

## 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.**

# DEPARTMENT OF PLANNING & SUSTAINABILITY

Chief Executive Officer  
Lorraine Cochran-Johnson

Planning & Sustainability Director  
Juliana A. Njoku

## MINOR MODIFICATION APPLICATION

Existing Conditional Zoning No.: \_\_\_\_\_

APPLICANT NAME: \_\_\_\_\_

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

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

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

Existing Zoning District(s): \_\_\_\_\_ Existing Land Use: \_\_\_\_\_

---

I hereby authorize the staff of the Planning & Sustainability Department to inspect the property that is the subject of this application.

(Check One) Owner: \_\_\_\_\_ Agent: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### MINOR MODIFICATION APPLICATION FEE:

**\$250.00**

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

\*\*\*\*\*

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: \_\_\_\_\_

#### MINOR MODIFICATION OF ZONING CONDITIONS APPLICATION FEE:

**\$250.00**

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

# DEPARTMENT OF PLANNING & SUSTAINABILITY

Chief Executive Officer  
Lorraine Cochran-Johnson

Planning & Sustainability Director  
Juliana A. Njoku

## ZONING CONDITIONS

Conditions may be requested by an applicant, recommended by the planning department or planning commission or imposed by the Board of Commissioners, as a part of any proposed change to the official zoning map.

Once imposed, conditions shall become an integral part of the approved amendment (i.e., rezoning) and shall be enforced as such. Changes to approved conditions shall be authorized only pursuant to Section 7.3.10 of this Chapter.

### **Sec. 7.3.10. Modifications and changes to conditional zoning amendments.**

A. The Director of planning shall have sole authority to approve minor changes to conditions attached to an approved zoning amendment. Minor changes are those that implement only slight alterations to the approved conditions made necessary by actual field conditions at the time of development, and that do not alter the impact of the development on nearby properties, nor the intent or integrity of the conditions as originally imposed. Any request for minor changes to conditions shall be filed with the director of planning or his/her designee on a written form which shall include a full description of the documents and/or information necessary for the application to be considered complete. At a minimum, if an approved site plan exists, the request for minor changes shall be accompanied by four copies of the proposed revised site plan. The director of planning shall decide whether to grant or deny the request for minor changes to conditions within thirty (30) calendar days of receipt of a Complete Application for such minor changes. If the director of planning does not decide within thirty (30) days, the request for minor change shall be deemed denied as of the thirty-first (31st) day after receipt of a Complete Application. After making a decision, the director of planning shall have ten (10) calendar days to post a sign on the subject property which reflects the decision of the director and includes the deadline for taking an appeal of the decision. Person(s) identified in section 7.5.2 B. shall have fifteen (15) calendar days from the posting of the sign to appeal the director of planning's decision by filing an application for appeal with the secretary of the zoning board of appeals. Any major changes to conditions attached to an approved zoning amendment shall require an application and public hearings before the planning commission and the board of commissioners, as required in Section 7.2.4 of this article for amendments to the Official Zoning Map. Without limiting the meaning of the phrase, the following shall be deemed to constitute "major changes":

1. The movement of any building or structure adjacent to an exterior boundary line, closer to the boundary line of the property;
2. Any increase in the number of dwelling units or any increase in the total amount of floor space of any nonresidential building;
3. Any decrease in the size of residential units imposed in the original conditional zoning amendment;
4. Any change in any buffer requirement(s) imposed in the original conditional zoning amendment;
5. Any increase in the height of any building or structure;
6. Any change in the proportion of floor space devoted to different authorized uses; or
7. Any change to conditions, except minor changes, as defined in subsection 7.3.10(A), imposed by the board of commissioners when approving any change to the Official Zoning Map, commonly referred to as a rezoning or a zoning amendment.

## DEPARTMENT OF PLANNING & SUSTAINABILITY

Chief Executive Officer  
Lorraine Cochran-Johnson

Planning & Sustainability Director  
Juliana A. Njoku

### 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) (If more than one owner, attach a separate sheet)

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

\_\_\_\_\_  
Name of Applicant or Representative

to file an application on (my), (our) behalf.

\_\_\_\_\_  
NOTARY PUBLIC

\_\_\_\_\_  
OWNER