

Special Land Use Permit (SLUP) Application Checklist

Submit application through our online portal www.epermits.dekalbcountyga.gov

You must email your application number and one (1) copy of your application as one (1) PDF file to
plansustain@dekalbcountyga.gov and lahill@dekalbcountyga.gov

1. Schedule a mandatory, virtual **Pre-Application Conference** with Planning & Sustainability staff, by appointment. Please email LaSondra Hill lahill@dekalbcountyga.gov for appointment.
2. Hold a Pre-Submittal Community Meeting with nearby neighborhood associations and residents. Provide documentation of the meeting (meeting notice and sign in sheets, recording if it is virtual).
3. *Submit **Application** through portal www.epermits.dekalbcountyga.gov and email staff the application number to the Plansustain email address and to lahill@dekalbcountyga.gov

Please assemble materials in the following order:

A. Application form with name and address of applicant and owner, and the subject property address.

B. Pre-submittal community meeting notice and sign-in sheet and other documentation of meeting.

C. Letter of Application identifying

- a) the reason for the Special Use request,
- b) the existing and proposed use of the property, and
- c) 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). **See Page 3.**

D. Impact Analysis of the anticipated effect 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. **(See Page 4.)**

E. 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.

F. Campaign Disclosure Statement (required by State Law).

G. 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. **Written Legal Description** of meters and bounds of the subject property (can be printed on site plan or survey).

H. Site Plan (if applicable) the site plan must include the following:

1. Complete boundaries of subject property;
2. Dimensioned access points and vehicular circulations drives;
3. Location of all existing and proposed buildings, structures, setbacks and parking;
4. Location of 100-year floodplain and any streams;
5. Notation of the total acreage or square footage of the subject property;
6. Landscaping, tree removal and replacement, buffer(s); and
7. Site Plan notes of building square footages, heights, density calculations, lot coverage of impervious surfaces, parking ratios, open spaces calculations, and other applicable district standards.

I. Building Form Information (if applicable). Photos Elevation (line drawing or rendering) or details of proposed materials in compliance with Article 5 of the Zoning Ordinance. If new buildings and/or structures are being developed or renovations are being completed, please provide proposed elevations.

J. Completed, signed Pre-Application Form (provided after pre-application meeting).

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED