

## DEPARTMENT OF PLANNING & SUSTAINABILITY

**Chief of Executive Officer**  
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### MAJOR MODIFICATION APPLICATION CHECKLIST

Submit application through our online portal <https://epermits.dekalbcountyga.gov/>

Email one (1) copy of your application as one (1) PDF file to [plansustain@dekalbcountyga.gov](mailto:plansustain@dekalbcountyga.gov) and copy [lahill@dekalbcountyga.gov](mailto:lahill@dekalbcountyga.gov)

1. Schedule a mandatory, virtual **Pre-Application Conference** with Planning & Sustainability staff by appointment. 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** through portal <https://epermits.dekalbcountyga.gov/> and then email Staff.

**Please assemble materials in the following order:**

**A. Application form** with name and address of applicant and owner, and 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 proposed zoning classification, b) the reason for the 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. 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.

**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** 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
- e. 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.

**I. Building Form Information.** 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**