



DEPARTMENT OF PLANNING & SUSTAINABILITY

SPECIAL LAND USE PERMIT APPLICATION

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

Applicant Name: Denise Amos

Applicant Email Address: nascilearningforest@gmail.com

Applicant Mailing Address: 2854 Clifton Church Rd SE, Atlanta, GA 30316

Applicant Phone Number: (404)491-1515

Owner Name: Daniel Ramirez

(If more than one owner, attach list of owners.)

Owner Email Address: dd.homesteady@gmail.com

Owner Mailing Address: 2854 Clifton Church Rd SE, Atlanta, GA 30316

Owner Phone Number: (404)491-1515

Subject Property Address: 2854 Clifton Church Rd SE, Atlanta, GA 30316

Parcel ID Number(s): 15 107 07 010

Acreage: 2.4 Commission District(s): 3 Super District: 6

Existing Zoning District(s): R-75 Proposed Zoning District(s): R-75

Existing Land Use Designation(s): SUB Proposed Land Use Designation(s): (if applicable)

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

Owner: DR

Agent:

Signature of Applicant:



Nasci Learning Forest <nascilearningforest@gmail.com>

Notice of Upcoming Special Land Use Permit Application Community Meetings

Nasci Learning Forest <nascilearningforest@gmail.com>

Fri, Mar 28, 2025 at 10:54 AM

To: Nasci Learning Forest <nascilearningforest@gmail.com>

Bcc: adrianez.reealty@gmail.com, ageetah@gmail.com, albertajordan@bellsouth.net, barnesve@yahoo.com, bcpace2@gmail.com, berryelfreda227@gmail.com, bjaevnt@gmail.com, christinedennis@bellsouth.net, couter@icloud.com, csanders@eastmetroid.com, dbonino1@aol.com, dlocks1019@aol.com, eaca.drivera@gmail.com, edsan@bellsouth.net, elitedesignsatl@yahoo.com, ericastewart2009@gmail.com, ericwschwartz@gmail.com, frank@golleyrealty.com, gloverette@bellsouth.net, gramsey@usa.net, grants@eaca.net, hjpreston23@gmail.com, info@greshamhills.org, jacquelynbuiebrown@gmail.com, jgross@stickybusiness.net, k1776usa@yahoo.com, landuse@eaca.net, linn.jeff@gmail.com, mfunk64@att.net, mkirkwood73@outlook.com, naacpdek@comcast.net, nahwash4ms@aol.com, NettieJackson@me.com, norfley@yahoo.com, parkviewcivicclub@gmail.com, pat.lawrencecraig@gmail.com, pdk-powell@comcast.net, phthompson3@msn.com, ppculp@att.net, president@naacpdekalb.org, rachelbarber4@gmail.com, rbarrow@comcast.net, regeniarobertsone@gmail.com, rigel.cable@gmail.com, robroark@allsouthwarehouse.com, sbhouston@bellsouth.net, sls1289@gmail.com, swhealth007@gmail.com, tolip209@gmail.com, tommyt4dekalb@gmail.com, transportation@eaca.net, wazulamor@aol.com, wmtoliver7@gmail.com, jackson.gloria1@gmail.com, loue738@gmail.com, info@destinedevents.com, judah1st2000@yahoo.com, rbilly770@bellsouth.net, rmurphyga@gmail.com, deidrawright20@gmail.com, kmd1965@gmail.com, nicolejmorado@gmail.com, amytaylo@bellsouth.net, fvsu911@gmail.com, louisfarinella@gmail.com, voncilehodes@att.net, williambuddenwarren@icloud.com, EWilliams.RainbowHOAboard@gmail.com, greshamhillsneighbors@gmail.com

Dear Neighbor,

We are planning to apply for a Dekalb County **Special Land Use Permit** to open a small In-Home Childcare Facility at 2854 Clifton Church Road SE, Atlanta, GA 30316. Find out more about the project, ask questions, and voice your opinion at **one of the following community meetings**:

Date	Wednesday, April 9, 2025
Time	7:00 – 8:00pm
Location	Virtual Video Call via GoogleMeet
Link	https://meet.google.com/iun-xcgz-xho

OR

Date	Saturday, April 12, 2025
Time	1:00 – 2:00pm
Location	Virtual Video Call via GoogleMeet

Link	https://meet.google.com/iun-xcgz-xho
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You may attend one or both of the meetings at your convenience.

If you have any questions about the meeting, please call **(404) 491-1515** or e-mail nascilearningforest@gmail.com. We look forward to seeing you there!

Denise Amos

Owner & Director

Nasci Learning Forest



Nasci Learning Forest <nascilearningforest@gmail.com>

Notice of Upcoming Special Land Use Permit Application Community Meetings

Nasci Learning Forest <nascilearningforest@gmail.com>

Fri, Mar 28, 2025 at 10:56 AM

To: Nasci Learning Forest <nascilearningforest@gmail.com>

Bcc: canglin@anglingroup.com, bam3dst@gmail.com, elfreda227@att.net, alisonnmiller@gmail.com, pat.lawrencecraig@gmail.com, phthompson3@msn.com, nettieJackson@me.com, springgreens.atl@gmail.com, emu7143983@aol.com, rmurphyga@gmail.com

Dear Neighbor,

We are planning to apply for a Dekalb County **Special Land Use Permit** to open a small In-Home Childcare Facility at 2854 Clifton Church Road SE, Atlanta, GA 30316. Find out more about the project, ask questions, and voice your opinion at **one of the following community meetings**:

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Denise Amos*Owner & Director*

Nasci Learning Forest



Nasci Learning Forest <nascilearningforest@gmail.com>

REMINDER: THIS SATURDAY 4/12 Special Land Use Permit Application Community Meeting

Nasci Learning Forest <nascilearningforest@gmail.com>

Thu, Apr 10, 2025 at 2:02 PM

To: Nasci Learning Forest <nascilearningforest@gmail.com>

Bcc: canglin@anglingroup.com, bam3dst@gmail.com, elfreda227@att.net, alisonnmiller@gmail.com, pat.lawrencecraig@gmail.com, phthompson3@msn.com, nettieJackson@me.com, springgreens.atl@gmail.com, emu7143983@aol.com, rmurphyga@gmail.com, adriannez.realty@gmail.com, ageetah@ymail.com, albertajordan@bellsouth.net, barnesve@yahoo.com, bcpace2@gmail.com, berryelfreda227@gmail.com, bjaevnt@gmail.com, christinedennis@bellsouth.net, couther@icloud.com, csanders@eastmetrocid.com, dbonino1@aol.com, dlocks1019@aol.com, eaca.drivara@gmail.com, edsan@bellsouth.net, elitedesignsatl@yahoo.com, ericastewart2009@gmail.com, ericwschwartz@gmail.com, frank@golleyrealty.com, gloverette@bellsouth.net, gramsey@usa.net, grants@eaca.net, hjpreston23@gmail.com, jacquelynbuiebrown@gmail.com, jgross@stickybusiness.net, k1776usa@yahoo.com, landuse@eaca.net, linn.jeff@gmail.com, mfunk64@att.net, mkirkwood73@outlook.com, naacpdek@comcast.net, nahwash4ms@aol.com, norfley@yahoo.com, parkviewcivicclub@gmail.com, pdk-powell@comcast.net, ppculp@att.net, president@naacpdekab.org, rachelbarber4@gmail.com, rbarrow@comcast.net, regeniarobertsone@gmail.com, rigel.cable@gmail.com, robroark@allsouthwarehouse.com, sbhouston@bellsouth.net, sls1289@gmail.com, swhealth007@gmail.com, tommyt4dekab@gmail.com, transportation@eaca.net, wazulamor@aol.com, wmtoliver7@gmail.com, jackson.gloria1@gmail.com, loue738@gmail.com, info@destinedevents.com, judah1st2000@yahoo.com, rbilly770@bellsouth.net, deidrawright20@gmail.com, kmd1965@gmail.com, nicolejmorado@gmail.com, amytaylo@bellsouth.net, louisfarinella@gmail.com, voncilehodes@att.net, williambuddenwarren@icloud.com, EWilliams.RainbowHOAboard@gmail.com, greshamhillsneighbors@gmail.com

Greetings Neighbors!

Sending out a reminder for our **virtual Special Land Use Permit Pre-Submittal Meeting** happening **THIS SATURDAY, 4/12 @ 1 pm**. Let your voice be heard in support of a small business in your neighborhood!

Attendance at this meeting is a crucial step for us to secure a permit to establish our much-needed quality in-home childcare facility in Gresham Park.

Find out more about the project, ask questions, and voice your opinion at **the following community meeting**:

Date	Saturday, April 12, 2025
Time	1:00 – 2:00pm
Location	Virtual Video Call via GoogleMeet
Link	https://meet.google.com/iun-xcgz-xho

If you have any questions about the meeting, please call/text **(404) 491-1515** or e-mail nascilearningforest@gmail.com. We look forward to seeing you there!

Thank you,



Denise Amos
Owner & Director



NASCI
LEARNING FOREST



Hill, LaSondra

to me ▾

Thu, Apr 10, 2:59 PM (6 days ago)



Hello. I just got out of my car so, I was responding on my phone.

You can only announce and hold the meeting(s). I think it's great that you're having another, though not required.

After that, there's nothing you can do if no one shows. As long as you have the proof of your meeting announcement and proof that you held the meetings, you're fine.

From: Nasci Learning Forest <nascilearningforest@gmail.com>

Sent: Thursday, April 10, 2025 2:12 PM

To: Hill, LaSondra <lahill@dekalbcountyga.gov>

Subject: Special Land Use Permit (SLUP) - Pre-submittal Meeting - 2854 Clifton Church Road

Good Afternoon Ms. Hill,

I hope you are well. I am checking in with an update of my SLUP process. Last night, for my Pre-Submittal meeting, I had only one person attend. I have another one scheduled this Saturday. While I hope to have some more attendees, what would be the next step if no one shows up? I sent out a reminder today to improve my chances.

I look forward to hearing from you.

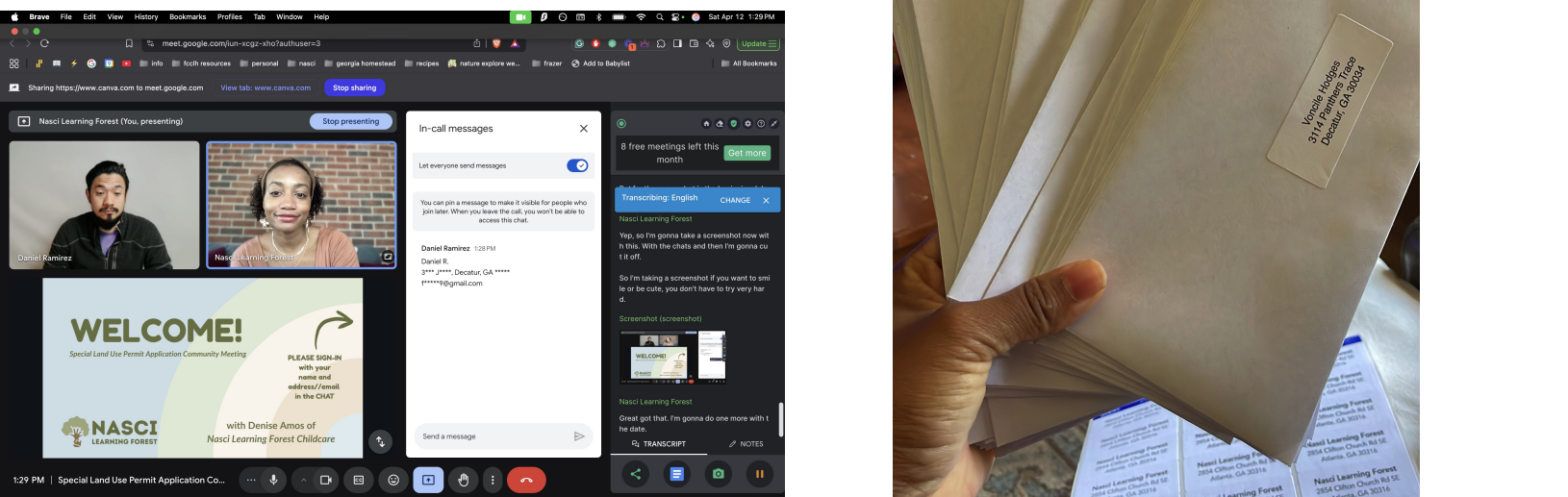
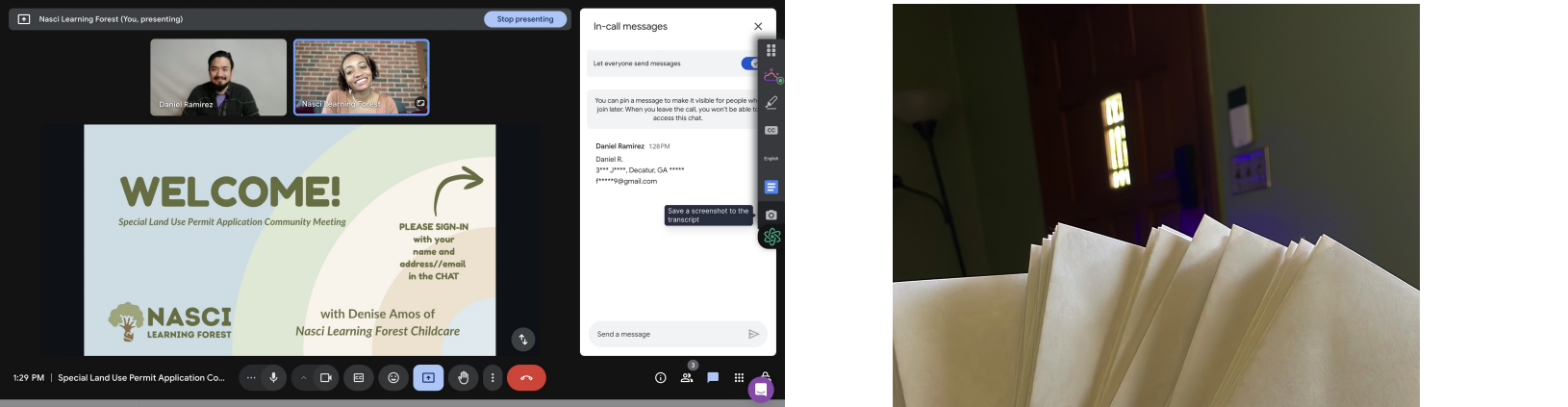
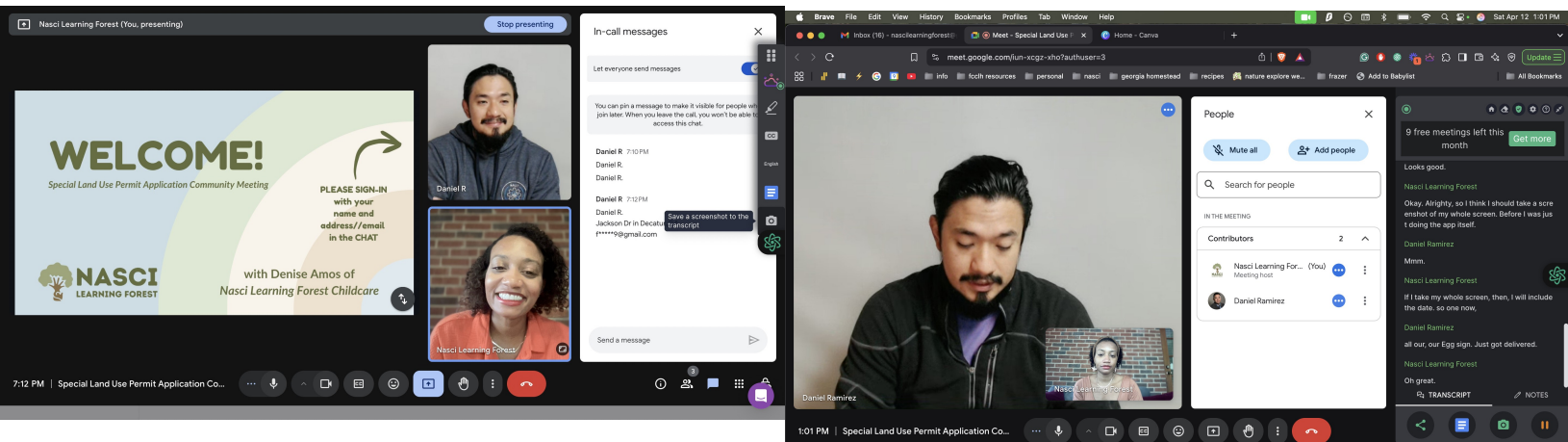
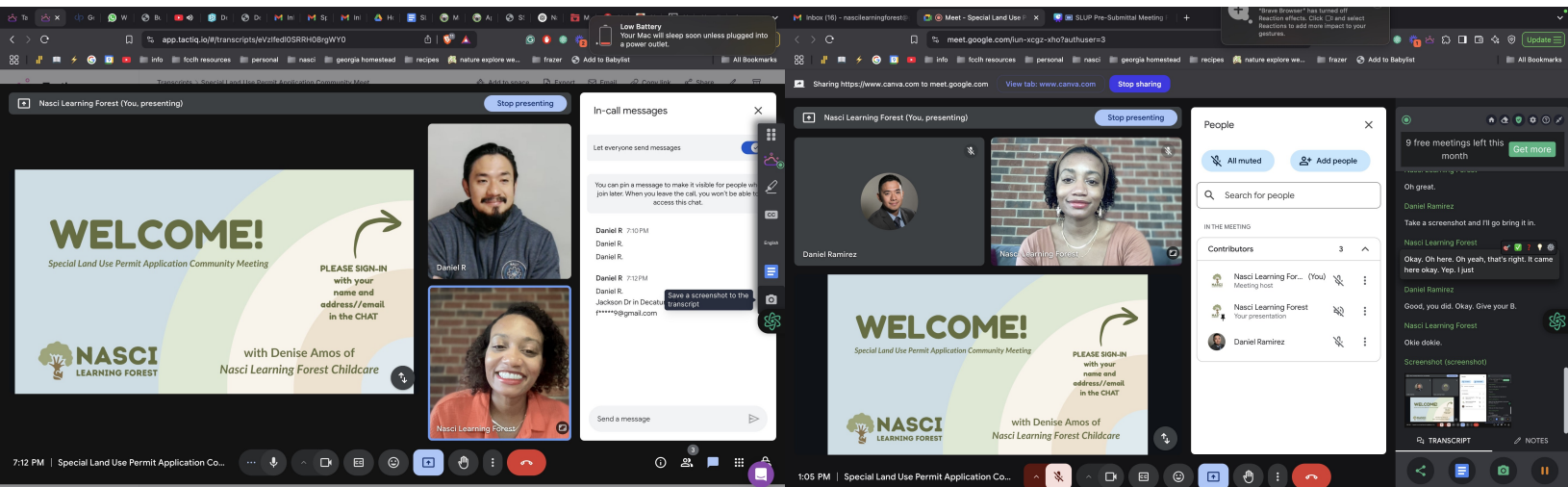
Thank you!



Denise Amos



NASCI
LEARNING FOREST



Letter of Application

Applicant: Denise Amos

Property Address: 2854 Clifton Church Road SE, Atlanta, GA 30316

Zoning Classification: R-75

Proposed Use: In-Home Childcare Facility

Request: Special Land Use Permit (SLUP) to serve up to six children in a licensed in-home childcare program

To Whom It May Concern:

I am submitting this letter in support of my application for a **Special Land Use Permit (SLUP)** for the property located at **2854 Clifton Church Road SE** in DeKalb County, Georgia. The **current zoning classification** of the property is **[insert zoning, e.g., R-75 Residential]**, which allows for single-family residential use.

The **reason for this SLUP request** is to obtain approval to operate a licensed **in-home childcare program** serving **up to six children**, as required by DeKalb County for family childcare homes serving more than three children. This childcare program, called **Nasci Learning Forest**, will be licensed through Georgia's Department of Early Care and Learning (DECAL) and will adhere to all state and county childcare standards.

The **existing use of the property** is a single-family residence. The **proposed use** is to continue as a primary residence while also operating a small-scale, home-based childcare facility.

Key **characteristics of the proposed use** are as follows:

- **Floor area used for childcare:** Approximately 800 square feet of indoor space, including designated play, learning, and rest areas. Outdoor play will take place in a fully fenced backyard.
- **Building height:** No changes are proposed to the existing one-story structure.
- **Number of children served:** A maximum of **six (6)** children, aged 3 months to 3 years.
- **Number of employees:** Two caregivers, including myself. Both staff will be CPR/First Aid certified, background checked, and experienced in early childhood care.
- **Manner and hours of operation:** The program will operate **Monday through Friday from 7:30 AM to 5:30 PM**. All children will be dropped off and picked up at the front entrance via the private driveway, minimizing traffic disruption. The program emphasizes developmentally appropriate, play-based learning and nature-connected enrichment

activities.

Nasci Learning Forest is committed to providing safe, inclusive, and high-quality care in a home-like environment. I respectfully request approval of this application and look forward to contributing to the availability of licensed childcare services in DeKalb County.

Sincerely,

Denise Amos

nascilearningforest@gmail.com

(404) 491-1515

Impact Analysis

Applicant: Denise Amos

Property Address: 2854 Clifton Church Road SE, Atlanta, GA 30316

Proposed Use: Licensed In-Home Childcare Facility for 6 children

Zoning Classification: [Insert exact zoning code, e.g., R-75]

A. Site Adequacy:

The size of the property is adequate for the proposed use. The home includes approximately 800 square feet of indoor space dedicated to childcare and a fully enclosed backyard suitable for outdoor play. Required yard setbacks are met, and there is a paved driveway at the rear of the property for off-street parking and drop-offs. No new buildings or structures are being added, so no buffer zones or major site alterations are needed.

B. Compatibility with Adjacent Properties:

The proposed use is compatible with the surrounding residential neighborhood. The childcare operation will be low-impact, serving only six children at a time. Outdoor activities will take place during regular business hours, with noise naturally limited by foliage and fencing. No smoke, odor, dust, or vibration will be produced by the facility. The use supports neighborhood stability by offering high-quality, small-scale childcare within a residential setting.

C. Availability of Public Services and Utilities:

The property is already served by existing public water, sewer, electricity, waste collection, and emergency services. These services are sufficient to support the proposed childcare use.

D. Street and Traffic Capacity:

Clifton Church Road SE is a public street that is adequate for the anticipated low volume of traffic associated with the childcare program. With only six children enrolled and staggered drop-off/pick-up times, no undue congestion is expected.

E. Ingress and Egress:

Ingress and egress are provided via the existing paved driveway, which allows for safe drop-off and pickup away from the street. Parents will be instructed to enter the driveway from the east side of Clifton Church Road to ensure safe and consistent traffic flow. The driveway and entrance are clear and accessible for both pedestrians and emergency responders.

F. Manner and Hours of Operation:

The childcare program will operate **Monday through Friday from 7:30 AM to 5:30 PM**. All activities, including outdoor play, will occur within this timeframe. These hours align with traditional work schedules and are unlikely to cause disruption to neighboring properties.

G. Compliance with Zoning Requirements:

The proposed use is consistent with the intent of the residential zoning district and complies with applicable supplemental regulations for in-home childcare as outlined by the DeKalb

County Zoning Ordinance. No structural additions are proposed, and the residential character of the property will be maintained.

H. Consistency with the Comprehensive Plan:

The proposal supports the County's comprehensive plan goals of providing accessible, high-quality childcare options within residential areas and promoting small-scale, community-based economic activity. The program addresses a critical need for early childhood services while preserving the residential integrity of the neighborhood.

I. Refuse and Service Areas:

Refuse will be stored in standard residential garbage and recycling bins, collected weekly as per county schedule. No additional service areas are required.

J. Duration of SLUP:

There is no foreseeable need to limit the duration of the SLUP, as the proposed use is stable, licensed, and professionally operated. However, I am open to reasonable review intervals if required by the County.

K. Building Size and Massing:

The proposed use will take place entirely within the existing single-story residential structure. No additions or changes are planned. Therefore, there will be no visual or shadow impact on adjacent lots or buildings.

L. Impact on Historic Resources:

To the best of my knowledge, there are no historic buildings or archaeological resources on the subject property or immediately adjacent. The proposed use will have no adverse effects in this regard.

M. Compliance with Supplemental Regulations:

The proposed childcare facility will meet all requirements for a family childcare learning home, including staff-to-child ratios, training and certification of staff, childproofing standards, and outdoor safety guidelines per DECAL regulations.

N. Community Need and Support:

The need for quality, licensed in-home childcare in DeKalb County is well-documented. This program responds to that need with a nurturing, inclusive, and developmentally rich environment for infants and toddlers. During the pre-submittal meeting, no objections were raised, and the feedback received was positive and supportive.

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: April 19, 2025

TO WHOM IT MAY CONCERN:

I/WE: Daniel Ramirez
Name of Owner(s)

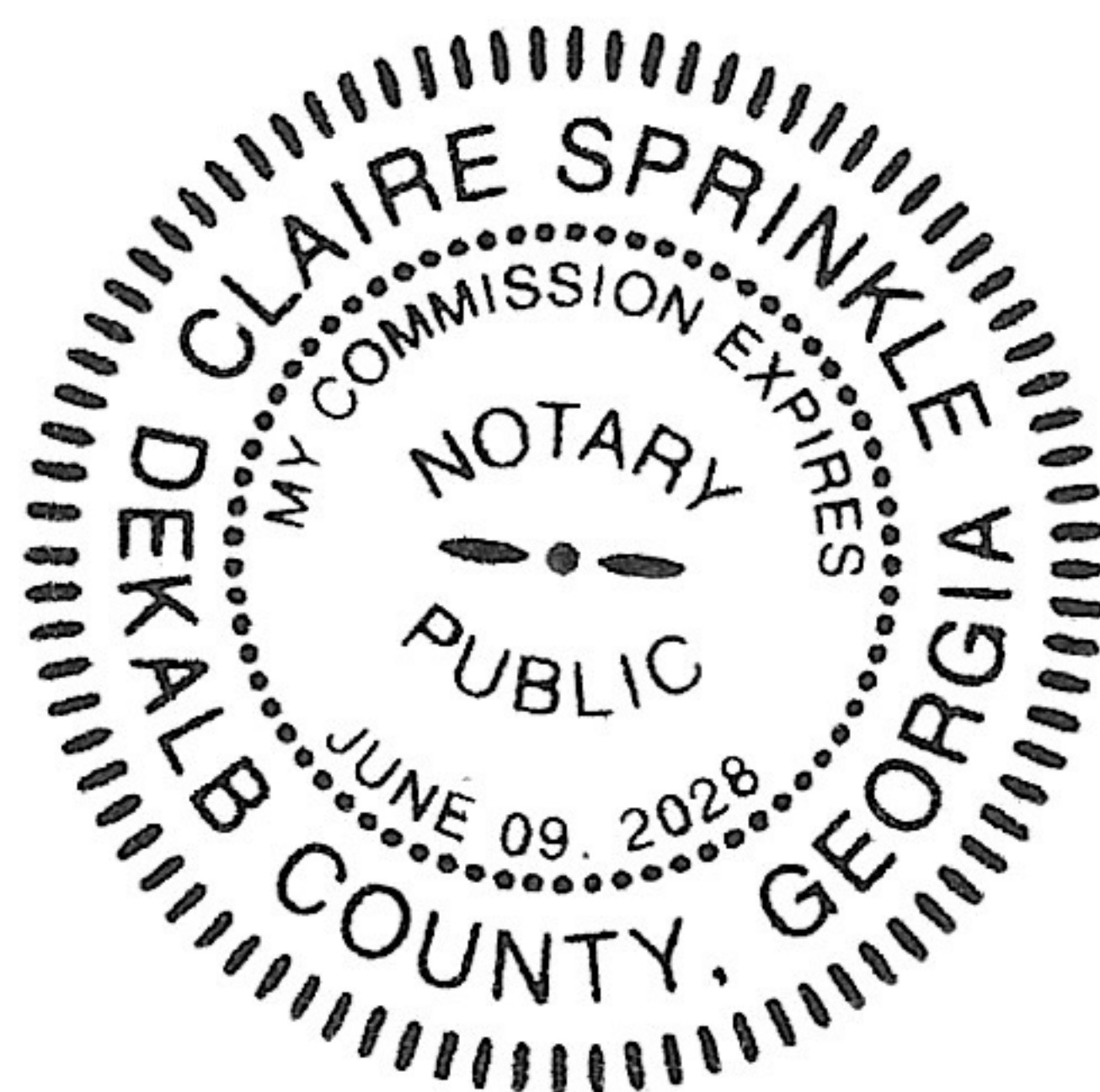
being owner(s) of the subject property described below or attached hereby delegate authority to:

Denise Joy Amos
Name of Agent or Representative

to file an application on my/our behalf.

Claire Sprinkle
Notary Public

Daniel Ramirez 20250419
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: X *

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.

Claire Sprinkle

Notary

Deig

Signature of Applicant /Date

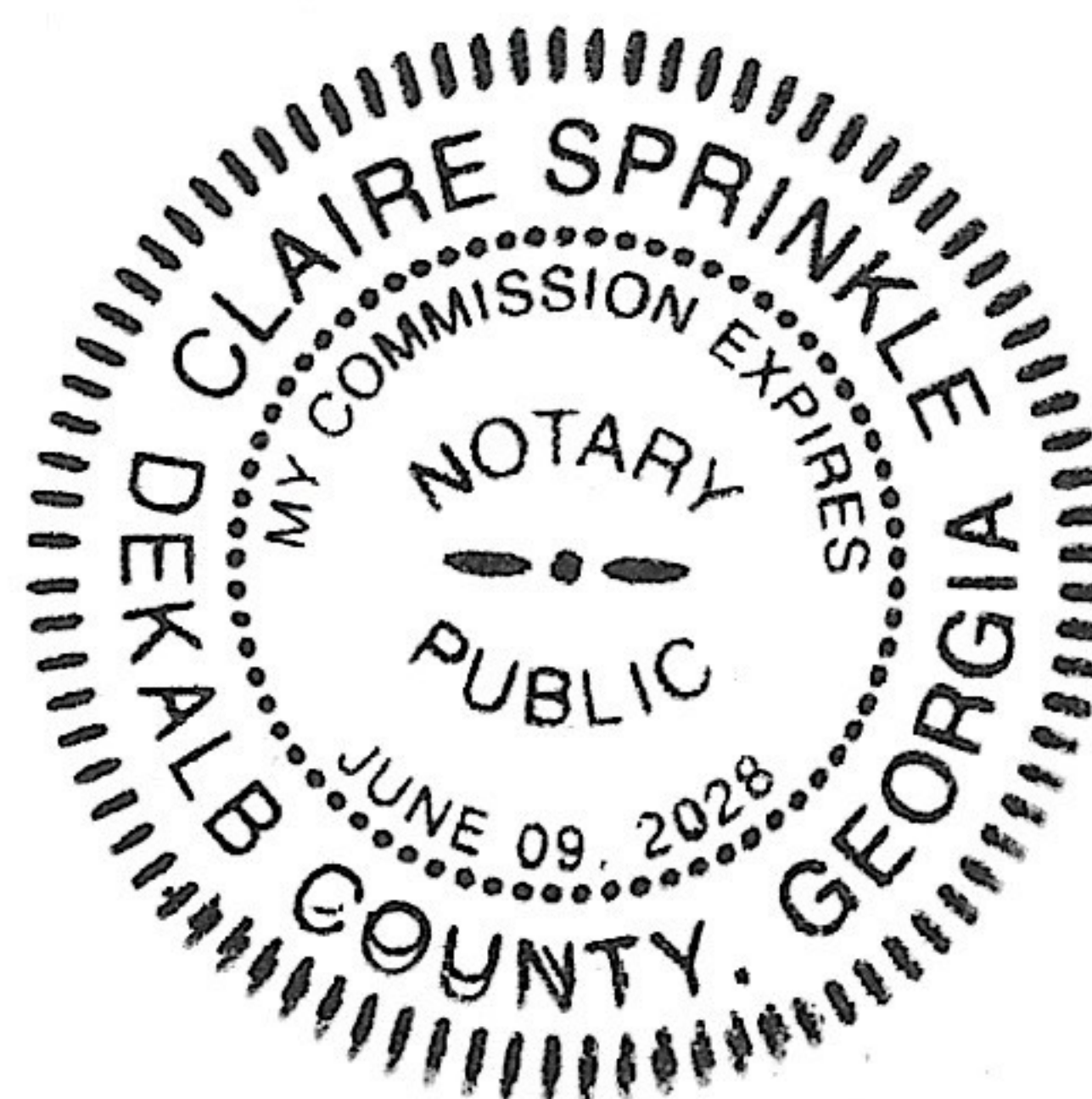
4/19/2025

Check one: Owner _____ Agent X

June 09, 2028

Expiration Date/ Seal

*Notary seal not needed if answer is "No".



REFERENCE MATERIAL

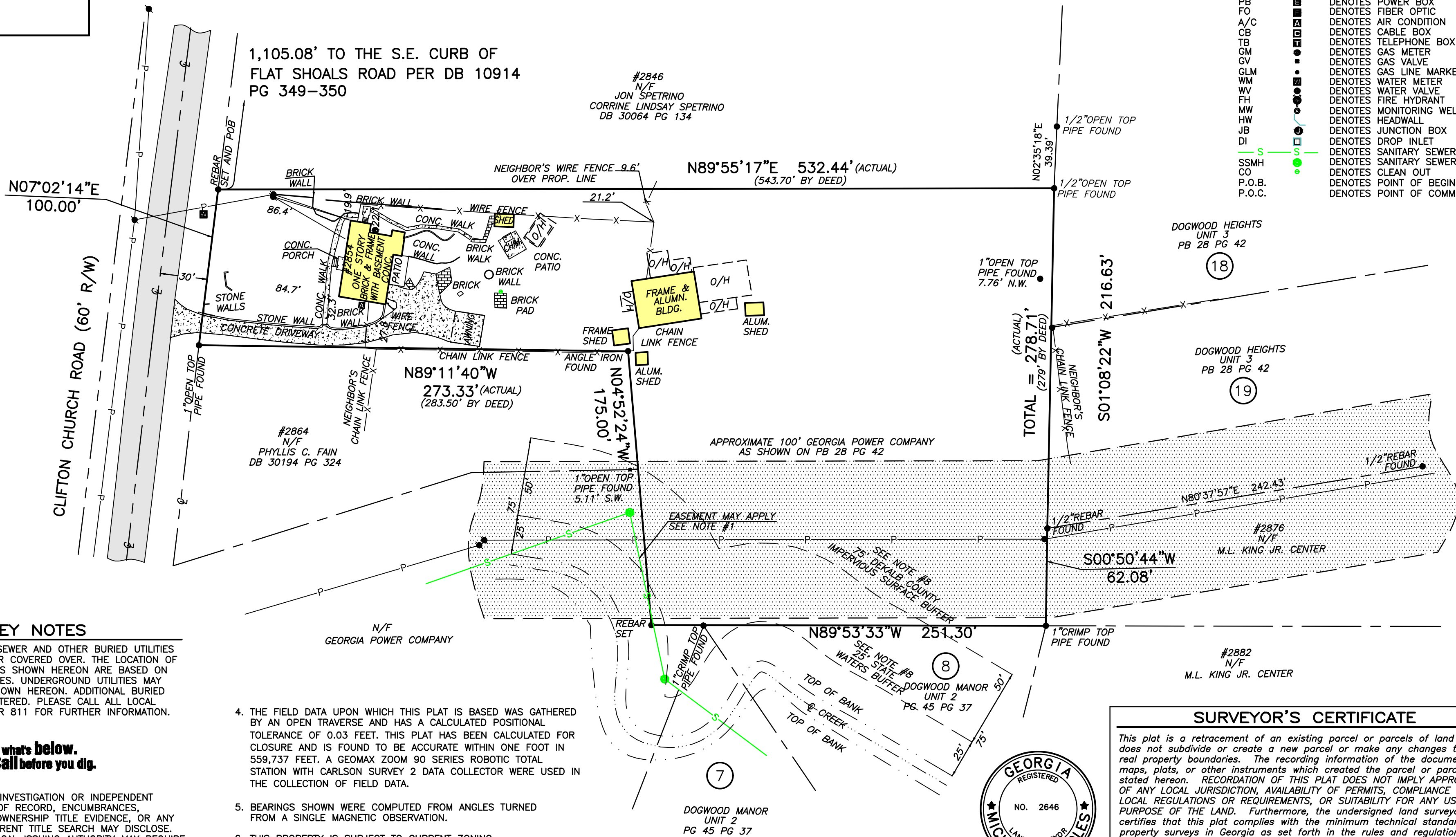
1. SURVIVORSHIP DEED IN FAVOR OF
BETTY RUTH PARKS AND CHARLES WILLIS PARKS
DEED BOOK 10914 PAGE 349-350
DEKALB COUNTY, GEORGIA RECORDS

FLOOD NOTE

THIS PROPERTY IS LOCATED IN A FEDERAL FLOOD AREA AS INDICATED BY F.I.R.M. OFFICIAL FLOOD HAZARD MAPS. COMMUNITY PANEL No. 13089C0133J
EFFECTIVE DATE: MAY 16, 2013
DEKALB COUNTY, GEORGIA (ZONE "AE")
THE FLOOD INFORMATION ON THIS PLAT HAS BEEN DETERMINED AFTER REVIEW OF MAPS WHICH ONLY APPROXIMATE THE LOCATION OF THE APPLICABLE FLOOD HAZARD AREA. FOR MORE ACCURATE INFORMATION, A SECOND OPINION OF THE APPLICABLE FLOOD HAZARD AREA IS RECOMMENDED. FOR FURTHER INFORMATION CONTACT THE LOCAL DRAINAGE DEPARTMENT, CORPS OF ENGINEERS, AN INSURANCE COMPANY OR APPRAISER.

LEGEND

B	DENOTES BUILDING LINE
R	DENOTES PROPERTY LINE
R/W	DENOTES RIGHT-OF-WAY
C	DENOTES CENTERLINE
BC	DENOTES BACK OF CURB
G	DENOTES GUTTER
EP	DENOTES EDGE OF PAVING
TW	DENOTES TOP OF WALL
BW	DENOTES BOTTOM OF WALL
X	DENOTES FENCE
RCP	DENOTES REINFORCED CONCRETE PIPE
CMP	DENOTES CORRUGATED METAL PIPE
PP	DENOTES POWER POLE
LP	DENOTES LIGHT POLE
GW	DENOTES GUY WIRE
P	DENOTES POWER LINE
PM	DENOTES POWER METER
PB	DENOTES POWER BOX
FO	DENOTES FIBER OPTIC
A/C	DENOTES AIR CONDITION
CB	DENOTES CABLE BOX
TB	DENOTES TELEPHONE BOX
GM	DENOTES GAS METER
GV	DENOTES GAS VALVE
GLM	DENOTES GAS LINE MARKER
WM	DENOTES WATER METER
WV	DENOTES WATER VALVE
FH	DENOTES FIRE HYDRANT
MW	DENOTES MONITORING WELL
HW	DENOTES HEADWALL
JB	DENOTES JUNCTION BOX
DI	DENOTES DROP INLET
SSMH	DENOTES SANITARY SEWER LINE
CO	DENOTES SANITARY SEWER MANHOLE
P.O.B.	DENOTES CLEAN OUT
P.O.C.	DENOTES POINT OF BEGINNING
	DENOTES POINT OF COMMENCEMENT



SURVEY NOTES

1. STORM SEWER, SANITARY SEWER AND OTHER BURIED UTILITIES MAY HAVE BEEN PAVED OR COVERED OVER. THE LOCATION OF UNDERGROUND UTILITIES AS SHOWN HEREON ARE BASED ON ABOVE GROUND STRUCTURES. UNDERGROUND UTILITIES MAY VARY FROM LOCATIONS SHOWN HEREON. ADDITIONAL BURIED UTILITIES MAY BE ENCOUNTERED. PLEASE CALL ALL LOCAL UTILITY PROVIDERS AND OR 811 FOR FURTHER INFORMATION.
2. SURVEYOR HAS MADE NO INVESTIGATION OR INDEPENDENT SEARCH FOR EASEMENTS OF RECORD, ENCUMBRANCES, RESTRICTIVE COVENANTS, OWNERSHIP TITLE EVIDENCE, OR ANY OTHER FACTS THAT A CURRENT TITLE SEARCH MAY DISCLOSE. FOR NEW PERMITS THE LOCAL ISSUING AUTHORITY MAY REQUIRE ADDITIONAL EASEMENTS NOT SHOWN.
3. THIS PLAT WAS PREPARED FOR THE EXCLUSIVE USE OF THE PERSON, PERSONS OR ENTITY NAMED HEREON. THIS PLAT DOES NOT EXTEND TO ANY UNNAMED PERSON, PERSONS, OR ENTITY WITHOUT THE EXPRESS RECERTIFICATION OF THE SURVEYOR NAMING SUCH PERSON, PERSONS OR ENTITY.
4. THE FIELD DATA UPON WHICH THIS PLAT IS BASED WAS GATHERED BY AN OPEN TRAVERSE AND HAS A CALCULATED POSITIONAL TOLERANCE OF 0.03 FEET. THIS PLAT HAS BEEN CALCULATED FOR CLOSURE AND IS FOUND TO BE ACCURATE WITHIN ONE FOOT IN 559,737 FEET. A GEOMAX ZOOM 90 SERIES ROBOTIC TOTAL STATION WITH CARLSON SURVEY 2 DATA COLLECTOR WERE USED IN THE COLLECTION OF FIELD DATA.
5. BEARINGS SHOWN WERE COMPUTED FROM ANGLES TURNED FROM A SINGLE MAGNETIC OBSERVATION.
6. THIS PROPERTY IS SUBJECT TO CURRENT ZONING REGULATIONS AND RESTRICTIONS.
7. ALL REBARS SET ARE 1/2" REBARS UNLESS OTHERWISE NOTED.
8. THE EXISTENCE, SIZE, AND LOCATION OF IMPERVIOUS BUFFERS ARE SUBJECT TO FINAL DETERMINATION BY THE LOCAL ISSUING AUTHORITY, CITY, OR COUNTY.



Michael R. Noles
Georgia RLS #2646
Member SAMSOG

SURVEYOR'S CERTIFICATE

This plat is a retracement of an existing parcel or parcels of land and does not subdivide or create a new parcel or make any changes to any real property boundaries. The recording information of the documents, maps, plats, or other instruments which created the parcel or parcels are stated hereon. RECORDATION OF THIS PLAT DOES NOT IMPLY APPROVAL OF ANY LOCAL JURISDICTION, AVAILABILITY OF PERMITS, COMPLIANCE WITH LOCAL REGULATIONS OR REQUIREMENTS, OR SUITABILITY FOR ANY USE OR PURPOSE OF THE LAND. 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 Regulation for Professional Engineers and Land Surveyors and as set forth in O.C.G.A. Section 15-6-67.

Michael R. Noles

Michael R. Noles Georgia RLS No. 2646 4-19-23

NO.	REVISIONS	DATE



McClung Surveying Services, Inc.
4833 South Cobb Drive Suite 200
Smyrna, Georgia 30080 (770) 434-3383
www.mcclungsurveying.com Certificate of Authorization #LSF000752

SURVEY FOR
DIARMUID HOUSTON
JH SOUTH, LLC

2854 CLIFTON CHURCH ROAD S.E.
ATLANTA, GEORGIA

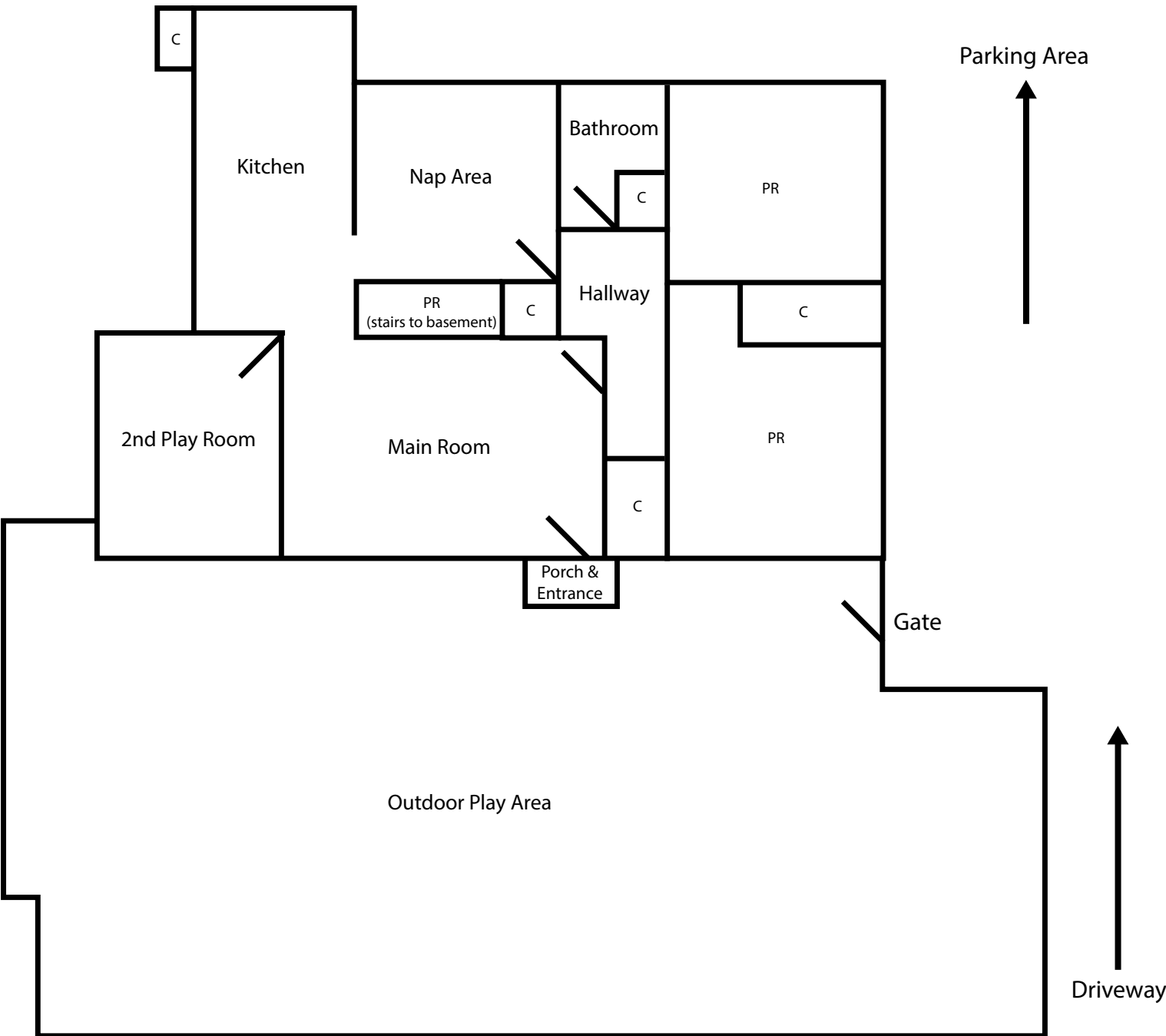
TOTAL AREA= 2.308± ACRES
OR 100,539± SQ. FT.



LAND LOT 107
15TH DISTRICT
DEKALB COUNTY, GEORGIA
PLAT PREPARED: 4-19-2023
FIELD: 4-17-2023 SCALE: 1"=50'

JOB#261052

Nasci Learning Forest: Site Plan



KEY
C = Closet
PR = Private Room

Clifton Church Rd. SE

Chief Executive Officer
Lorraine Cochran-Johnson

DEPARTMENT OF PLANNING & SUSTAINABILITY

Interim Director
Cedric G. Hudson, MCRP

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

REZONING:	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
LAND USE MAP AMENDMENT		\$500.00
SPECIAL LAND USE PERMIT		\$400.00