatment center, as outlined in subsection (B). Additionally, the applicant has indicated that alcohol sales and storage will occupy less than 20 percent of the gross floor area of the store, consistent with subsection (D).

The use aligns with the Comprehensive Plan, which designates the area as a Commercial Redevelopment Corridor (CRC). By permitting beer and wine sales, the business can provide a more complete retail offering to patrons and contribute to the commercial revitalization goals of the corridor. The continued operation under this expanded scope supports neighborhood convenience, enhances customer service, and promotes local economic activity without undermining surrounding residential uses or community character.

Staff has reviewed the proposed use in accordance with Section 4.2.8 of the DeKalb County Zoning Ordinance and finds that it satisfies all applicable criteria for a SLUP. The request poses no adverse effects on public health, safety, or welfare, nor does it conflict with historic or environmental resources. Based on the analysis of compatibility, adequacy of services and infrastructure, and alignment with long-range planning objectives, staff recommends **approval**.

## DEPARTMENT OF PLANNING & SUSTAINABILITY

Chief Executive Officer  
Lorraine Cochran-Johnson

Interim Director  
Cedric G. Hudson, MCRP

### ZONING COMMENTS – MAY 2025

**N1-2025-0283 Z-25-1247358 (1619 Pleasant Hill Trl & 7850 Pleasant Hill Rd):** 149 units. Pleasant Hill Trail appears to be an unimproved right of way (not abandoned) in the proposed project area (per GIS Map)- classified as local. Verify ownership. If determined to be an unimproved public right of way, infrastructure improvements noted in Zoning Code 5.4.3 and Land Development Code 14-190 are required. This project requires 2 access points- ensure phasing meets required access points at any given time since connecting to other developments. Ensure that there are enough access points to service the entire system when all developments are complete (i.e.- this development cannot put the other developments that it is connecting to out of compliance for number of access points). Please refer to the requirements in Zoning Code 5.4.3 and Land Development Code 14-190. All interior streets require a right of way dedication of 55 feet. Requires a 6-foot landscape strip with a 5-foot sidewalk. Requires streetlights. ([hefowler@dekalbcountyga.gov](mailto:hefowler@dekalbcountyga.gov)). All intersections must meet AASHTO sight distance requirements.

**N2-2025-0285 Z-25-1247420 (4743 Flat Shoals Pkwy):** 79 Units. 4743 Flat Shoals Parkway. Flat Shoals Parkway is SR 155 and classified as a major arterial. GDOT review and approval is required prior to permitting. ([JLivingston@dot.ga.gov](mailto:JLivingston@dot.ga.gov)) Please refer to the requirements in Zoning Code 5.4.3 and Land Development Code 14-190. Requires a right of way dedication of 50 feet from centerline OR such that all public infrastructure is within right of way, whichever greater. Along all frontage of SR 155: Requires a 10-foot landscape strip with a 6-foot sidewalk and 4-foot bike lane OR (PREFERRED) a 10-foot multiuse path. Requires pedestrian scale streetlights. ([hefowler@dekalbcountyga.gov](mailto:hefowler@dekalbcountyga.gov)). Interior streets to be private. General: no poles to remain in sidewalk/path. All intersections must meet AASHTO sight distance requirements.

**N3-2025-0286 CZ-25-1247427 (1816 Candler Road); and N4-2025-0287 Z-25-1247428 (3221 Glenwood Road):** I-20 Overlay District, Tier 2. Seek guidance from the overlay planner for required infrastructure improvements. Candler Road is SR 155 and a major arterial. GDOT review and approval is required prior to permitting. ([JLivingston@dot.ga.gov](mailto:JLivingston@dot.ga.gov)) Where the overlay is silent: Please refer to the requirements in Zoning Code 5.4.3 and Land Development Code 14-190. Requires a right of way dedication of 50 feet from centerline OR such that all public infrastructure is within right of way, whichever greater. Along all frontage of SR 155: Requires a 10-foot landscape strip with a 6-foot sidewalk and 4-foot bike lane OR (PREFERRED) a 10-foot multiuse path. Requires pedestrian scale streetlights. ([hefowler@dekalbcountyga.gov](mailto:hefowler@dekalbcountyga.gov)). Glenwood Road is classified as a minor arterial. Please refer to the requirements in Zoning Code 5.4.3 and Land Development Code 14-190. Requires a right of way dedication of 40 feet from centerline OR such that all public infrastructure is within right of way, whichever greater. Requires a 10-foot landscape strip with a 6-foot sidewalk and 4-foot bike lane OR (PREFERRED) a 10-foot multiuse path. Requires pedestrian scale streetlights. ([hefowler@dekalbcountyga.gov](mailto:hefowler@dekalbcountyga.gov)). Glenhill Place is classified as a local road. Discussions need to be held about approval of truck entrance on this road. No approval of truck entrance without the direct approval of Planning and Development and the Transportation Division. Would prefer truck traffic from Glenwood Rd or Candler Rd (both truck routes). If permission is granted, the entire roadway section (including pavement section) will need to be brought up to current standards to accommodate truck traffic. Requires a right of way dedication of 55 feet. Requires a 6-foot landscape strip with a 5-foot sidewalk. Requires streetlights. ([hefowler@dekalbcountyga.gov](mailto:hefowler@dekalbcountyga.gov)). Lane widths and other design factors must be designed for truck traffic. General: no poles to remain in sidewalk/path. All intersections must meet AASHTO sight distance requirements.

**N5-2025-0288 Z-25-1247426; and N6-2025-0289 SLUP-25-1247425 (5346 O'Malley Lane):** No parking within 100 feet of the intersection.

**N7-2025-0291 SLUP-25-1247431 (2667 Candler Woods Court):** No on-street parking allowed.

**N8-2025-0292 SLUP-25-1247429 (3574 Boring Road):** No on-street parking allowed.

**N9-2025-0293 SLUP-25-1247395 (2615 Shallowford Road):** No comments.

**N10-2025-0295 SLUP-25-1247423; and N11-2025-0296 SLUP-25-1247424:**

Memorial Drive is a state route. GDOT review and approval is required prior to permitting. ([JLivingston@dot.ga.gov](mailto:JLivingston@dot.ga.gov)). If a land development permit is required: Memorial Drive is a major arterial. Please refer to the requirements in Zoning Code 5.4.3 and Land Development Code 14-190. Requires a right of way dedication of 50 feet from centerline OR such that all public infrastructure is within right of way, whichever greater. Along all frontage of SR 155: Requires a 10-foot landscape strip with a 6-foot sidewalk and 4-foot bike lane OR (PREFERRED) a 10-foot multiuse path. Requires pedestrian scale streetlights. ([hefowler@dekalbcountyga.gov](mailto:hefowler@dekalbcountyga.gov)). No poles to remain in the sidewalk/path. All intersections must meet AASHTO sight distance requirements.





3/5/2025

To: Ms. LaSondra Hill, Planning Manager  
From: Ryan Cira, Director  
Cc: Alan Gaines, Duty Director  
Re: Rezone Application Review

General Comments:

DeKalb County Health Regulations prohibit use of on-site sewage disposal systems for

- multiple dwellings
- food service establishments
- hotels and motels
- commercial laundries
- funeral homes
- schools
- nursing care facilities
- personal care homes with more than six (6) clients
- child or adult day care facilities with more than six (6) clients
- residential facilities containing food service establishments

If proposal will use on-site sewage disposal, please contact the Land Use Section (404) 508-7900.

Any proposal, which will alter wastewater flow to an on-site sewage disposal system, must be reviewed by this office prior to construction.

This office must approve any proposed food service operation or swimming pool prior to starting construction.

Public health recommends the inclusion of sidewalks to continue a preexisting sidewalk network or begin a new sidewalk network. Sidewalks can provide safe and convenient pedestrian access to a community-oriented facility and access to adjacent facilities and neighborhoods.

For a public transportation route, there shall be a 5ft. sidewalk with a buffer between the sidewalk and the road. There shall be enough space next to sidewalk for bus shelter's concrete pad installation.

Since DeKalb County is classified as a Zone 1 radon county, this office recommends the use of radon resistant construction.



N7 2025-0290

Z-25-1247430 15 119 04 046

2667 Candler Woods Court, Decatur, GA 30032

Amendment

- Review general comments
- Note: DeKalb Public Health prohibits use of on-site sewage disposal systems for personal care homes with more than six (6) clients.

N8 2025-0291

SLUP-25-1247431 15 119 04 046

2667 Candler Woods Court, Decatur, GA 30032

Amendment

- Review general comments.
- Note: DeKalb Public Health prohibits use of on-site sewage disposal systems for personal care homes with more than six (6) clients.

N9 2025-0292

SLUP 25-1247429 15 092 03 014

3574 Boring Road, Decatur, GA 30034

Amendment

- Review general comments
- Note: DeKalb Public Health prohibits use of on-site sewage disposal systems for personal care homes with more than six (6) clients.

N10 2025-0293

SLUP-25-1247395 18 246 02 009

2615 Shallowford Road, Atlanta, GA 3034

Amendment

- Review general comments.

445 Winn Way – Box 987  
Decatur, GA 30031  
404.508.7900 • [www.dekalbhealth.net](http://www.dekalbhealth.net)



**DEKALB COUNTY GOVERNMENT  
PLANNING DEPARTMENT  
DISTRIBUTION FORM**

**NOTE:** PLEASE RETURN ALL COMMENTS VIA EMAIL TO EXPEDITE THE PROCESS TO JOHN REID [jreid@dekalbcountyga.gov](mailto:jreid@dekalbcountyga.gov) AND/OR LASONDRA HILL [lahill@dekalbcountyga.gov](mailto:lahill@dekalbcountyga.gov)

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The following areas below may warrant comments from the Development Division. Please respond accordingly as the issues relate to the proposed request and the site plan enclosed as it relates to Chapter 14. You may address applicable disciplines.

**DEVELOPMENT ANALYSIS:**

- Transportation/Access/Row

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- Storm Water Management

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- Flood Hazard Area/Wetlands

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- Landscaping/Tree Preservation

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- Tributary Buffer

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- **Fire Safety**

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**DEKALB COUNTY GOVERNMENT  
PLANNING DEPARTMENT  
DISTRIBUTION FORM**

**NOTE:** PLEASE RETURN ALL COMMENTS VIA EMAIL TO EXPEDITE THE PROCESS TO JOHN REID [jreid@dekalbcountyga.gov](mailto:jreid@dekalbcountyga.gov) AND/OR LASONDRA HILL [lahill@dekalbcountyga.gov](mailto:lahill@dekalbcountyga.gov)

**REZONE  
COMMENTS FORM:**

**PUBLIC WORKS ROAD AND DRAINAGE**

Case No.: \_\_\_\_\_ Parcel I.D. #: \_\_\_\_\_

Address: \_\_\_\_\_

Drainage Basin: \_\_\_\_\_

Upstream Drainage Area: \_\_\_\_\_

Percent of Property in 100-Year Floodplain: \_\_\_\_\_

Impact on property (flood, erosion, sedimentation) under existing zoning: \_\_\_\_\_

Required detention facility(s): \_\_\_\_\_

**COMMENTS:**

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Signature: Akin A. Akinsola



**DEKALB COUNTY  
GOVERNMENT PLANNING  
DEPARTMENT DISTRIBUTION  
FORM**

**NOTE: PLEASE RETURN ALL COMMENTS VIA EMAIL TO EXPEDITE THE PROCESS TO JOHN REID [jreid@dekalbcountyga.gov](mailto:jreid@dekalbcountyga.gov) AND/OR LASONDRA HILL [lahill@dekalbcountyga.gov](mailto:lahill@dekalbcountyga.gov)**

**COMMENTS FORM:  
PUBLIC WORKS TRAFFIC ENGINEERING**

Case No.: SLup-25-1247395 Parcel I.D. #: 18-246-02-009  
Address: 2615 Shallowford Rd Atlanta, Ga 30345

Adjacent Roadway (s):

(classification) (classification)

Capacity (TPD) \_\_\_\_\_  
Latest Count (TPD) \_\_\_\_\_  
Hourly Capacity (VPH) \_\_\_\_\_  
Peak Hour. Volume (VPH) \_\_\_\_\_  
Existing number of traffic lanes \_\_\_\_\_  
Existing right of way width \_\_\_\_\_  
Proposed number of traffic lanes \_\_\_\_\_  
Proposed right of way width \_\_\_\_\_

Capacity (TPD) \_\_\_\_\_  
Latest Count (TPD) \_\_\_\_\_  
Hourly Capacity (VPH) \_\_\_\_\_  
Peak Hour. Volume (VPH) \_\_\_\_\_  
Existing number of traffic lanes \_\_\_\_\_  
Existing right of way width \_\_\_\_\_  
Proposed number of traffic lanes \_\_\_\_\_  
Proposed right of way width \_\_\_\_\_

**Please provide additional information relating to the following statement.**

According to studies conducted by the Institute of Traffic Engineers (ITE) 6/7<sup>th</sup> Edition (whichever is applicable), churches generate an average of fifteen (15) vehicle trip end (VTE) per 1, 000 square feet of floor area, with an eight (8%) percent peak hour factor. Based on the above formula, the \_\_\_\_\_ square foot place of worship building would generate \_\_\_\_\_ vehicle trip ends, with approximately \_\_\_\_\_ peak hour vehicle trip ends.

Single Family residence, on the other hand, would generate ten (10) VTE's per day per dwelling unit, with a ten (10%) percent peak hour factor. Based on the above referenced formula, the \_\_\_\_\_ (Single Family Residential) District designation which allows a maximum of \_\_\_\_\_ units per acres, and the given fact that the project site is approximately \_\_\_\_\_ acres in land area, \_\_\_\_\_ daily vehicle trip end, and \_\_\_\_\_ peak hour vehicle trip end would be generated with residential development of the parcel.

COMMENTS: Did not see any traffic engineering concerns  
at this time

Signature: Jerry White



**DEKALB COUNTY  
GOVERNMENT PLANNING  
DEPARTMENT DISTRIBUTION  
FORM**

**NOTE: PLEASE RETURN ALL COMMENTS VIA EMAIL TO EXPEDITE THE PROCESS TO JOHN REID [jreid@dekalbcountyga.gov](mailto:jreid@dekalbcountyga.gov) AND/OR LASONDRA HILL [lahill@dekalbcountyga.gov](mailto:lahill@dekalbcountyga.gov)**

**COMMENTS FORM:  
PUBLIC WORKS WATER AND SEWER**

**Case No.:** \_\_\_\_\_ **Parcel I.D. #:** \_\_\_\_\_

**Address:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**WATER:**

**Size of existing water main:** \_\_\_\_\_ (adequate/inadequate)

**Distance from property to nearest main:** \_\_\_\_\_ **Size of line required, if inadequate:** \_\_\_\_\_

\_\_\_\_\_

**SEWER:**

**Outfall Servicing Project:** \_\_\_\_\_

**Is sewer adjacent to property:** Yes \_\_\_\_ No \_\_\_\_ **If no, distance to nearest line:** \_\_\_\_\_

**Water Treatment Facility:** \_\_\_\_\_ adequate \_\_\_\_ inadequate \_\_\_\_

**Sewage Capacity:** \_\_\_\_\_ (MGPD) **Current Flow:** \_\_\_\_\_ (MGPD)

**COMMENTS:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Signature:** \_\_\_\_\_



<b>MARTA May 2025 Case Comments</b>
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**D1-2024-1496 CZ-25-1246771 4015 Flat Shoals Pkwy:**

This development is adjacent to existing service along Columbia Drive and also fronts planned MARTA service along Flat Shoals Parkway. We recommend that a condition for rezoning be that the developer must coordinate with MARTA to ensure proper pedestrian access between the development and existing and planned bus stops.

**N2-2025-0285 Z-25-1247420 4743 Flat Shoals Pkwy:**

This development is adjacent to planned MARTA service along Flat Shoals Parkway. We recommend that a condition for rezoning be that the developer must coordinate with MARTA to ensure proper pedestrian access between the development and planned bus stops.

**N3-2025-0286 CZ-25-1247427 1816 Candler Road:**

This property is adjacent to existing MARTA service as well as the planned Candler Road Arterial Rapid Transit project. While no ART stops are planned in front of this parcel on Candler Road, there will be an increased pedestrian demand for this location due to proximity to improved transit. Sidewalks and driveways for the development should be carefully designed with ped access and safety in mind. Developer should coordinate with MARTA during design phase.

**N4-2025-0287 Z-25-1247428 3221 Glenwood Road:**

This location is adjacent to existing MARTA service for Route 107. Due to this and proximity to the planned Candler Road Arterial Rapid Transit project, there will be an increased pedestrian demand for this location. Sidewalks and driveways for the development should be carefully designed with ped access and safety in mind. Developer should coordinate with MARTA during design phase.





DeKalb County  
GEORGIA

DEPARTMENT OF PLANNING & SUSTAINABILITY

**SPECIAL LAND USE PERMIT APPLICATION**

Amendments will not be accepted after 5 working days after the filing deadline.

Date Received: \_\_\_\_\_ Application No: \_\_\_\_\_

APPLICANT NAME: Shallowford Grocery Atlanta Inc

Daytime Phone: 404-438-3551 E-Mail: Shallowfordgrocery2615@gmail.com

Mailing Address: 2615 Shallowford Rd NE, Atlanta GA 30345

Owner Name: Vikram Tuptale

(If more than one owner, attach contact information for each owner)

Daytime Phone: 404-438-3551 E-Mail: Shallowfordgrocery2615@gmail.com

Mailing Address: 2615 Shallowford Rd NE, Atlanta GA 30345

SUBJECT PROPERTY ADDRESS OR LOCATION: 2615 Shallowford Rd, NE, Atlanta  
GA 30345 DeKalb County, GA 30345

Parcel ID: 1824602009 Acreage or Square Feet: Less than 5000 sq ft Commission Districts: \_\_\_\_\_

Existing Zoning: C-2 Proposed Special Land Use (SLUP): Beer License

I hereby authorize the staff of the Planning and Sustainable Department to inspect the property that is the subject of this application.

Owner: ☒ Agent: \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_

## Notice of Special Land Use Permit for Beer License Application Community Meeting

Inbox x



**Vikrant Tupdale** <shallowfordgrocery2615@gmail.com>  
to me ▾

12:29 PM (4 hours ago)



Shallowford Grocery Atlanta Inc.  
2615 Shallowford Road NE, Atlanta, GA 30345.

### Notice of Special Land Use Permit for Beer License Application Community Meeting.

We are planning to apply for a Dekalb County Special Land Use Permit for obtaining Beer License for our Shallowford Grocery Atlanta Inc. You are cordially invited to find out more about the project, ask questions, and voice your opinion at the following community meeting

Location: 2615 SHALLOWFORD RD- SLUP APPLICATION

Option 1: Jan 16th, 2025 11:00 AM - 11:30 AM Eastern Time (US and Canada)

Join Zoom Meeting  
<https://us06web.zoom.us/j/85298362276>

Meeting ID: 852 9836 2276

Option 2: Jan 16th, 2025 3:00 PM - 3:30 PM Eastern Time (US and Canada)

Join Zoom Meeting  
<https://us06web.zoom.us/j/84650967969>

Meeting ID: 846 5096 7969

If you have any questions about the meeting, please call 404-438 3551 or e-mail [shallowfordgrocery2615@gmail.com](mailto:shallowfordgrocery2615@gmail.com). We look forward to seeing you there!  
Sincerely,

## Community Meeting Invitees, attendees and No Objection conveyed by five

S.No.	Name of Invitees	EMAIL IDs	PHONE NUMBER	
1	Donna Pitman	<a href="mailto:dpittmanj4@gmail.com">dpittmanj4@gmail.com</a>	4048456979	Attended Via Zoom
2	Farah H	<a href="mailto:farahhussain2000@gmail.com">farahhussain2000@gmail.com</a>	7736795742	Conveyed No Objection via Zoom
3	Aileen Dela Torre	<a href="mailto:aileen.delatorre@decaturga.com">aileen.delatorre@decaturga.com</a>	2407 Sherbrooke Drive NE, Atlanta	
4	Ray	<a href="mailto:sanmiguel2chamblee@gmail.com">sanmiguel2chamblee@gmail.com</a>	7709869001	Conveyed No Objection via Zoom
5	Briarlake Animal Hospital	<a href="mailto:info@briarlakevet.com">info@briarlakevet.com</a>	2566 Shallowford Road NE, Atlanta	
6	Basha Services LLC	<a href="mailto:info@bashaservices.com">info@bashaservices.com</a>	2580 NE Expressway, Atlanta	
7	Fathom Films	<a href="mailto:info@3rdfathom.com">info@3rdfathom.com</a>	3395 NE Expressway, Atlanta	
8	Riyaz	<a href="mailto:shallowfordshell2609@gmail.com">shallowfordshell2609@gmail.com</a>	4044383551	Rajoo conveyed No Ojection via Phone
9	Sarosh Hussain	<a href="mailto:sarosh.a.h@gmail.com">sarosh.a.h@gmail.com</a>	7737578910	Conveyed No Objection via Zoom
10	Victoria Huynh	<a href="mailto:victoria.huynh@cpacs.org">victoria.huynh@cpacs.org</a>	7709360969	
11	E. Clarkson	<a href="mailto:eclarkson@chambleega.com">eclarkson@chambleega.com</a>	7709865010	
12	Chaiwon Kim	<a href="mailto:chaiwon.kim@cpacs.org">chaiwon.kim@cpacs.org</a>	7709361765	
13	White Ganga	<a href="mailto:bwhite.te93@gtalumni.org">bwhite.te93@gtalumni.org</a>	Tucker Civic Association	
14	Arahn Hawkins	<a href="mailto:arahn.hawkins@kroger.com">arahn.hawkins@kroger.com</a>	7704965399	
15	Aileen Dela Torre	<a href="mailto:aileen.delatorre@decaturga.com">aileen.delatorre@decaturga.com</a>	2407 Sherbrooke Drive NE, Atlanta	
16	Adele Clements	<a href="mailto:adele.clements@emory.edu">adele.clements@emory.edu</a>	4045583519	
17	Hansen	<a href="mailto:artghansen@gmail.com">artghansen@gmail.com</a>	4047029194	
18	Hood	<a href="mailto:bluesgrl02@yahoo.com">bluesgrl02@yahoo.com</a>	4043074272	
19	Micheal Tewolde		4049717498	Conveyed No objection via phone

**Community Meeting Invitees via UPS**

RIGHT CARS  
2626 SHALLOWFORD RD  
ATLANTA GA 30345

MARTA LLC  
2941 NORTHEAST EXPRESSWAY,  
CHAMBLEE GA 30341

CHOCOLATE COFFEE  
2558 SHALLOWFORD RD  
ATLANTA GA 30345

UHAUL  
2951 NORTHEAST EXPRESSWAY,  
CHAMBLEE GA 30341

TOP COIN LAUNDRY  
2691 SHALLOWFORD RD,  
ATLANTA GA 30341

APOLLON AUTO REPAIR  
2727 SHALLOWFORD RD,  
ATLANTA GA 30341

LA PATRONA MEXICAN RESTAURANT  
2714 SHALLOWFORD RD,  
ATLANTA GA 30341

QUALITY INN ATLANTA NE I-85  
2960 NORTHEAST EXPRESSWAY,  
ATLANTA GA 30341

HISPANO TAXI  
2840 NORTHEAST EXPRESSWAY,  
ATLANTA GA 30345

EL COLORADO  
2800 NORTHEAST EXPRESSWAY,  
ATLANTA GA 30345



NOTICE OF  
COMMUNITY MEETING

SPECIAL LAND USE  
PERMIT FOR BEER LICENCE

LOCATION: 2615 SHALLOWFORD  
ATLANTA, GA-30345

ON JANUARY 16<sup>th</sup>, 2025  
VIA ZOOM LINK

(YOU CAN GET THE LINK FROM STORE)

OR YOU CAN CALL

404 845 6979

TIME: 11.00 - 11.30 AM  
AND

3.00 - 3.30 PM





# Shallowford Grocery Atlanta Inc.

2615 Shallowford Road, Atlanta, GA 30345.

January 7, 2025.

Dekalb County,  
Department of Planning and Sustainability,  
Development Services Center,  
Decatur, GA 30030.

For the kind attention of Chief Executive Officer

Subject: Letter of SLUP Application and Impact Analysis.

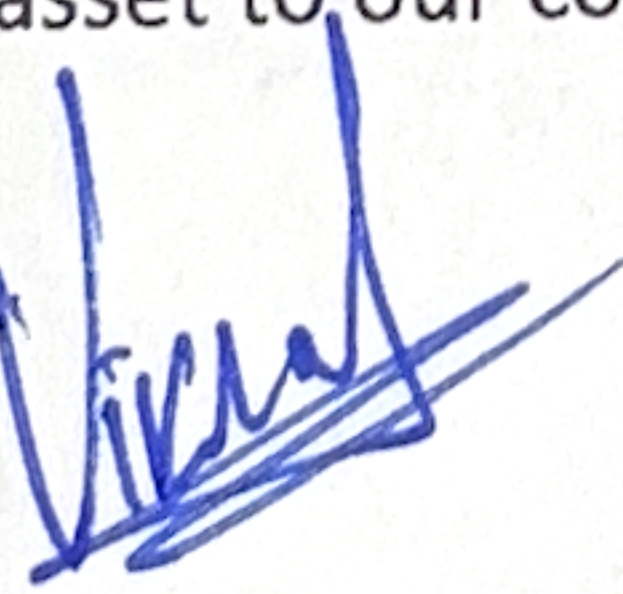
Respected Sir,

We take the liberty of submitting herewith our formal application "Special Land Use Permit" for Beer License for your kind consideration.

The Impact of the approval of the SLUP for "Shallowford Grocery" is Actually and Actuarially nonexistent. This is because of our location surrounded by businesses that sell Beer and Alcohol in various forms. They are the retailers of both packaged Beer and Wine. The businesses range from Publix, located exactly across our location on Shallowford Road. There is Alcohol retailer behind our location and a Convenience Store next to our location. Our desire to sell only Packaged Beer to our Customers of Mexican Grocery and Convenience Store situated at 2615 Shallowford Road NE, Atlanta GA 30345, currently zoned C2 and has been granted Business License No.1244639, Tobacco License No.20269219719, Georgia Lottery Retailer No.155785.

Market research and studies of our Customers clearly show that there is a strong desire to purchase Beer during their visits to our store. We have been good neighbors and supporters of our community and are committed to its health and safety. Our desire is consistent with surrounding area and businesses. We are easily accessible and have adequate ingress and egress to our store. We believe that we will become an even greater asset to our community.

Thanking you,



Yours truly,

For : Shallowford Grocery Atlanta Inc.

Encl :

1. Impact Analysis
2. Authorization form
3. Campaign disclosure statement
4. Legal Boundary Survey and Site Plan
5. Written Legal description
6. Completed, signed Pre-application form
7. Documents pertaining to Community meeting.



**I. LETTER OF INTENT**

**Shallowford Grocery Atlanta INC** (the “Applicant”) is operating Convenience Store situated at 2615 Shallowford Road NE, Atlanta, GA 30345 (the “Subject Property”). The Subject Property is currently zoned C2 while the use of the Subject Property is for “Convenience Store” under Dekalb County **Business License No.1244639** along with Tobacco License No.20269219719, GA Lottery Retailer No.155785 etc allowed in the C-2 zoning district. The Applicant is seeking a Special Land Use Permit to allow customers to buy Beer along with other merchandise from the same premises. This location has on one side a Liquor shop and on the other side a Shell GS/CS.

This document serves as a statement of intent, analysis of the criteria under the Dekalb County Special Land Use Permit criteria and contains notice of constitutional allegations as a reservation of the Applicant’s rights.

**II. DEKALB COUNTY SPECIAL LAND USE PERMIT CRITERIA**

- A. Adequacy of the size of the site for the use contemplated and whether or not adequate land area is available for the proposed use including provision of all required yards, open space, off-street parking, transitional buffer zones, and all other applicable requirements of the zoning district in which the use is proposed to be located.**

The current and future operators of the Subject Property will go virtually unchanged being a Convenience Store allowed by-right under the C- 2 zoning. The operators currently comply with all requirements necessary under C-2.

- B. Compatibility of the proposed use with adjacent properties and land uses and with other properties and land uses in the district, and whether the proposed use will create adverse impacts upon any adjoining land use by reason of traffic volume/congestion, noise, smoke, odor, dust, or vibration generated by the proposed use.**

The current use of the property is the same as the proposed use and no changes are required, except granting of Beer License under SLUP.

- C. Adequacy of public services, public (or private) facilities, and utilities to serve the proposed use**

Since the proposed use does not add to the existing use, merely allowing the customers to buy Beer besides other stuff, no additional need for public or private facilities or utilities will be necessary.

- D. Adequacy of the public street on which the use is proposed to be located and whether or not there is sufficient traffic-carrying capacity for the use proposed so as not to unduly increase traffic and create congestion in the area.**



Since the proposed use does not require any changes to the existing building or traffic plans, flow of traffic or add anything new to the existing use, merely allowing the customers to buy Beer besides other stuff, no additional traffic increase or congestion will be created by granting the requested SLUP permit.

**E. Adequacy of ingress and egress to the subject property and to all proposed buildings, structures, and uses thereon, with particular reference to pedestrian and automotive safety and convenience, traffic flow and control, and access in the event of fire or other emergency.**

There will not be any increase the current traffic volume. The nature of the business will remain the same, merely allowing the customers to buy Beer besides other stuff. The Subject Property matches with neighboring uses in safety and design, not adding any additional stress to the pedestrian or vehicle infrastructure. Finally, in the case of emergency, the site does not act as an impediment to the lanes of travel on the main road or to the neighboring businesses. Responders have ample land to access any of the surrounding areas and parcels.

**F. Whether the proposed use will create adverse impacts upon any adjoining land use by reason of the manner and hours of operation of the proposed use.**

The hours of the proposed operation will be normal commercial business operating hours.

**G. Whether the proposed use is otherwise consistent with the requirements of the zoning district classification in which the use is proposed to be located.**

The proposed use is allowed by-right in the C-2 zoning classification. The addition of Beer License subject to obtaining a SLUP will only add convenience to the Customers.

**H. Whether the proposed use is consistent with, advances, conflicts, or detracts from the policies of the comprehensive plan.**

The proposed use advances the Comprehensive Plan. As the site is located in a Commercial Redevelopment Corridor, the proposed use places an established business on the Shallowford Road NE that holds high aesthetic and moral standards for operation, priding itself in its level of quality compared to competitors. The new business provides the Corridor a fresh and inviting use of space, without any downsides. The Beer License under SLUP provide efficient service to customers, a valuable addition to the Business that will generate higher economic returns to the County.

**I. Whether there is adequate provision of refuse and service areas.**

Because of the limited services available in the business, the small footprint and service area are adequate to house the employees and patrons during operations. There is a small office located which employees may use for breaks.

**J. Whether the length of time for which the special land use permit is granted should be limited in duration.**

The SLUP should be issued in perpetuity of property ownership.

- K. Whether the size, scale and massing of proposed buildings are appropriate in relation to the size of the subject property and in relation to the size, scale and massing of adjacent and nearby lots and buildings; and whether the proposed use will create any shadow impact on any adjoining lot or building as a result of the proposed building height.**

The proposed use only utilizes an existing building which is equal or much smaller than the neighboring developments. It is a typical, small scale Grocery Store, similar to many others lining in the neighborhood.

- L. Whether the proposed use will adversely affect historic buildings, sites, districts, or archaeological resources.**

No historic buildings, sites, districts, or archaeological resources exist nearby.

- M. Whether the proposed use satisfies the requirements contained within the Supplemental regulations for such special land use permit.**

The proposed use complies with all supplementary regulations required as outlined in Section 4.2.8 of the Zoning Ordinance (Chapter 27) of the Dekalb County Code.

- N. Whether the proposed use would be consistent with the needs of the neighborhood or the community as a whole, as expressed and evidenced during the review process.**

The proposed use of the Subject Property provides a safe, efficient option for the community shopping at this facility. The business owners pride themselves in providing all the basic necessities under one roof in a fast, friendly service. The proposed use will not add to additional traffic, nor detract from the neighborhood character; rather the proposed use revitalizes the neighborhood.

### **III. CONCLUSION**

For the foregoing reasons, the Applicant hereby requests that the application for a Special Land Use Permit be approved. The Applicant welcomes any questions and feedback from the planning staff.

### **IV. NOTICE OF CONSTITUTIONAL ALLEGATIONS AND PRESERVATION OF CONSTITUTIONAL RIGHTS**

The portions of the Dekalb County Zoning Ordinance, facially and as applied to the Subject Property, which restrict or classify or may restrict or classify the Subject Property so as to prohibit.

DEPARTMENT OF PLANNING & SUSTAINABILITY

AUTHORIZATION

The property owner should complete this form or a similar signed and notarized form if the individual who will file the application with the County is not the property owner.

Date: 01.16.2025

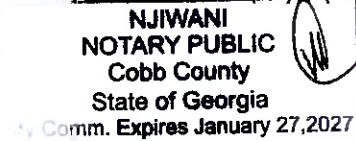
TO WHOM IT MAY CONCERN:

(I), (WE) Rasheed Virani  
Name of owners(s) (If more than one owner, attach a separate sheet)

Being (owner) (owners) of the subject property described below or attached hereby delegate authority to:

\_\_\_\_\_  
Name of Agent or Representative

to file an application on (my) (our) behalf.



\_\_\_\_\_  
Notary Public

  
Owner

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
Owner

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
Owner

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
Owner

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
Owner



DEPARTMENT OF PLANNING & SUSTAINABILITY

**DISCLOSURE OF CAMPAIGN CONTRIBUTION**

In accordance with the Conflict of Interest in Zoning Act, OCGA Chapter 36-67A, the following questions must be answered.

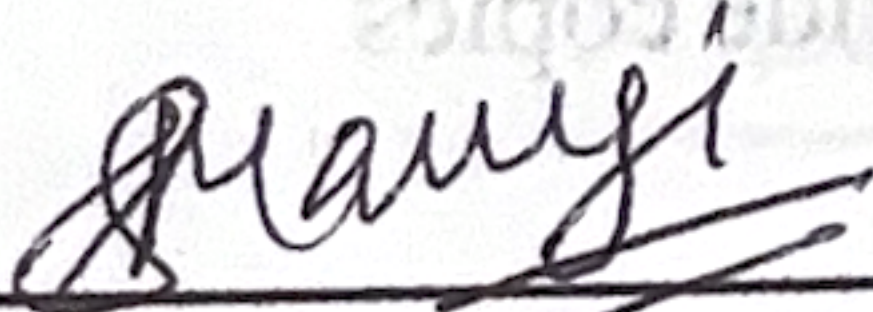
Have you, the applicant, made \$250.00 or more in campaign contribution to a local government official within two years immediately preceding the filing of this application?

Yes \_\_\_\_\_ No ☒ \*

If the answer is yes, you must file a disclosure report with the governing authority of DeKalb County showing:

1. The name and official position of the local government official to whom the campaign contribution was made.
2. The dollar amount and description of each campaign contribution made during the two years immediately preceding the filing of this application and the date of each such contribution.

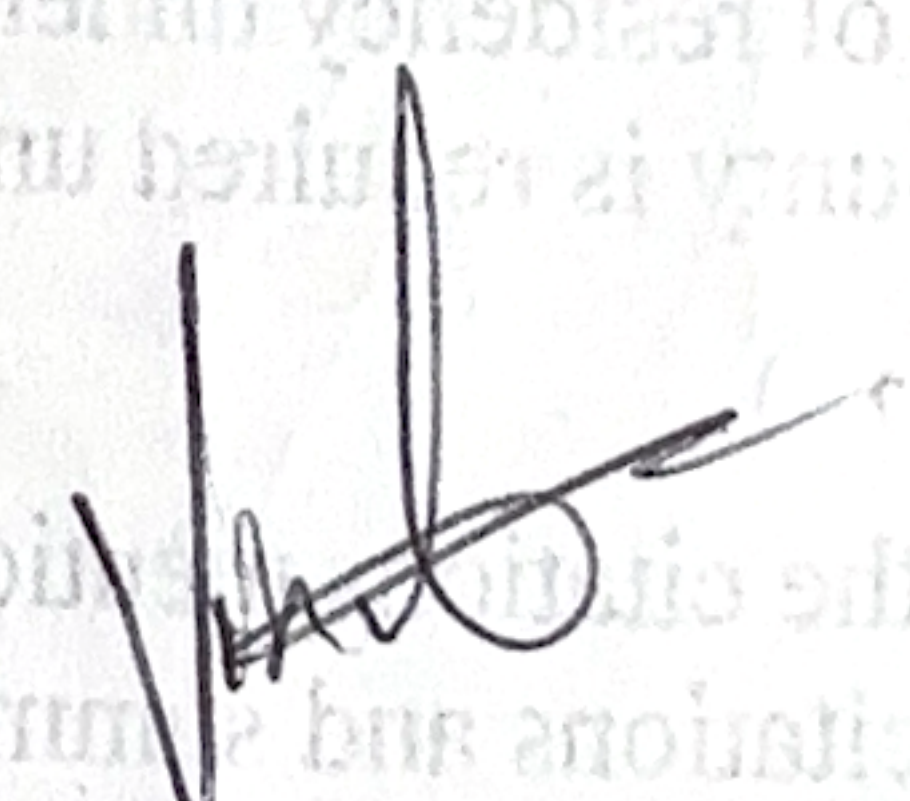
The disclosure must be filed within 10 days after the application is first filed and must be submitted to the C.E.O. and to the Board of Commissioners of DeKalb County, 1300 Commerce Drive, Decatur, GA 30030.

  
\_\_\_\_\_  
Notary



05/15/2028

Expiration Date/ Seal

  
\_\_\_\_\_  
Signature of Applicant /Date

Check one: Owner ☒ Agent \_\_\_\_\_

\*Notary seal not needed if answer is "no".



ZONING: C-2

SETBACKS  
FRONT = 10'  
REAR = 20'  
SIDE = 15'

MIN. LOT AREA = 30,000 SQ. FT.  
MIN. LOT WIDTH = 100'  
MAX. LOT COVERAGE = TC/RC: 90% - ALL OTHER: 80%

BOUNDARY REFERENCES:

- SUBJECT DEED BOOK 27369, PAGE 437
- DEED BOOK 22220, PAGE 598
- DEED BOOK 10443, PAGE 189

ADDRESS

2615 SHALLOWFORD ROAD  
ATLANTA, GEORGIA, 30345

FLOOD NOTE

AS PER THE F.I.R.M. FLOOD INSURANCE RATE MAP DEKALB COUNTY COMMUNITY PANEL NO. (13089 C 0056 K) DATED AUGUST 15, 2019. THIS PROPERTY IS NOT IN AN AREA HAVING SPECIAL FLOOD HAZARDS.

LEGAL DESCRIPTION

All that tract or parcel of land lying and being in Land Lot 246 of the 18th District of DeKalb County, Georgia, and as shown on Survey, by Meridian Geomatics, LLC, and being more particularly described as follows:

To find the TRUE POINT OF BEGINNING commence at a point located at the intersection of the northeasterly right of way of Shallowford Road and the southeasterly right of way of Interstate Highway I-85, proceed thence, southeast, along right of way of Shallowford Road, a distance of 129.01 feet to a right of way monument and the TRUE POINT OF BEGINNING;

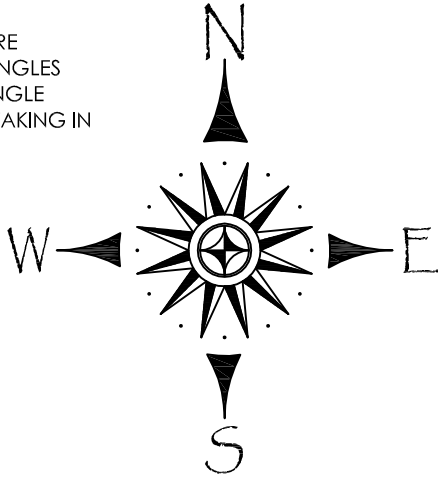
From the TRUE POINT OF BEGINNING as thus established, proceed, North 09°36'21" East a distance of 70.40 feet to a point; thence, South 54°10'35" East a distance of 131.00 feet to a point; thence, South 45°54'16" East a distance of 96.00 feet to a point; thence, North 32°29'58" West a distance of 88.82 feet to a point and the POINT OF BEGINNING;

Said tract or parcel contains 8,327 square feet 0.191 acres.

TOTAL SITE AREA

8,327 SQ. FT.  
0.191 ACRES

ALL BEARINGS HELD ARE  
CALCULATED FROM ANGLES  
TURNED, BASED ON SINGLE  
MAGNETIC READING TAKING IN  
FIELD.

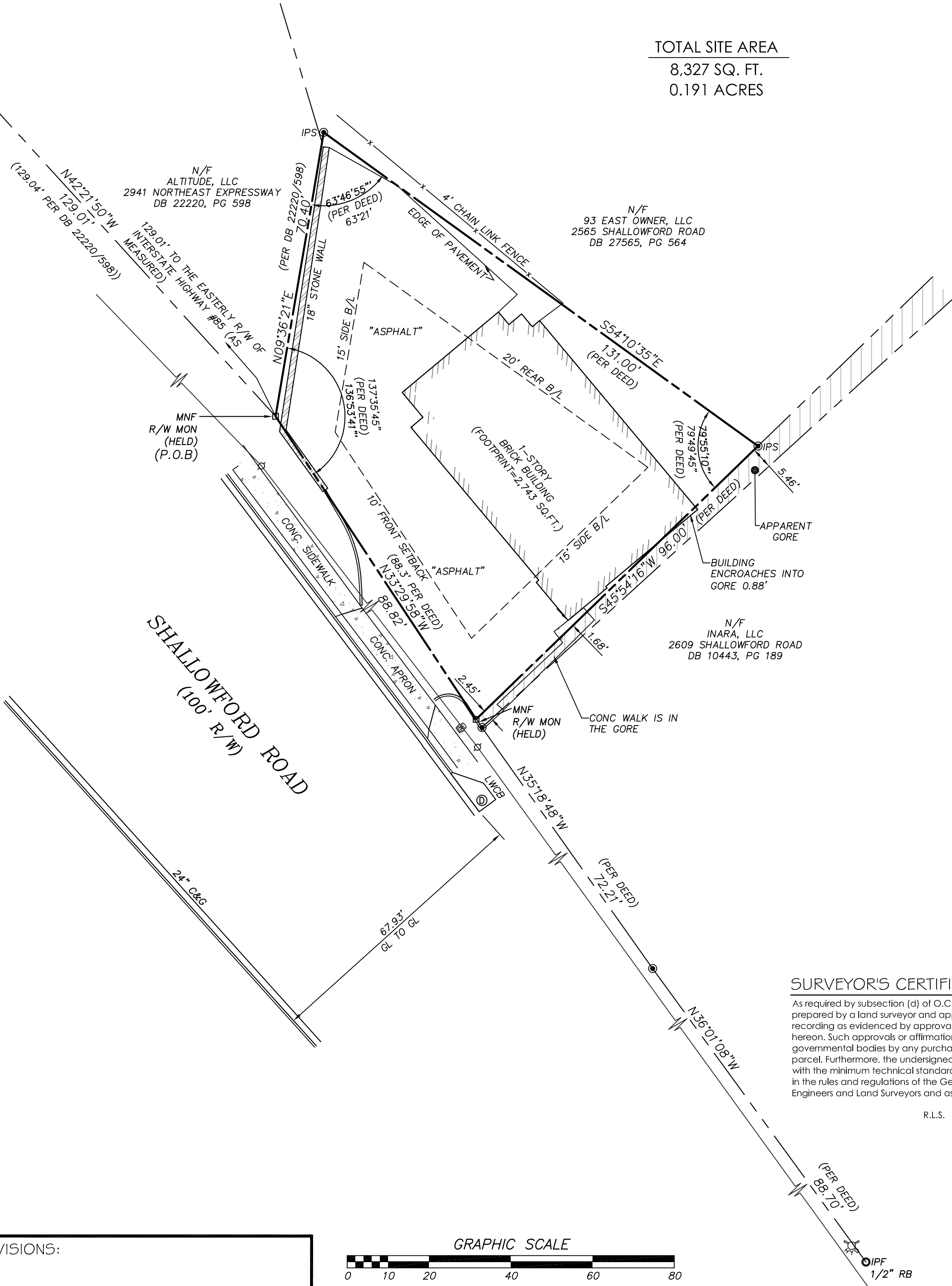


RMFD  
R/W MON  
(P.O.C)

N/F  
ALTITUDE, LLC  
2941 NORTHEAST EXPRESSWAY  
DB 22220, PG 598

N/F  
93 EAST OWNER, LLC  
2565 SHALLOWFORD ROAD  
DB 27565, PG 564

N/F  
INARA, LLC  
2609 SHALLOWFORD ROAD  
DB 10443, PG 189



INSTRUMENT USED: TOPCON ES-150 LASER  
(ROBOTIC/MOTORIZED)

WORK PERFORMED ON MARCH 9,  
2020.

THE DATA SHOWN ON THIS PLAT HAS  
BEEN CALCULATED FOR CLOSURE  
AND WAS FOUND TO BE ACCURATE  
WITHIN ONE FOOT IN 100,000+ FEET.

THE FIELD DATA UPON WHICH THIS  
PLAT IS BASED HAS A CLOSURE  
PRECISION OF ONE FOOT IN 10,000+  
FEET AND AN ANGULAR ERROR OF 5"  
PER ANGLE AND WAS ADJUSTED BY  
COMPASS RULE.

THIS SURVEY WAS MADE WITHOUT  
THE BENEFIT OF A CURRENT TITLE  
COMMITMENT. EASEMENTS AND  
ENCUMBRANCES MAY EXIST WHICH  
BENEFIT AND BURDEN THIS  
PROPERTY.

THIS SURVEY ONLY INCLUDES OBJECTS  
THAT ARE VISIBLE AND IS NOT  
RESPONSIBLE FOR UNDERGROUND  
UTILITIES OR OTHER OBJECTS THAT ARE  
NOT APPARENT BY VISUAL  
OBSERVATION. I.E. UNDERGROUND  
GAS TANKS, GAS LINES, WATERLINES,  
SEWER LINES, ETC.

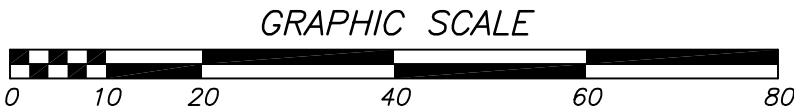
IN MY OPINION THIS PLAT IS A  
CORRECT REPRESENTATION OF THE  
LAND PLATTED AND HAS BEEN  
PREPARED IN CONFORMITY WITH THE  
MINIMUM STANDARDS AND  
REQUIREMENTS OF THE LAW.



SURVEYOR'S CERTIFICATION

As required by subsection (d) of O.C.G.A. Section 15-6-67, this plat has been prepared by a land surveyor and approved by all applicable local jurisdictions for recording as evidenced by approval certificates, signatures, stamps, or statements hereon. Such approvals or affirmations should be confirmed with the appropriate governmental bodies by any purchaser or user of this plat as to intended use of any parcel. Furthermore, the undersigned land surveyor certifies that this plat complies with the minimum technical standards for property surveys in Georgia as set forth in the rules and regulations of the Georgia Board of Registration for Professional Engineers and Land Surveyors and as set forth in O.C.G.A. Section 15-6-67.

R.L.S. NO.



LEGEND			
IPF	IRON PIN FOUND	---	PROPERTY LINE
IPS	1/2" REBAR SET	-X-X-	FENCE
CMP	CORRUGATED METAL PIPE	-T-T-	TELEPHONE LINE
R/W	RIGHT OF WAY	-G-G-	GAS LINE
C	CENTER LINE	-W-W-	WATER LINE
R	PROPERTY LINE	-SS-	SANITARY SEWER LINE
FES	FLARED END SECTION	-P-	POWER LINE
L.L.L.	LAND LOT LINE	OTP	OPEN TOP PIPE
T.B.M.	TEMPORARY BENCHMARK	CTP	CRIMP TOP PIPE
INV.	INVERT ELEVATION	RB	REBAR
SMH	SANITARY SEWER MANHOLE	Y.I.	YARD INLET
PO	POWER POLE	D.I.	DRAIN INLET
FH	FIRE HYDRANT	SMH	SAN. SEWER MANHOLE
LP	LIGHT POLE	CO	CLEANOUT
ICV	IRRIGATION CONTROL VALVE	WM	WATER METER
TP	TRAVERSE POINT (60D NAIL)	WV	WATER VALVE
DM	DRAINAGE MANHOLE	GW	GUY WIRE
GV	GAS VALVE	AC	AIR CONDITIONER
B	BENCHMARK	N/F	NOW OR FORMERLY
IPF	IRON PIN FOUND	PT	PERC. TEST (BOREHOLE)
		4x4	4x4 TRANSFORMER
		RRT	RAIL ROAD TIE WALL

BOUNDARY SURVEY for

NORTH ATLANTA LAW GROUP, PC., IRON PIN TITLE &  
ABSTRACT, LLC. & CHICAGO TITLE INSURANCE COMPANY

2615 SHALLOWFORD ROAD, ATLANTA, GA., 30345

REVISIONS:

DEED BOOK 27369, PAGE 437  
LAND LOT 246 of the 18th DISTRICT  
DEKALB COUNTY, GEORGIA

DATE: 03/16/2020

SCALE: 1"= 20'

MERIDIAN GEOMATICS, LLC

Land Surveying ~ Residential, Commerical & Municipal

216 Powers Ferry Road  
Marietta, Georgia 30067  
phone: (770) 675-6197  
surveyingatlanta@gmail.com

DRAWN BY

S.C.D.

JOB. #

2020-046



ZONING: C-2

SETBACKS  
FRONT = 10'  
REAR = 20'  
SIDE = 15'

MIN. LOT AREA = 30,000 SQ.FT.  
MIN. LOT WIDTH = 100'  
MAX. LOT COVERAGE = TC/RC: 90% - ALL OTHER: 80%

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Said tract or parcel contains 8,327 square feet 0.191 acres.

TITLE COMMITMENT

COMMITMENT NO. 5817-01

EFFECTIVE DATE: 07/01/2020 SCHEDULE B - SECTION II

- ALL MATERS OF THAT CERTAIN SURVEY PREPARED FOR INARA, INC. M NORTH ATLANTA LAW GROUP, P.C., IRON PIN TITLE & ABSTRACT, LLC AND CHICAGO TITLE INSURANCE COMPANY BY MERIDIAN GEOMATICS, LLC BY BRYAN C. LONG, GRLS NO. 3107 DATED MARCH 16, 2020.

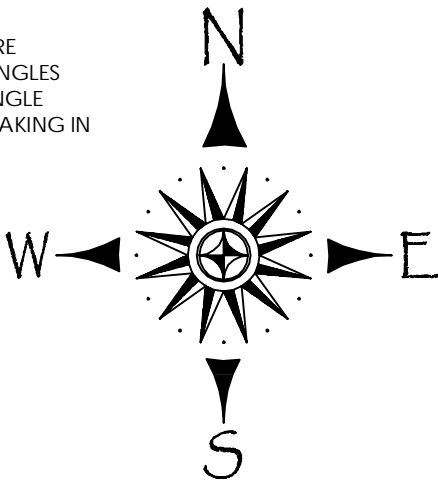
(AS SHOWN)  
(TEXT)

TOTAL SITE AREA

8,327 SQ. FT.

0.191 ACRES

ALL BEARINGS HELD ARE  
CALCULATED FROM ANGLES  
TURNED, BASED ON SINGLE  
MAGNETIC READING TAKING IN  
FIELD.



LEGEND

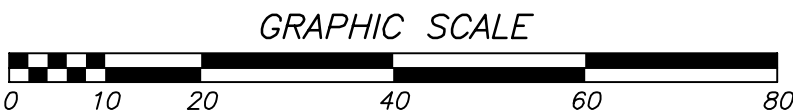
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IRPF	IRON PIN FOUND	PT	PERC. TEST (BOREHOLE)
		4x4	TRANSFORMER
		RRT	RAIL ROAD TIE WALL

REVISIONS:

11/15/2022: ASBUILT UPDATE

DEED BOOK 27369, PAGE 437  
LAND LOT 246 of the 18th DISTRICT  
DEKALB COUNTY, GEORGIA

DATE: 09/12/2022 SCALE: 1"= 20'



ME RIDIAN GE MATICS, LLC

Land Surveying ~ Residential, Commerical & Municipal

216 Powers Ferry Road  
Marietta, Georgia 30067  
phone: (770) 675-6197  
surveyingatlanta@gmail.com

DRAWN BY  
S.C.D.  
JOB. #  
2020-046

THIS SURVEY ONLY INCLUDES OBJECTS THAT ARE VISIBLE  
AND IS NOT RESPONSIBLE FOR UNDERGROUND UTILITIES  
OR OTHER OBJECTS THAT ARE NOT APPARENT BY  
VISUAL OBSERVATION. I.E. UNDERGROUND GAS TANKS,  
GAS LINES, WATERLINES, SEWER LINES, ETC.

FIELD DATA STATEMENT :

THE FIELD DATA UPON WHICH THIS MAP OR PLAT IS BASED  
HAS A CLOSURE PRECISION EXCEEDING ONE FOOT IN 10,000+  
FEET AND AN ANGULAR ERROR OF 5 SECONDS PER ANGLE  
POINT AND WAS ADJUSTED USING COMPASS RULE.

A TOPCON ES-150 INSTRUMENT WAS USED TO OBTAIN THE  
LINEAR AND ANGULAR MEASUREMENTS FOR THE PREPARATION  
OF THIS PLAT.

THIS PLAT HAS BEEN CALCULATED FOR CLOSURE AND IS  
FOUND TO EXCEED 1 IN 89,819

SURVEYOR'S CERTIFICATION

As required by subsection (d) of O.C.G.A. Section 15-6-67, this plat has been prepared by a land surveyor and approved by all applicable local jurisdictions for recording as evidenced by approval certificates, signatures, stamps, or statements hereon. Such approvals or affirmations should be confirmed with the appropriate governmental bodies by any purchaser or user of this plat as to intended use of any parcel. Furthermore, the undersigned land surveyor certifies that this plat complies with the minimum technical standards for property surveys in Georgia as set forth in the rules and regulations of the Georgia Board of Registration for Professional Engineers and Land Surveyors and as set forth in O.C.G.A. Section 15-6-67.

R.L.S. NO. 3107

SURVEYOR'S CERTIFICATE

To VIRANI PROPERTIES USA, INC., ROBERT A. MISLOW & CHICAGO TITLE INSURANCE COMPANY :

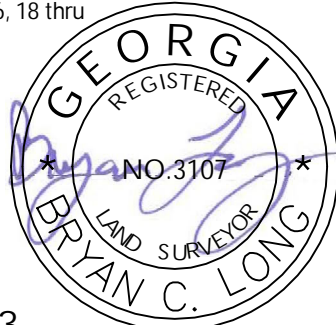
This is to certify that this map or plat and the survey on which it is based were made in accordance with the 2011 Minimum Standard Detail Requirements for ALTA/NSPS Land Title Surveys, jointly established and adopted by ALTA and NSPS, and include items 1 thru 4, 6(b), 7(a) and (b)(1), 8 thru 10, 11(a), 13, 16, 18 thru 20(a) of Table A of said requirements.

The field work was completed on 09/05/2022.

This 12th day of SEPTEMBER, 2022.

X.

LSF# 993



### **LEGAL DESCRIPTION**

*All that tract or parcel of land lying and being in Land Lot 246 of the 18<sup>th</sup> District of DeKalb County, Georgia, and as shown on Survey, by Meridian Geomatics, LLC, and being more particularly described as follows:*

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*Said tract or parcel contains 8,327 square feet 0.191 acres.*

.....

Chief Executive Officer  
Michael Thurmond

## DEPARTMENT OF PLANNING & SUSTAINABILITY

Interim Director  
Cedric Hudson

### PRE-APPLICATION FORM REZONE, SPECIAL LAND USE PERMIT, MODIFICATION, AND LAND USE (Required prior to filing application: signed copy of this form must be submitted at filing)

Applicant Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Property Address: \_\_\_\_\_

Tax Parcel ID: \_\_\_\_\_ Comm. District(s): \_\_\_\_\_ Acreage: \_\_\_\_\_

Existing Use: \_\_\_\_\_ Proposed Use: \_\_\_\_\_

Supplemental Regs: \_\_\_\_\_ Overlay District: \_\_\_\_\_ DRI: \_\_\_\_\_

**Rezoning:** Yes \_\_\_\_\_ No \_\_\_\_\_

Existing Zoning: \_\_\_\_\_ Proposed Zoning: \_\_\_\_\_ Square Footage/Number of Units: \_\_\_\_\_

Rezoning Request: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Land Use Plan Amendment:** Yes \_\_\_\_\_ No \_\_\_\_\_

Existing Land Use: \_\_\_\_\_ Proposed Land Use: \_\_\_\_\_ Consistent \_\_\_\_\_ Inconsistent \_\_\_\_\_

**Special Land Use Permit:** Yes \_\_\_\_\_ No \_\_\_\_\_ Article Number(s) 27- \_\_\_\_\_

Special Land Use Request(s): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

#### Major Modification:

Existing Case Number(s): \_\_\_\_\_

Condition(s) to be modified:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



## WHAT TO KNOW BEFORE YOU FILE YOUR APPLICATION

Pre-submittal Community Meeting: \_\_\_\_\_ Review Calendar Dates: \_\_\_\_\_ PC: \_\_\_\_\_ BOC: \_\_\_\_\_  
Letter of Intent: \_\_\_\_\_ Impact Analysis: \_\_\_\_\_ Owner Authorization(s): \_\_\_\_\_ Campaign Disclosure: \_\_\_\_\_  
Zoning Conditions: \_\_\_\_\_ Community Council Meeting: \_\_\_\_\_ Public Notice, Signs: \_\_\_\_\_  
Tree Survey, Conservation: \_\_\_\_\_ Land Disturbance Permit (LDP): \_\_\_\_\_ Sketch Plat: \_\_\_\_\_  
Bldg. Permits: \_\_\_\_\_ Fire Inspection: \_\_\_\_\_ Business License: \_\_\_\_\_ State License: \_\_\_\_\_  
Lighting Plan: \_\_\_\_\_ Tent Permit: \_\_\_\_\_ Submittal Format: NO STAPLES, NO BINDERS PLEASE

### Review of Site Plan

Density: \_\_\_\_\_ Density Bonuses: \_\_\_\_\_ Mix of Uses: \_\_\_\_\_ Open Space: \_\_\_\_\_  
Enhanced Open Space: \_\_\_\_\_ Setbacks: front \_\_\_\_\_ sides \_\_\_\_\_ side corner \_\_\_\_\_ rear \_\_\_\_\_  
Lot Size: \_\_\_\_\_ Frontage: \_\_\_\_\_ Street Widths: \_\_\_\_\_ Landscape Strips: \_\_\_\_\_  
Buffers: \_\_\_\_\_ Parking Lot Landscaping: \_\_\_\_\_ Parking - Auto: \_\_\_\_\_ Parking - Bicycle: \_\_\_\_\_  
Screening: \_\_\_\_\_ Streetscapes: \_\_\_\_\_ Sidewalks: \_\_\_\_\_ Fencing/Walls: \_\_\_\_\_  
Bldg. Height: \_\_\_\_\_ Bldg. Orientation: \_\_\_\_\_ Bldg. Separation: \_\_\_\_\_ Bldg. Materials: \_\_\_\_\_  
Roofs: \_\_\_\_\_ Fenestration: \_\_\_\_\_ Façade Design: \_\_\_\_\_ Garages: \_\_\_\_\_ Pedestrian Plan: \_\_\_\_\_  
Perimeter Landscape Strip: \_\_\_\_\_  
Possible Variances: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Planner: \_\_\_\_\_ Date: \_\_\_\_\_

### FILING FEES

<b>REZONING:</b>	RE, RLG, R-100, R-85, R-75, R-60, MHP, RSM, MR-1	\$500.00
	RNC, MR-2, HR-1, HR-2, HR-3, MU-1, MU-2, MU-3, MU-4, MU-5	\$750.00
	OI, OD, OIT, NS, C1, C2, M, M2	\$750.00
<b>LAND USE MAP AMENDMENT</b>		\$500.00
<b>SPECIAL LAND USE PERMIT</b>		\$400.00