

## DEPARTMENT OF PLANNING & SUSTAINABILITY

**Chief of Executive Officer**  
Lorraine Cochran-Johnson

**Director**  
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### REZONING APPLICATION CHECKLIST

Submit application through our online portal [Home - CIVICS](#)

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 [Home - CIVICS](#) 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 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. 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**

**REZONING APPLICATION**  
**to Amend the Official Zoning Map of DeKalb County, Georgia**

Applicant Name: \_\_\_\_\_

Applicant Mailing Address: \_\_\_\_\_

Applicant Phone Number: \_\_\_\_\_ Applicant Email: \_\_\_\_\_

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Owner Name: \_\_\_\_\_

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

Owner Mailing Address: \_\_\_\_\_

Owner Phone Number: \_\_\_\_\_ Owner Email: \_\_\_\_\_

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Subject Property Address: \_\_\_\_\_

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Parcel ID Number(s): \_\_\_\_\_

Acreage: \_\_\_\_\_ Commission District(s): \_\_\_\_\_ Super District: \_\_\_\_\_

Existing Zoning District(s): \_\_\_\_\_ Proposed Zoning District(s): \_\_\_\_\_

Existing Land Use Designation(s): \_\_\_\_\_ 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: \_\_\_\_\_ Agent: \_\_\_\_\_

\_\_\_\_\_  
Signature of Applicant:

## LETTER OF APPLICATION

Please identify the following details such as:

- The proposed zoning classification?
- The reason for the rezoning request?
- The existing and proposed use of the property?
- Detail 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)?

**IMPACT ANALYSIS**

(Please respond to the following standards and factors on a separate sheet.)

**Section 27-7.3.5. The following standards and factors are found to be relevant to the exercise of the County's zoning powers and shall govern the review of all proposed amendments to the Official Zoning Map:**

- A. Is the zoning proposal in conformity with the policy and intent of the Comprehensive Plan?
- B. Will the zoning proposal permit a use that is suitable in view of the use and development of adjacent and nearby properties?
- C. Does the property to be affected by the zoning proposal have a reasonable economic use as currently zoned?
- D. Will the zoning proposal adversely affect the existing use or usability of adjacent or nearby properties?
- E. Are there other existing or changing conditions affecting the use and development of the property which give supporting grounds for either approval or disapproval of the zoning proposal?
- F. Will the zoning proposal adversely affect historic building, sites, districts, or archaeological resources?
- G. Will the zoning proposal result in a use which would or could cause excessive or burdensome use of existing streets, transportation facilities, utilities, or schools?
- H. Will the zoning proposal adversely impact the environment or surrounding natural resources?

**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: \_\_\_\_\_ \*

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.

\_\_\_\_\_  
Notary

\_\_\_\_\_  
Signature of Applicant /Date

Check one: Owner \_\_\_\_\_ Agent \_\_\_\_\_

\_\_\_\_\_  
Expiration Date/ Seal

**\*Notary seal not needed if answer is “No”.**

**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: \_\_\_\_\_

TO WHOM IT MAY CONCERN:

I/WE: \_\_\_\_\_  
Name of Owner(s)

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

\_\_\_\_\_  
Name of Agent or Representative

to file an application on my/our behalf.

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
Owner

**SURVEY, SITE PLAN, AND ELEVATIONS:**

## FILING FEES

At the time of submittal, a filing fee shall accompany each application as follows:

<b>Rezoning:</b> RE, RLG, R-100, R-85, R-75, R-60 MHP, RNC, RSM, MR-1, MR-2	<b>FEE:</b> \$500.00
HR-1, HR-2, HR-3 MU-1, MU-2, MU-3, MU-4, MU-5 O-I, OD, OIT, NS, C-1, C-2, M, M-2	\$750.00

If the application is a request to rezone to more than one zoning district, the higher fee will apply.

Applications for non-contiguous property (separated by a street) must be filed separately. A separate fee will be charged for each application. An application that is withdrawn and later re-filed will be treated as a new case and will require a new fee.