

## DEPARTMENT OF PLANNING & SUSTAINABILITY

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

**Director**  
 Juliana A. Njoku

### LAND USE PLAN MAP AMENDMENT 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 to Planner.

**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 land use map amendment 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)(optional) statement of conditions discussed with the neighborhood or community, if any.
- 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** printed to scale, folded, 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**

**APPLICATION TO AMEND COMPREHENSIVE LAND USE (FUTURE DEVELOPMENT) MAP PLAN OF DEKALB COUNTY, GEORGIA**

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

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 \_\_\_\_\_ Date \_\_\_\_\_

**COMPREHENSIVE LAND USE MAP PLAN  
AMENDMENT APPLICATION FEE:**

**\$500.00**

**DeKalb County does not require payment by wire transfer.  
Be aware of scammers and fraudulent emails.**



# Planning & Sustainability Department

## Current Planning / Zoning Division

178 Sams Street  
Decatur, GA 30030

Lorraine Cochran-Johnson  
Chief Executive Officer

Juliana A. Njoku  
Director

## APPLICANT PERSONAL CONTACT INFORMATION PAGE

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

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Additional Applicant: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

\*\*\*\*\*

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

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

I hereby authorize the staff of the Planning and Sustainability Department, Current Planning/Zoning Division, to inspect the property that is the subject of this application.

Owner  Agent

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

### COMPREHENSIVE LAND USE MAP PLAN AMENDMENT APPLICATION FEE:

**\$500.00**

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## LETTER OF APPLICATION

Please identify the following details such as:

- The proposed land use classification?
- The reason for the land use map amendment 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.)

As per Article 7.3.4 of the Zoning Ordinance of the Dekalb County, each applicant seeking an amendment to the official Comprehensive Plan land use maps shall provide a complete written response to each of the following standards and factors:

1. Will the proposed land use change permit use(s) that are suitable in view of the use and development of adjacent and nearby properties?
2. Will the proposed land use change adversely affect the existing use or usability of adjacent or nearby property?
3. Will the proposed land use change result in uses which will or could cause excessive or burdensome use of existing streets, transportation facilities, utilities or schools?
4. Is the amendment consistent with the written policies in Comprehensive Plan text?
5. Are there environmental impacts or consequences resulting from the proposed change?
6. Are there impacts on properties in an adjoining governmental jurisdiction in cases of proposed changes near county boundary lines?
7. Are there other existing or changing conditions affecting the use and development of the affected land areas which support either approval or denial of the proposed land use change?
8. Are there impacts on historic buildings, sites, districts or archaeological resources resulting from the proposed change?

## 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 filling 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.

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Notary

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Signature of Applicant /Date

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

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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:

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Name of Agent or Representative

to file an application on my/our behalf.

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Notary Public

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Owner

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

## FILING FEES

At the time of submittal, **a filing fee of \$500** shall accompany each application for an amendment to the Comprehensive Plan land use map.

Applications for non-contiguous property (separated by a street) must be filed separately. A separate fee will be charged for each application.

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