

## REZONING APPLICATION CHECKLIST

(Submit 4 Complete Collated Sets and a PDF on Flash Drive of Application Documents)

- \_\_\_\_\_ 1. Mandatory **Pre-Application Conference** with Planning & Sustainability staff by appointment. **Pre-Application form** to be completed in pre-application meeting. Please call 404-371-2155 for appointment.
- \_\_\_\_\_ 2. Hold a required **Pre-Submittal Community Meeting** with surrounding neighborhood associations and residents. Notify staff in advance of date, time and location of meeting. Provide documentation (i.e. **meeting notice, sign in sheets**, letter from association, petition, etc.) Of the meeting.
- \_\_\_\_\_ 3. **Application Form**. Applications must be completely filled out and be the first page of packet.
- \_\_\_\_\_ 4. **Authorization Form**, if applicant is not the owner.
  - \_\_\_\_\_ a. signed and notarized by all owners of the subject property;
  - \_\_\_\_\_ b. authorization shall contain the mailing address and phone number of any applicant or agent who is authorized to represent the owner(s) of the subject property.
  - \_\_\_\_\_ c. Warranty deed, if ownership less than 2 years
- \_\_\_\_\_ 5. **Written Legal Description** of metes and bounds of the subject property.
- \_\_\_\_\_ 6. **Legal boundary survey** (boundaries, structures and improvements) of the subject property, prepared and sealed within the last year by a professional engineer, or land surveyor registered in the State of Georgia. *(Survey with property on opposite sides of a public street right-of-way shall require separate applications)*  
**Site plan to scale** of any existing and or proposed development/redevelopment. The site plan must include the following:
  - \_\_\_\_\_ a. Complete boundaries of subject property including dimensioned access points and vehicular circulation drives;
  - \_\_\_\_\_ b. Location of all existing and proposed buildings, structures, setbacks and parking;
  - \_\_\_\_\_ c. Location of any 100 year floodplain and streams;
  - \_\_\_\_\_ d. Notation of the total acreage or square footage of the subject property;
  - \_\_\_\_\_ e. Landscape plans, tree surveys, buffers;
  - \_\_\_\_\_ f. Site Plan notes that list building square footages, heights, density calculations, lot coverage of impervious surface calculations, parking ratios, open space calculations etc.
  - \_\_\_\_\_ g. Four copies of site plan
    - 1 full size site plans (at least 11x17) 4 copies folded.
    - 2. Site plan reduced (8.5" x 11") 4 copies
- \_\_\_\_\_ 7. **Building Elevations**. Rendering or details of materials proposed for compliance to Article 5.
- \_\_\_\_\_ 8. **Letter of application** identifying the proposed zoning classification, the reason for the rezoning request, the existing and proposed use of the property, and detailed characteristics of the proposed use (i.e. floor area, height of buildings, number of units, mix of unit types, hours of operation) include any statement of conditions agreed upon by the applicant.
- \_\_\_\_\_ 9. Written **detailed 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.
- \_\_\_\_\_ 10. Campaign disclosure statement shall be filed, if applicable in compliance with State law.
- \_\_\_\_\_ 11 **Application fee**. Payable to DeKalb County
  - a. Residential (up to 12 units per acre) \$500.00
  - b. Residential (13 units per acre and over) \$750.00
  - c. Non-Residential \$750.00