

**LAND USE AMENDMENT APPLICATION CHECKLIST**

(Submit 1 printed, collated set of the complete application and a PDF version on a flash drive)

- \_\_\_ 1. Schedule a mandatory **Pre-Application Conference** with Planning & Sustainability staff by appointment. Obtain **Pre-Application form** (to be completed in pre-application meeting). Please email [lahill@dekalbcountyga.gov](mailto:lahill@dekalbcountyga.gov) for appointment.
- \_\_\_ 2. Hold a **Pre-Submittal Community Meeting** with surrounding neighborhood associations and residents. Provide documentation of the meeting (**meeting notice and sign in sheets**). Letter(s) from homeowners' association(s) may also be provided.
- \_\_\_ 3. Submit **Application** (Submit 1 printed, collated set and a PDF version on a flash drive. Please assemble materials in the following order.)
  - \_\_\_ **A. Application form** with name and address of applicant and owner, and address of subject property;
  - \_\_\_ **B. Pre-submittal community meeting notice and sign-in sheet** and other documentation of meeting, if any;
  - \_\_\_ **C. Letter of application and impact analysis**
    - \_\_\_ **1. Letter of application** identifying a) the proposed zoning classification, b) the reason for the rezoning or special use or modification request, c) the existing and proposed use of the property, d) 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), d)(optional) statement of conditions discussed with the neighborhood or community, if any.
    - \_\_\_ **2. Impact 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 Major Modification, please include previously approved conditions and Board of Commissioner meeting minutes.
  - \_\_\_ **D. Authorization Form**, if applicant is not the owner. Must be signed by all owners of the subject property and notarized. Authorization must 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 property ownership is less than 2 years.
  - \_\_\_ **E. Campaign disclosure statement** (required by State law).
  - \_\_\_ **F. Legal boundary survey** of the subject property, (showing boundaries, structures, and improvements), prepared and sealed within the last year by a professional engineer or land surveyor registered in the State of Georgia. *(If survey shows property on opposite sides of a public street right-of-way, file a separate application for each property.)*
  - \_\_\_ **G. Site Plan**, printed to scale, folded, 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;
    - \_\_\_ b. dimensioned access points and vehicular circulation drives;
    - \_\_\_ c. location of all existing and proposed buildings, structures, setbacks and parking;
    - \_\_\_ d. location of 100-year floodplain and any streams;
    - \_\_\_ e. notation of the total acreage or square footage of the subject property;
    - \_\_\_ f. landscaping, tree removal and replacement, buffer(s); and
    - \_\_\_ g. site plan notes of building square footages, heights, density calculations, lot coverage of impervious surfaces, parking ratios, open space calculations, and other applicable district standards.
  - \_\_\_ **H. Written Legal Description** of metes and bounds of the subject property (can be printed on site plan or survey).
  - \_\_\_ **I. Building Form Information.** Elevation (line drawing or rendering), or details of proposed materials, in compliance with Article 5 of the Zoning Ordinance.
  - \_\_\_ **J. Completed, signed Pre-application Form** (Provided at pre-application meeting.)

DEPARTMENT OF PLANNING & SUSTAINABILITY

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**APPLICATION TO AMEND COMPREHENSIVE LAND USE (FUTURE DEVELOPMENT)  
MAP PLAN OF DEKALB CNTY, GEORGIA**

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

Applicant's Name \_\_\_\_\_ E-Mail \_\_\_\_\_

Applicant's Mailing Address \_\_\_\_\_

Applicant's Daytime Phone# \_\_\_\_\_ Fax# \_\_\_\_\_

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If more than one owner, attach information for each owner as Exhibit "A"

Owner's Name: \_\_\_\_\_ E-Mail \_\_\_\_\_

Owner's Mailing Address \_\_\_\_\_

Owner's Daytime Phone # \_\_\_\_\_ Fax # \_\_\_\_\_

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Address/Location of Subject Property \_\_\_\_\_

Parcel ID# \_\_\_\_\_ Acreage \_\_\_\_\_

Commission District \_\_\_\_\_

Present Zoning District \_\_\_\_\_ Proposed Zoning District \_\_\_\_\_

Present Land Use Designation \_\_\_\_\_

Proposed Land Use Designation \_\_\_\_\_

Current Zoning Classification(s) \_\_\_\_\_

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**IMPACT ANALYSIS**

As per Article 7.3.4 of the Zoning Ordinance of the Dekalb County, each applicant seeking an amendment to the official Comprehensive Plan land use maps shall provide a complete written response to each of the following standards and factors:

1. Whether the proposed land use change will permit uses that are suitable in view of the use and development of adjacent and nearby properties.
2. Whether the proposed land use change will adversely affect the existing use or usability of adjacent or nearby property.
3. Whether the proposed land use change will result in uses which will or could cause excessive or burdensome use of existing streets, transportation facilities, utilities or schools.
4. Whether the amendment is consistent with the written policies in Comprehensive Plan text.
5. Whether there are environmental impacts or consequences resulting from the proposed change.
6. Whether there are impacts on properties in an adjoining governmental jurisdiction in cases of proposed changes near county boundary lines.
7. Whether there are other existing or changing conditions affecting the use and development of the affected land areas which support either approval or denial of the proposed land use change.
8. Whether there are impacts on historic buildings, sites, districts or archaeological resources resulting from the proposed change.

**FILING FEES**

At the time of submittal, a filing fee of \$500 shall accompany each application for an amendment to the Comprehensive Plan land use map.

Applications for non-contiguous property (separated by a street) must be filed separately. A separate fee will be charged for each application. Applications deferred “full cycle” do not require additional fees. An application that is withdrawn and later re-filed will be treated as a new case will require a new fee.

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**Disclosure of Campaign Contribution**

PLEASE READ THE FOLLOWING BEFORE SIGNING

This application form must be completed in its entirety. In addition, any application that lacks any of the required attachments or payment of the filing fee shall be determined to be incomplete and shall not be accepted.

Disclosure of Campaign Contributions in accordance with the Conflict of interest in Zoning Act, O.C.G. A Chapter 36-67A, the following questions must be answered. Have you, the applicant made \$250.00 or more in campaign contributions 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 the Board of Commissions, DeKalb County, 1300 Commerce Drive, Decatur, Ga 30030.

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Signature of Applicant

Check one: Owner \_\_\_\_\_ Agent \_\_\_\_\_ Date \_\_\_\_\_

Notary:

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Expiration Date/Seal

\*Notary not needed if answer is "No"

**DEPARTMENT OF PLANNING & SUSTAINABILITY**

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

TO WHOM IT MAY CONCERN:

(I) (WE) \_\_\_\_\_  
Name of owner(s)

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

Name of Agenda or Representative to file an application on (my) (our) behalf.

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

\_\_\_\_\_

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

\_\_\_\_\_

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

\_\_\_\_\_

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

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