



DeKalb County Geographical Information Systems

GIS CHECK LIST - LAND DISTURBANCE PERMITS (LDPs)

Revised: 10/27/2025 3:03 PM

*To mitigate loss of life and or property, to help property owners not to have an massive increase of their property insurance, to avoid causing a delay public safety response and to avoid a delay in service delivery issues, the DeKalb Geographic Information Systems (GIS) Department will NOT approve any reviews in which the entrance to the property exists in an ADJACENT COUNTY or is more than five (5) miles from a DeKalb County Fire Station until **DeKalb County Fire & Rescue** has reviewed and provided **written approval to DeKalb GIS**.*

() **Add a Cover Sheet:**

- Include name as "Land Disturbance Permit"
- Parent parcel identification number in format of XX XXX XX XXX
(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,
i.e.. 18 001 02 005 (has spaces in between))
- Parent parcel full address including the address number, full street name & type, postal city, state and zip code (example: 1111 Green Cove, Decatur, GA 30032)
- Project/AP number (generated after submitting in ePortal)

Format of project/AP number:

LDP - AP # #####

Indicating LDP + hyphen + "AP #" + DeKalb Application Number, for example if the project regards an LDP review that had an AP number of 1251112 it should display as

Example: "LDP REV 1 - AP # 1251112"

- Add a Scope of Work block to indicate the purpose of the project
(example 1: "Scope of Work – The purpose is to develop multifamily development consisting of 200 senior living units and 300 multifamily units, infrastructure, grading.")

(example 2: "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.")

- If LDP review regards 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 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
- **If you have other plat reviews or LDP reviews associated with the property, add a REFERENCE BLOCK section on Coversheet. The REFERENCE BLOCK section should not include the current application number for THIS PROJECT. The purpose is to reference all other associated/related projects**

Below is an EXAMPLE Format of a Reference block:

Reference:

Combination – AP # 1266666

LDP – AP # 1233333

Sketch Plat – AP # 1242222

Demolition Permit # - AP # 3089999

Final Plat – AP # 1288888

Final Phase 1, REV 1 – AP # 1299999

Is there going to be any demolition involved in this project? If yes, a Demolition Plan must be submitted for review with this plan set. **If no, a statement must be put on the cover sheet to this effect.**

() Existing Condition Sheet:

- 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)

- If bearings & 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.

() **Demolition Sheet:** show all demolished or relocated structures (if applicable)

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

- Use template from DeKalb GIS to update it with apartment numbers and retail suites for *mixed-use developments*
- Use 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

() **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 **Drawings** folder within ProjectDox (otherwise, addressing table .pdf will not receive important batch stamp if .pdf is missing from **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.

() **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

() **Site Plan (Proposed Conditions) Sheet:**

- Entrance to the development **MUST EXIST** in DeKalb County, unless *DeKalb Fire & Rescue* sent written approval to GIS to proceed (see beginning of page 1 of the checklist)
- Show all property boundary lines for 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, for 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"

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

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

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](#)

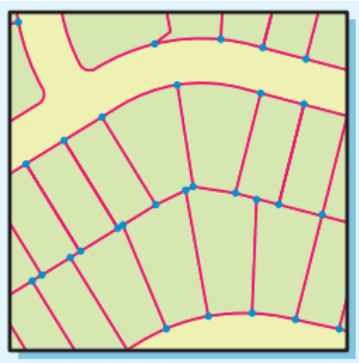
() **AutoCAD File** *(Required for LDP reviews regarding multifamily developments, condominiums, townhomes, subdivisions, new buildings, suites or for wireless telecommunications (cell tower))*

- **Upload into Documents folder within ProjectDox**
- Provide an autocad file 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, .shp, .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**
 - Example: Floor 1 as a separate layer, displaying only apartments on floor 1
 - Example: Floor 2 as a separate layer, displaying only apartments on floor 2
 - Example: 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)
 - ☐ Lot numbers
 - ☐ Street names
 - ☐ Improvements such as building structure labels
- 3) Only select (turn on) the following layers in the autocad file:
 - ☐ Property Boundary lines for parcels Right of Ways
 - ☐ Centerlines
 - ☐ Addresses
 - ☐ Lot numbers
 - ☐ Street names
 - ☐ Buildings (for example: Commercial, Industrial, Multifamily, Educational, Governmental buildings, etc. that are authorized within the zoning (whether in Unincorporated DeKalb or within Municipality)

4) 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*****