Chief Executive Officer   **DEPARTMENT OF PLANNING & SUSTAINABILITY**   Director
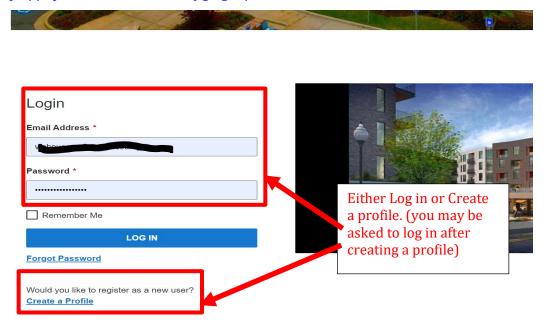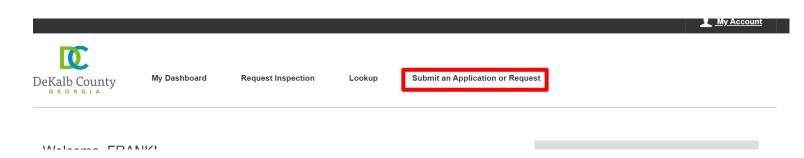Lorraine Cochran-Johnson   Juliana A. Njoku

HOW TO SUBMIT A STREAM BUFFER VARIANCE APPLICATION ONLINE

1. Create an account/profile on and Log into (if you already have an account, simply log in)

    https://epermits.dekalbcountyga.gov/home

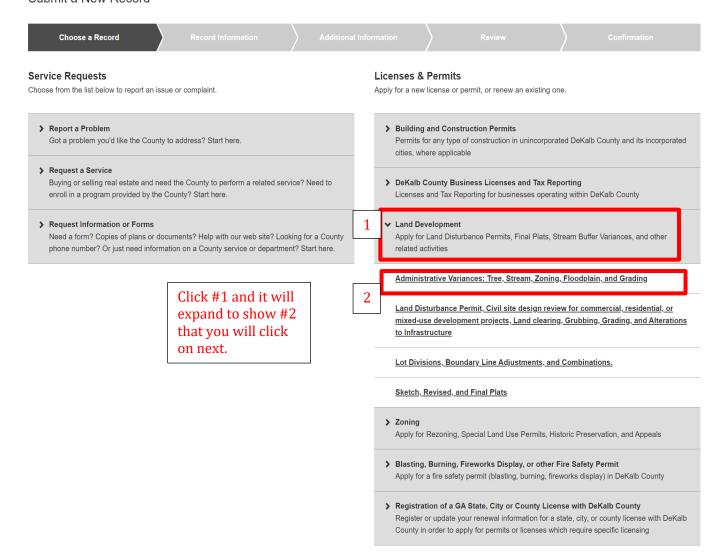Either Log in or Create a profile. (you may be asked to log in after creating a profile)

2. Click on "Submit an application request" at the top (see screenshot below). It may take few seconds before the next page fully comes up.
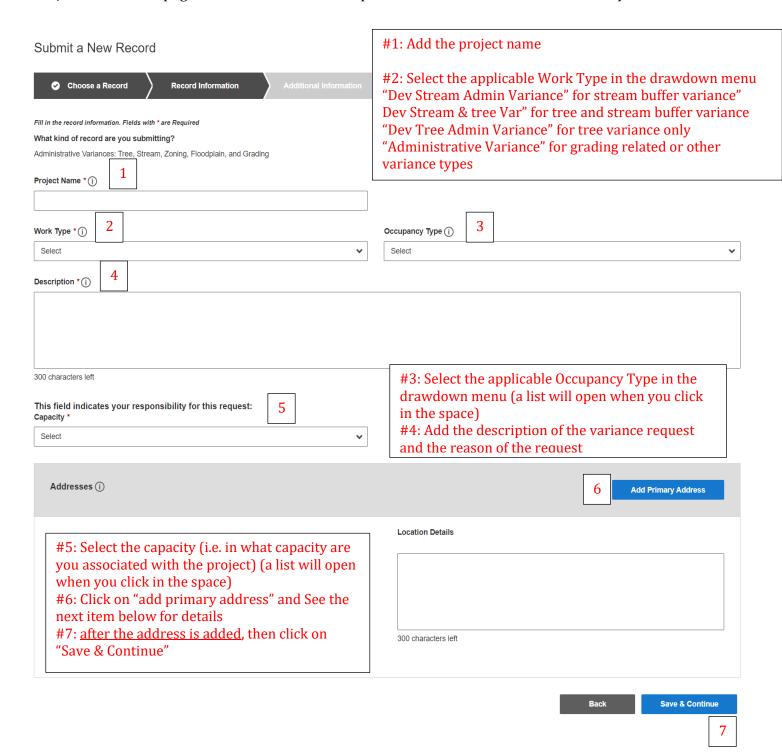

My Account

My Dashboard   Request Inspection   Lookup   Submit an Application or Request

Welcome, FRANKI

DEPARTMENT OF PLANNING & SUSTAINABILITY

3. Click on "Land Development" **and then** "Administrative variances: tree, stream, zoning, floodplain and grading" (see screenshot below)

Submit a New Record

| Choose a Record | Record Information | Additional Information | Review | Confirmation |

Service Requests

Choose from the list below to report an issue or complaint.

> **Report a Problem**
> Got a problem you'd like the County to address? Start here.

> **Request a Service**
> Buying or selling real estate and need the County to perform a related service? Need to enroll in a program provided by the County? Start here.

> **Request Information or Forms**
> Need a form? Copies of plans or documents? Help with our web site? Looking for a County phone number? Or just need information on a County service or department? Start here.

Licenses & Permits

Apply for a new license or permit, or renew an existing one.

> **Building and Construction Permits**
> Permits for any type of construction in unincorporated DeKalb County and its incorporated cities, where applicable

> **DeKalb County Business Licenses and Tax Reporting**
> Licenses and Tax Reporting for businesses operating within DeKalb County

1 ∨ **Land Development**
Apply for Land Disturbance Permits, Final Plats, Stream Buffer Variances, and other related activities

2 **Administrative Variances: Tree, Stream, Zoning, Floodplain, and Grading**

Land Disturbance Permit, Civil site design review for commercial, residential, or mixed-use development projects, Land clearing, Grubbing, Grading, and Alterations to Infrastructure

Lot Divisions, Boundary Line Adjustments, and Combinations.

Sketch, Revised, and Final Plats

> **Zoning**
> Apply for Rezoning, Special Land Use Permits, Historic Preservation, and Appeals

> **Blasting, Burning, Fireworks Display, or other Fire Safety Permit**
> Apply for a fire safety permit (blasting, burning, fireworks display) in DeKalb County

> **Registration of a GA State, City or County License with DeKalb County**
> Register or update your renewal information for a state, city, or county license with DeKalb County in order to apply for permits or licenses which require specific licensing

Click #1 and it will expand to show #2 that you will click on next.

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4. On the next page follow the instructions provided below, in the order stated by the numbers

Submit a New Record

✓ Choose a Record   Record Information   Additional Information

*Fill in the record information. Fields with * are Required*

What kind of record are you submitting?
Administrative Variances: Tree, Stream, Zoning, Floodplain, and Grading

Project Name * ⓘ   [1]

[   ]

Work Type * ⓘ   [2]   **Occupancy Type** ⓘ   [3]

Select   ▾   Select   ▾

Description * ⓘ   [4]

[   ]

300 characters left

This field indicates your responsibility for this request:
Capacity *   [5]

Select   ▾

Addresses ⓘ   [6]   **Add Primary Address**

Location Details

[   ]

300 characters left

                                    Back   **Save & Continue**   [7]

#1: Add the project name

#2: Select the applicable Work Type in the drawdown menu
"Dev Stream Admin Variance" for stream buffer variance"
Dev Stream & tree Var" for tree and stream buffer variance
"Dev Tree Admin Variance" for tree variance only
"Administrative Variance" for grading related or other variance types

#3: Select the applicable Occupancy Type in the drawdown menu (a list will open when you click in the space)
#4: Add the description of the variance request and the reason of the request

#5: Select the capacity (i.e. in what capacity are you associated with the project) (a list will open when you click in the space)
#6: Click on "add primary address" and See the next item below for details
#7: after the address is added, then click on "Save & Continue"

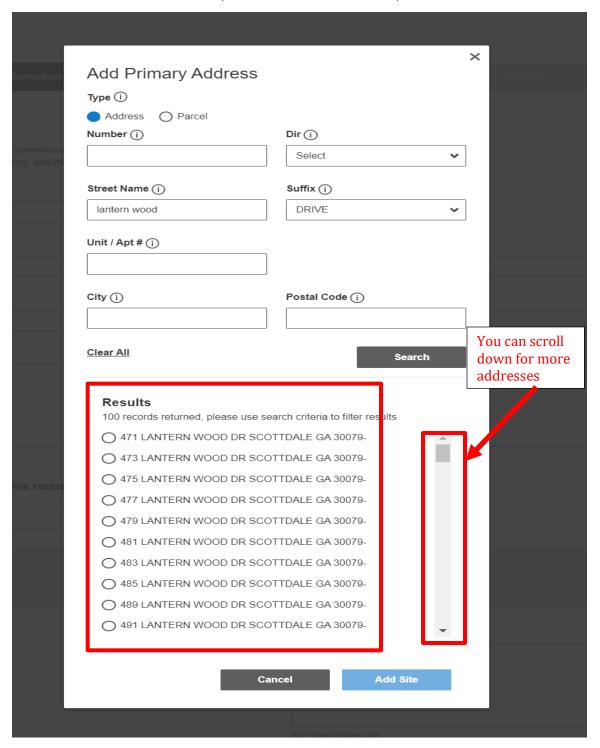**DEPARTMENT OF PLANNING & SUSTAINABILITY**

5- Adding addresses

(a) To add the address: First select "address", then simply add the "street name" and the "suffix". Example of "suffix" is Road, Drive, Avenue, etc. Do not add the suffix to the street name. And then click search.

DeKalb County
GEORGIA

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(b) The system will generate a list of addresses on that street that you can choose your address from. When you find your address, select it and then click on "add site". Please, note that you can scroll down for more addresses. (see the screenshot below)

404.371.2155 (o)
404.371.4556 (f)
DeKalbCountyGa.gov

178 Sams Street
Decatur, GA 30033
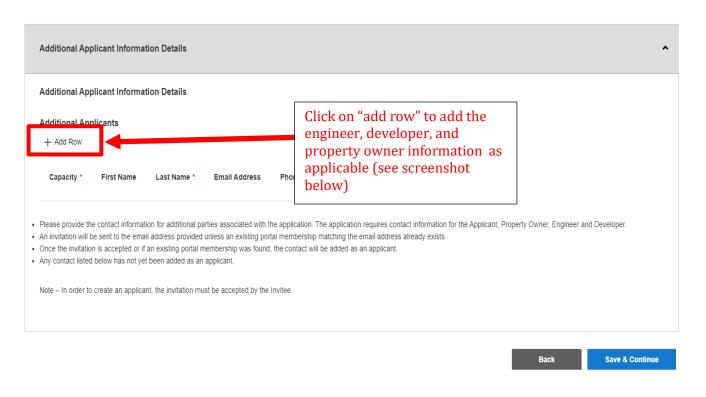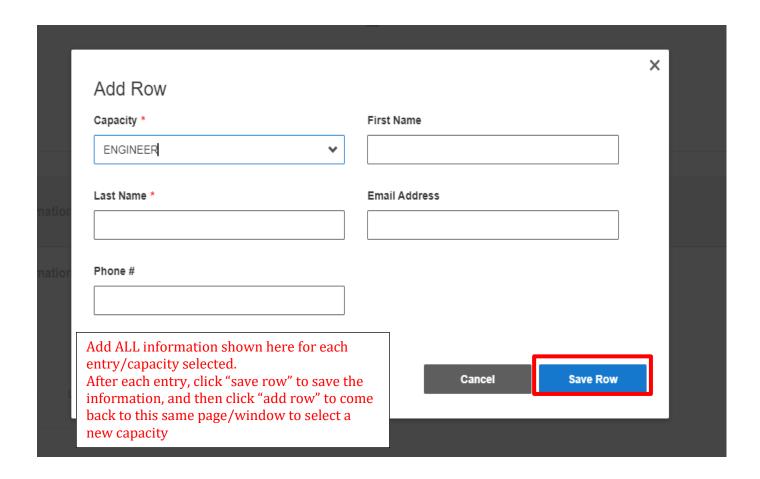
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(c) Please, note that after you add the first address, you can add additional addresses. Simply Click on "additional address" before clicking on "Save and Continue". This is useful for projects where multiple lots are being combined or for linear projects going through multiples parcels

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5. On the next page, add the necessary information and then click on "Save & Continue". See guidance below:

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5. On the next page, add the necessary information and then click on "Save & Continue". See guidance below:

Additional Applicant Information Details

Additional Applicant Information Details

Additional Applicants

+ Add Row

Click on "add row" to add the engineer, developer, and property owner information as applicable (see screenshot below)

Capacity *	First Name	Last Name *	Email Address	Phon...

- Please provide the contact information for additional parties associated with the application. The application requires contact information for the Applicant, Property Owner, Engineer and Developer.
- An invitation will be sent to the email address provided unless an existing portal membership matching the email address already exists.
- Once the invitation is accepted or if an existing portal membership was found, the contact will be added as an applicant.
- Any contact listed below has not yet been added as an applicant.

Note – In order to create an applicant, the invitation must be accepted by the Invitee.

Back   Save & Continue

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Add Row

Capacity *

ENGINEER ⌄

First Name

Last Name *

Email Address

Phone #

Add ALL information shown here for each
entry/capacity selected.
After each entry, click "save row" to save the
information, and then click "add row" to come
back to this same page/window to select a
new capacity

Cancel   Save Row

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Note – In order to create an applicant, the invitation must be accepted by the Invitee.

Stream and Tree Detail ^

Add the number of lot(s) to be affected by the variance request

D-Stream-Tree Var Checklist

Number of Lots * ⓘ

Construction Type

Select ⌄

Select the applicable construction type.

Additional Project Information ^

Project Name * ⓘ

Type of Project *

Select ⌄

Add the project name

Select the type of project
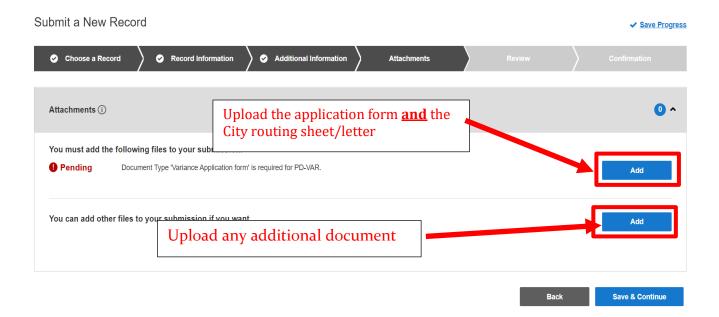
[Back]   [Save & Continue]

6.   On the next page, the application form (signed) shall be uploaded: the application form is sent/provided to you along with this guidance document as a separate document.

After all applicable documents are added, then click "Save & Continue"

7. On the next page, review the information provided and when you scroll all the way down; you can go back (click on "back") or click on "submit" to submit your application.

OWNER   xZCvhbmjkl;

- Please provide the contact information for additional parties associated with the application. The application requires contact information for the Applicant, Property Owner, Engineer and Developer.
- An invitation will be sent to the email address provided unless an existing portal membership matching the email address already exists.
- Once the invitation is accepted or if an existing portal membership was found, the contact will be added as an applicant.
- Any contact listed below has not yet been added as an applicant.

Note – In order to create an applicant, the invitation must be accepted by the Invitee.

[Back]   [Submit]

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8- You will then receive a confirmation similar to the one below, with your application # (see highlighted in yellow)

Submit a New Record

| ✓ Choose a Record | ✓ Record Information | ✓ Additional Information | ✓ Attachments | ✓ Review | Confirmation |

Confirmation
Thank You! Your record was submitted.

🔖 **1245833**

Project Name
dfskj

Work Type
Dev. Stream Admin Variance

Occupancy Type
Apartment

Record Type
Administrative Variances: Tree, Stream, Zoning, Floodplain, and Grading

Description
dsghfjkgfhdgsfafdghkjkgfd

Capacity
Applicant

Addresses ⓘ

481 LANTERN WOOD DR
SCOTTDALE GA 30079-
Address

Attachments ⓘ   ① ⌃

✓ **Complete**   Document Type 'Variance Application form' is required for PD-VAR.

📄 .pdf

Refund Request Form.pdf
Variance Application form

There are no attachments to display here.