

DEPARTMENT OF PLANNING & SUSTAINABILITY

Chief of Executive Officer
Lorraine Cochran-Johnson

Director
Juliana A. Njoku

MINOR MODIFICATION SUBMITTAL CHECKLIST

(2 COMPLETE APPLICATIONS REQUIRED)

1. Application Form, signed and notarized.
2. Written statement that describes the specific change(s) of the zoning condition(s) or approved site plan(s) and the justification for such changes.
3. Authorization form, notarized, if the application is not filed by the property owner.
4. Written legal description (in metes and bounds) and a recent boundary survey of the property including acreage and existing buildings or structures on the subject property. One-hundred-year floodplain boundaries should be identified, if applicable. Survey must be dated, not more than 5 years old, and must be sealed by a professional engineer, landscape architect, or land surveyor, registered in the State of Georgia.
5. Site plan(s) (for minor changes to approved site plans). Site plan(s) must be sealed by a professional engineer, landscape architect, or land surveyor, registered in the State of Georgia.
 - a. The site plan must show the following features: complete boundaries of subject property; acreage; floodplain and tributary streams and buffers; location of existing and remaining buildings and structures; proposed buildings and structures; lot coverage calculation; other site features including setback lines, buffer lines, landscaping, open space, parking, drainage features, vehicular and pedestrian access.
 - b. Full-size site plans must be folded to no more than 8 1/2" x 14".
6. \$250.00 processing fee.

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.