DeKalb County Geographical Information Systems

Lorraine Cochran-Johnson
Chief Executive Officer

Stacy Grear
Director

DeKalb County
GEORGIA

GIS CHECK LIST – LAND DISTURBANCE PERMITS (LDPs)

Revised: 2/12/2026 10:17 AM

To mitigate loss of life and/or property, to help property owners not to have a massive increase of their property insurance, to avoid causing a delay in public safety response and to avoid a delay in service delivery issues, if your development entrance is from an adjacent county and not DeKalb County, then you must first get approval from ***DeKalb County Fire & Rescue*** sent to DeKalb County GIS.

ADD A COVER SHEET

- Include name as "Land Disturbance Permit"

- Parent parcel identification numbers in the format of XX XXX XX XXX. Make certain to enter a space in between the two (2) digit Land District, three (3) digit Land Lot, two (2) digit Block #, and between the three (3) digit parcel number

  Example: 18 001 02 005 (note the single spaces in between the identification digits)

- Parent parcel full address including the address number, full street name and type, postal city, state and zip code

  Example: 1111 Green Cove, Decatur, GA 30032

- Project/AP number (generated after submitting in **ePortal**). The format of Project/AP number should be as follows:

  LDP – AP # #######

The above example indicates LDP + hyphen + "AP #"+ DeKalb Application Number. For example if the project regards an LDP review that had an AP number of 1251112, then it would look like:

  LDP – AP # 1251112

- Add a "Scope of Work" block to indicate the purpose of the project

  Example 1: "Scope of Work – The proposed project includes demolition of existing structures, construction of 15 townhome-style multifamily dwellings for rent. Project will consist of

installation of stormwater management systems, infrastructure. . . grading."

Example 2: "Scope of Work – The purpose is to develop multifamily development consisting of 200 senior living units and 300 multifamily units, infrastructure, grading."

- If LDP review regards **townhome-style** Multifamily Dwellings to be rented to tenants (instead of being sold to residents), ADD:

> **"**Property owner will own each of the townhome-style multifamily dwelling units # - ## and will allow tenants to rent such dwellings. Owner understands tax parcels will not be created for townhome-style multifamily rental dwelling development."

- For example, if it regards 15 townhome-style multifamily rental dwellings, ADD *"Property owner will own each of the townhome-style multifamily dwelling units 1 – 15 and will allow tenants to rent such dwellings. Owner understands tax parcels will not be created for townhome-style multifamily rental dwelling development."*

- Add the owner(s) name and mailing address

- Add the developer(s) name and mailing address

IMPORTANT NOTE: If you have other plat reviews or LDP reviews associated with the property, add a **"Reference" block section on Cover Sheet.** The "Reference" block section should NOT include the current application number for THIS PROJECT. The purpose is to reference all other associated/related projects. See below for an example:

> **Reference:**
> LDP – AP # 1233333
> Sketch Plat – AP # 1242222
> DEMO - AP # 3089999

*Is a demolition involved with the property? If yes, indicate the Demolition Permit # in the "Reference Block" section. ***If no, a statement must be put on the cover sheet to this effect.***

ADD AN EXISTING CONDITIONS SHEET

- Only include the parcel within the project site

- Show all property boundary lines for each parcel in continuous, solid, bold, heavy, weighted line types

- All parcel boundaries should reflect **bearings and distances**

- Add a **Point of Beginning** (starting point usually located on a corner of the parent parcel)

- Add parcel ID labels on the drawing

If bearings and distances differ from DeKalb GIS ArcMap, current surveys of record (recorded file preferred) are acceptable in-lieu of "Existing Condition Sheet". However, survey must meet above "Existing Conditions" requirements.

ADD A DEMOLITION SHEET (IF APPLICABLE)

- Show all structures to be demolished or relocated

- Show all property boundary lines for each parcel in continuous, solid, bold, heavy, weighted line types

- All parcel boundaries should reflect bearings and distances

- Add a **Point of Beginning** (starting point usually located on a corner of the parent parcel)

- Type street names

- Type "(Public)" next to street name if the right of way is a public right of way

- Type "(Private)" next to street name if the right of way is a private right of way

ADD AN EXCEL ADDRESSING TABLE SPREADSHEET (.xlsx, .xls)

Add an Excel Addressing Table Spreadsheet **(.xlsx, .xls)** for multifamily (apartments), multifamily dwellings (for rent) and/or commercial developments

- Use the template from DeKalb GIS to update it with apartment numbers and retail suites for _mixed-use developments_

- Use the template from DeKalb GIS to update it with apartment numbers for _residential multifamily developments_ (including "for rent" multifamily dwellings)

- Use template from DeKalb GIS to update it with suite numbers for _commercial developments_

- Upload completed **Excel Addressing Table** Spreadsheet (.xlsx file) in **Documents folder** within ProjectDox

ADD AN ADDRESSING TABLE (.pdf)

Addressing Table for multifamily (apartments, multifamily dwellings) and/or for retail units **as a .pdf file**

- Copy and paste the completed GIS addressing spreadsheet table on EITHER its own .pdf sheet or, if there's enough space, copy and paste addressing table on coversheet or on the site plan .pdf sheet

- Upload .pdf version of addressing table in the **Drawings** folder within ProjectDox (otherwise, the addressing table .pdf will not receive the very important batch stamp if the .pdf is missing from the **Drawings** folder)

- If multifamily or residential development also includes a retail space per building, such a development will have new tax parcels created per building. For example, if retail will exist in two (2) multifamily buildings in mixed use development, then the residential multifamily units will exist on one (1) overall tax parcel and **two (2) tax parcels will be created for retail** existing in two (2) different multifamily buildings.

- If retail exists in only one of the multifamily buildings, then the residential multifamily units will exist on one (1) overall tax parcel and **one (1) tax parcel will be created for retail** existing in one of the multifamily buildings.

- Tax parcel(s) will be created for the retail space per building upon receiving the batch stamped approved LDP & AutoCAD file by applicant/customer.

- Unless the property owner provides a **recorded lease agreement** to DeKalb GIS (gis@dekalbcountyga.gov or deedteam@dekalbcountyga.gov) to show the lessee/tenant that is to be responsible for the tax bill of the retail parcel(s) per building, then the property owner(s) of the multifamily tax parcel will continue to display as the same owner of the retail tax parcel(s) per building and shall be responsible for the property assessment and tax bills of the retail tax parcel(s) per building.

ADD AN ADDRESSING TABLE (.pdf)

Addressing Table for Subdivisions, Townhomes or Condominiums as a **.pdf file**

- Expect addressing assignment from GIS as an excel spreadsheet within the **DeKalb Documents folder within ProjectDox** after submitting individual .pdf files in **Drawings** folder within ProjectDox, AND after submitting an AutoCAD file in **Documents** folder within ProjectDox. This allows GIS to overlay data against our Addressing Grid (utilized to determine addressing assignments) in ArcGIS system more efficiently.

- **Copy and paste the GIS Addressing Assignment table (exported addressing excel spreadsheet)** which displays the lot number(s), assigned addresses for lots, open space(s), etc. on a .pdf file. Addressing table may be pasted onto the cover page or site plan if there is enough room. Ensure that the cover page and site plan are uploaded into the **Drawings** folder.

- If there's not enough space to add the addressing table onto the coversheet or site plan .pdf, paste table onto its own .pdf sheet

- Upload .pdf version of addressing table in **Drawings** folder

ADD A SITE PLAN (PROPOSED CONDITIONS) SHEET

Condominiums do not require metes and bounds until after the as-built is completed

- Show all property boundary lines of each parcel in continuous, solid, bold, heavy, weighted line types

- All parcel boundaries should reflect **bearings and distances**

- For mixed-use (multifamily, multifamily dwelling) developments with retail, add **property boundary lines** as well as metes and bounds of the retail portion per building

- Add a **Point of Beginning (POB)** (starting point usually located on a corner of the parent parcel)

- Label each proposed tract/lot as 1, 2, 3, etc.

- Label each open space (common area) as "Open Space 1", "Open Space 2", "Open Space 3", etc.

- All parcel boundaries for the **Open Spaces** should reflect bearings and distances

- Include square footage/acreage of each lot, open space, stormwater detention facility/detention pond

- Label each stormwater detention facility/detention pond sequentially.

  Example: "Stormwater Detention Facility 1", "Stormwater Detention Facility 2"," Stormwater Detention Facility 3", "SDF 1", "SDF 2", "SDF 3", "Detention Pond 1", "Detention Pond 2", "Detention Pond 3", "Stormwater Detention Facility A", "Stormwater Detention Facility B"," Stormwater Detention Facility C", "SDF A", "SDF B", "SDF C", "Detention Pond A", "Detention Pond B", "Detention Pond C"

  o **IF LDP regards a townhome or subdivision**, display each stormwater detention facility/detention pond as a parcel with continuous solid, bold heavy weighted line types along with bearings and distances.

NOTE: IF review regards a townhome or subdivision within a municipality, ask municipality if they require each stormwater detention facility/detention pond to display as a unique parcel. If municipality requires each stormwater detention facility/detention

pond to display as a unique parcel, display each stormwater detention facility/detention pond as a parcel with continuous solid, bold heavy weighted line types along with bearings and distances.

*If municipality does not require each stormwater detention facility/detention pond to display as a unique parcel, then DO NOT display stormwater detention facility/detention pond with solid bold lines and bearings and distances.

- Type assigned address numbers (determined by DeKalb GIS) on drawing in site plan

- Type apartment unit numbers, retail suite numbers on drawing in site plan i.e. 1001,1002, 1003, A01, A02, A03 etc. on drawing in site plan

- If project regards a multifamily (apartment) development, upload floor plans of apartments (with apartment numbers) in **Drawings** folder

- If project regards a commercial development (retail suites), upload floor plans of retail buildings (with retail suite numbers) in **Drawings** folder

- If project regards a mixed-use development (multifamily (apartment), residential units, and retail suites), upload floor plans of apartments (with apartment numbers), residential units (townhome lot numbers, condominium unit numbers) and commercial building numbers (retail suite numbers) in **Drawings** folder

- Type street names

- Type "(Public)" next to street name if the right of way is a public right of way

- Type "(Private)" next to street name if the right of way is a private right of way

- If development includes private right of way, show all property boundary lines for the private right of way in continuous, solid, bold, heavy, weighted line types

- Private right of way boundary lines should reflect bearings and distances

- Include square footage/acreage of private right of way parcel

IMPORTANT NOTES TO SUCCESSFULLY COMPLETE THE LDP

A professional engineer or land surveyor currently registered in the State of Georgia must seal, sign and date all **individual .pdf** sheets of the plans.

The date on all individual PDF files should reflect the most recent (current) date of submittal. For example, if sheets were submitted in 1st cycle review on 11/15/2025, and the 2nd cycle review sheets (such as a coversheet, site plan, 1st floor plan, 2nd floor plan) are submitted on 12/01/2025, **update the date of the seal onto the sheets** (such as coversheet, site plan, 1st floor plan, 2nd floor plan) with the **recent 12/01/2025 date.**

If site layout spans across multiple parcels, a combination review is required as per the requirement of the Property Appraisal Department.

*Make certain that each sheet is **CLEARLY** labeled with the **name of the sheet**.

Example: If the first sheet is a Cover Sheet, indicate with a label (usually on the lower right-hand side in the sleeve) that this is a Cover Sheet.

Individual .pdf files (NOT a multi-paged single .pdf file) must be uploaded into ProjectDox, visit Land Development's online checklist for instructions on the naming standards of the individual pdf files and on **How to Upload Plans in ProjectDox**: Land Development Guides, Checklists and Calendars*** | DeKalb County GA

‼ In scenarios where a property owner has multiple properties adjacent to each other and is planning improvements to a structure on one of the properties, GIS may consult **Property Appraisal** on whether or not a combination may be appropriate and/or necessary.

ADD AN AUTOCAD FILE

This is **required** for LDP reviews regarding multifamily developments, condominiums, townhomes, subdivisions, new buildings, suites, or for wireless telecommunications (cell towers)

*IMPORTANT: Regarding multifamily, retail, and mixed-use developments with multiple floors, please provide a separate AutoCAD file for each floor so that we can clearly see the apartment/suite numbers by floor. See below for further examples:

- Upload into **Documents** folder within ProjectDox

- Provide an AutoCAD file with the following items:

  o Tied into *State Plane GA West NAD 83 Coordinate US Survey Feet System; .shp file preferred.)* Other files can be accepted (.dwg, .dxf or .dgn)

  o **No blocks,** in order to display the address labels in ArcMap. Note: Previous customers have successfully exploded the block of the address text in their AutoCAD file as a simple MText in order for the address numbers to display in ArcMap.

  o Apartment number text that is aligned to **read true north**

  o Apartment numbers on specific floors as a **separate layer**

    ▪ <u>Example</u>: Floor 1 as a separate layer, displaying only apartments on floor 1
    ▪ <u>Example</u>: Floor 2 as a separate layer, displaying only apartments on floor 2
    ▪ <u>Example</u>: Floor 3 as a separate layer, displaying only apartments on floor 3

  o Display street names

CAD Requirements

1. Include Line Layers:

   ☐ Property Boundary Lines (parcels)
   ☐ Right of Ways
   ☐ Centerlines
   ☐ Improvements to property should exist on its own layer (i.e. building structures)

2. Labels for the following:

   ☐ Addresses
   ☐ Metes and Bounds (if using a line or curve chart, ensure that each line or curve label (example L14, C20 etc. is displayed) *Condos do not require this until after the as-built is done

- ☐ Lot Numbers
  - ☐ Street Names

    - o Type "(Public)" next to street name if the right of way is a public right of way
    - o Type "(Private)" next to street name if the right of way is a private right of way
  - ☐ Improvements such as building structure labels

3. Only select (turn on) the following layers in the AutoCAD file:

   - ☐ Property Boundary Lines for Parcels and Right of Ways
   - ☐ Centerlines
   - ☐ Addresses
   - ☐ Lot Numbers
   - ☐ Street Names
     - o Type "(Public)" next to street name if the right of way is a public right of way
     - o Type "(Private)" next to street name if the right of way is a private right of way

   - ☐ Buildings (for example: Commercial, Industrial, Multifamily, Educational, Governmental buildings, etc. that are authorized within the zoning (whether in Unincorporated DeKalb or within Municipality)

CAD Linework Requirements:

  - ☐ Property boundary lines **must not have dangles or gaps**
  - ☐ Property boundary lines cannot intersect or overlap and must connect to one another only at the **endpoint** of each property line feature
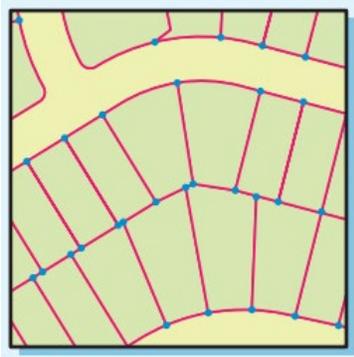
To expedite the address entry process, it helps if the CAD file **only shows the above layers turned on**. This way GIS will easily identify the layers that are needed to efficiently enter the approved addresses.

Addresses for apartments and commercial suites are entered after receiving the approved batch stamped LDP review by applicant. For mixed use developments with retail in multiple buildings, tax parcels will be created for retail per building after LDP has been approved and customer has emailed the batch stamped approved LDP and AutoCAD file to gis@dekalbcountyga.gov for the address entry request.

Regarding the AutoCAD file (.dwg), if there are topology errors in which the endpoint of a property boundary line or curve (for a lot, open space, stormwater management facility/detention pond or private right of way parcel) does not touch the endpoint of another property boundary line or curve and thereby creates gaps or dangles, **resolve topology errors in AutoCAD file**.

PARCEL MAP CHANGES (Lot Division, Combination, and/or Boundary Line Adjustment reviews) MUST BE APPROVED PRIOR TO APPROVAL OF ANY LDP OR FINAL PLAT REVIEWS*