

**DEPARTMENT OF PLANNING & SUSTAINABILITY**

Chief Executive Officer  
Michael Thurmond

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**SPECIAL LAND USE PERMIT (SLUP) APPLICATION CHECKLIST**

**EMAIL COMPLETED PACKET IN ONE (1) PDF to PLANNER**

- \_\_\_\_\_ 1. Schedule a mandatory **Pre-Application Conference** with Planning & Sustainability staff by appointment. 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 complete, combined PDF version via email or 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. 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.)

**INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED**