

**SPECIAL LAND USE PERMIT CHECKLIST**

(SUBMIT 4 COMPLETE, COLLATED, HARDCOPY SETS AND 1 SET IN PDF FORMAT ON FLASH DRIVE OR CD)

- \_\_\_\_\_ 1. Mandatory **Pre-Application Conference** with Planning & Sustainability staff. **Pre-Application form** to be completed in pre-application meeting. Please call (404) 371-2155 to schedule pre-app conference.
- \_\_\_\_\_ 2. Hold a **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(s) from homeowners associations).
- \_\_\_\_\_ 3. **Application Form**. Form must be completely filled out and be the first page of the packet.
- \_\_\_\_\_ 4. Notarized **Authorization Form**, if the applicant is not the owner of the subject property, which
- \_\_\_\_\_ a. is signed and notarized by all owners of the subject property;
- \_\_\_\_\_ b. contains the mailing address and phone number of any applicant or agent who is authorized to represent the owner(s) of the subject property; and
- \_\_\_\_\_ c. includes a warranty deed, if ownership is less than 2 consecutive years.
- \_\_\_\_\_ 5. **Written Legal Description** of subject property, in metes and bounds.
- \_\_\_\_\_ 6. **Boundary Survey** (showing existing buildings, structures, and improvements), prepared and sealed within the past ten years by a professional engineer or land surveyor registered in the State of Georgia, consistent with the plat(s) on the Official Tax Record. Applicant shall certify that the Boundary Survey is complete and currently accurate. **Site plans shall be drawn to scale** showing all proposed development or redevelopment projects, proposed buildings, structures, and improvements. Site plans must include the following:
- \_\_\_\_\_ a. Complete boundaries of subject property including curb cuts, internal vehicular circulation facilities, and sidewalks;
- \_\_\_\_\_ b. Location of buildings, structures, setback lines, buffer lines, and parking;
- \_\_\_\_\_ c. Location of any 100-year floodplains, streams, and stream buffer lines;
- \_\_\_\_\_ d. Notation of the total acreage or square footage of the subject property;
- \_\_\_\_\_ e. Landscaping, trees, open space, and undisturbed buffers;
- \_\_\_\_\_ f. Notation of building square footages and heights, residential density calculations, existing and proposed lot coverage, required and proposed parking, and open space calculations;
- \_\_\_\_\_ g. Copies of site plans:
1. Full-size site plans (at least 11" x 17"): 4 copies, folded.
2. Site plan reduced to 8 ½" x 11": 4 copies
- \_\_\_\_\_ 7. **Building Elevations**, renderings or details of materials proposed for compliance to Article 5, Ordinance
- \_\_\_\_\_ 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 (e.g., floor area, height of building, number of units, mix of unit types, hours of operation, etc). Include any statement of conditions agreed upon by the applicant.
- \_\_\_\_\_ 9. Written documented, detailed analysis of the impact of the proposed zoning map amendment with respect to each of the standards and factors specified in Article 7.
- \_\_\_\_\_ 10. Campaign disclosure statement, if applicable, to be filed in compliance with State law.
- \_\_\_\_\_ 11. **Application fee - \$400.00**. Payable to DeKalb County.

**INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED**

**If subject property is made up of parcels located on opposite sides of a public street, a separate application is required for each parcel.**

**DEPARTMENT OF PLANNING & SUSTAINABILITY**

**SPECIAL LAND USE PERMIT APPLICATION**

Amendments will not be accepted after 5 working days after the filing date.

Date Received: \_\_\_\_\_ Application No.: \_\_\_\_\_

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

Daytime Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

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

\_\_\_\_\_ E-mail: \_\_\_\_\_

**OWNER NAME:** \_\_\_\_\_ (If  
more than one owner, attach contact information for each owner)

Daytime Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

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

\_\_\_\_\_ E-mail: \_\_\_\_\_

**SUBJECT PROPERTY ADDRESS OR LOCATION:** \_\_\_\_\_

\_\_\_\_\_, DeKalb County, GA, \_\_\_\_\_

District(s): \_\_\_\_\_ Land Lot(s): \_\_\_\_\_ Block(s): \_\_\_\_\_ Parcel(s): \_\_\_\_\_

Acreage or Square Feet: \_\_\_\_\_ Commission District(s): \_\_\_\_\_ Existing Zoning: \_\_\_\_\_

Proposed Special Land Use (SLUP): \_\_\_\_\_

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

Owner: \_\_\_\_\_ Agent: \_\_\_\_\_ **Signature of Applicant:** \_\_\_\_\_  
(Check One)

**Printed Name of Applicant:** \_\_\_\_\_

Notary Signature and Seal:

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## DEPARTMENT OF PLANNING & SUSTAINABILITY

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**A. Filing Fee:** \$400. Filing fees shall not be refunded at any time following the deadline for amendments.

**B. Criteria:** Sec. 27-873. Special land use permits; criteria to be applied. The following criteria shall be applied by the Department of Planning and Sustainability, the Planning Commission, and the Board of Commissioners in evaluating and deciding any application for a special land use permit. No application for a special land use permit shall be granted by the Board of Commissioners unless satisfactory provisions and arrangements have been made concerning each of the following factors, all of which are applicable to each application:

A. Adequacy of the size of the site for use contemplated and whether or not adequate land area is available for the proposed use including provision of all required yards, open space, off-street parking, and all other applicable requirements of the zoning district in which the use is proposed to be located;

B. Compatibility of the proposed use with adjacent properties and land uses and with other properties and land uses in the district;

C. Adequacy of public services, public facilities, and utilities to serve the use contemplated;

D. Adequacy of the public street on which the use is proposed to be located and whether or not there is sufficient traffic-carrying capacity for the use proposed so as not to unduly increase traffic and create congestion in the area;

E. Whether or not existing land uses located along access routes to the site will be adversely affected by the character of the vehicles or the volume of traffic generated by the proposed use;

F. Ingress and egress to the subject property and to all proposed buildings, structures, and uses thereon, with particular references to pedestrian and automotive safety and convenience, traffic flow and control, and access in the event of fire or other emergency;

G. Whether or not the proposed use will create adverse impacts upon any adjoining land use by reason of noise, smoke, odor, dust, or vibration generated by the proposed use;

H. Whether or not the proposed use will create adverse impacts upon any adjoining land use by reason of the hours of operation of the proposed use;

I. Whether or not the proposed use will create adverse impacts upon any adjoining land use by reason of the manner of operation of the proposed use;

J. Whether or not the proposed plan is consistent with all of the requirements of the zoning district classification in which the use is proposed to be located;

K. Whether or not the proposed use is consistent with the policies of the Comprehensive Plan;

L. Whether or not the proposed plan provides for all required buffer zones and transitional buffer zones where required by the regulations of the district in which the use is proposed to be located;

M. Whether or not there is adequate provision of refuse and service areas;

N. Whether the length of time for which the special land use permit is granted should be limited in duration;

O. Whether or not the size, scale and massing of proposed buildings are appropriate in relation to the size of the subject property and in relation to the size, scale and massing of the adjacent and nearby lots and buildings;

P. Whether the proposed plan will adversely affect historic buildings, sites, districts, or archaeological resources;

Q. Whether the proposed use satisfies the requirements contained within the Supplemental Regulations for such special land use permit.

R. Whether or not the proposed building as a result of its proposed height will create a negative shadow impact on any adjoining lot or building.

S. Whether the proposed use would result in a disproportional proliferation of that or similar uses in the subject character area.

T. Whether the proposed use would be consistent with the needs of the neighborhood or of the community as a whole, be compatible with the neighborhood, and would not be in conflict with the overall objectives of the comprehensive plan.

**C. Additional Criteria is contained in Supplemental Regulations of Zoning Ordinance:** Sec. 27-874. Additional criteria for specified uses: "In addition to the criteria contained in Sec. 27-873 and Sec. 27-863 listed above, which each applicant for special land use permit is required to meet, Article IV, Supplemental Regulations of the DeKalb County Zoning Ordinance shall apply to that specific land use being applied for. No application for a Special Land Use permit for the uses specified shall be granted by the Board of Commissioners unless it is determined that all requirements contained within the zoning district in which such property is located, and the criteria contained in Section 27-873 and Article IV, Supplemental Regulations have been met."

