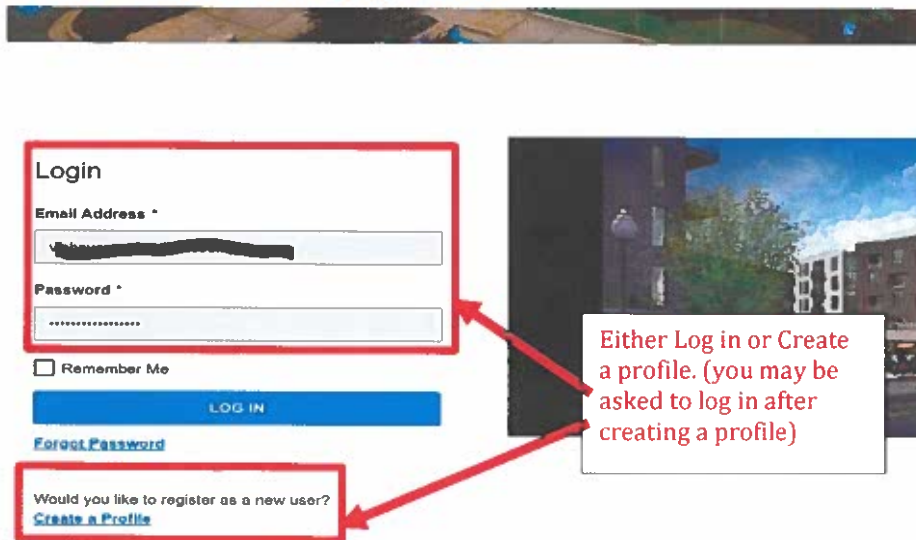


HOW TO SUBMIT A STREAM BUFFER VARIANCE APPLICATION ONLINE

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

<https://epermits.dekalbcountyga.gov/home>



Login

Email Address *

Password *

☐ Remember Me

LOG IN

[Forgot Password](#)

Would you like to register as a new user?
[Create a Profile](#)

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.

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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 1

Work Type * ② 2

Occupancy Type ③ 3

Description * ④ 4

300 characters left

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

Addresses ① 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

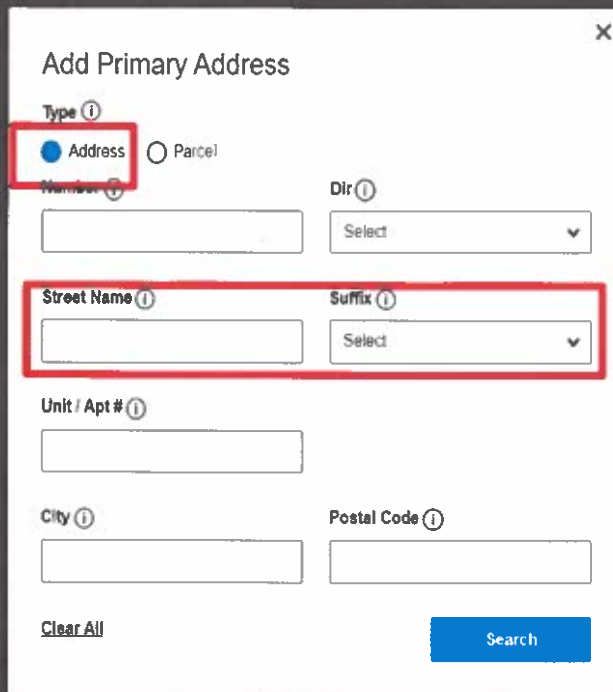
#7: after the address is added, then click on "Save & Continue"

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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.

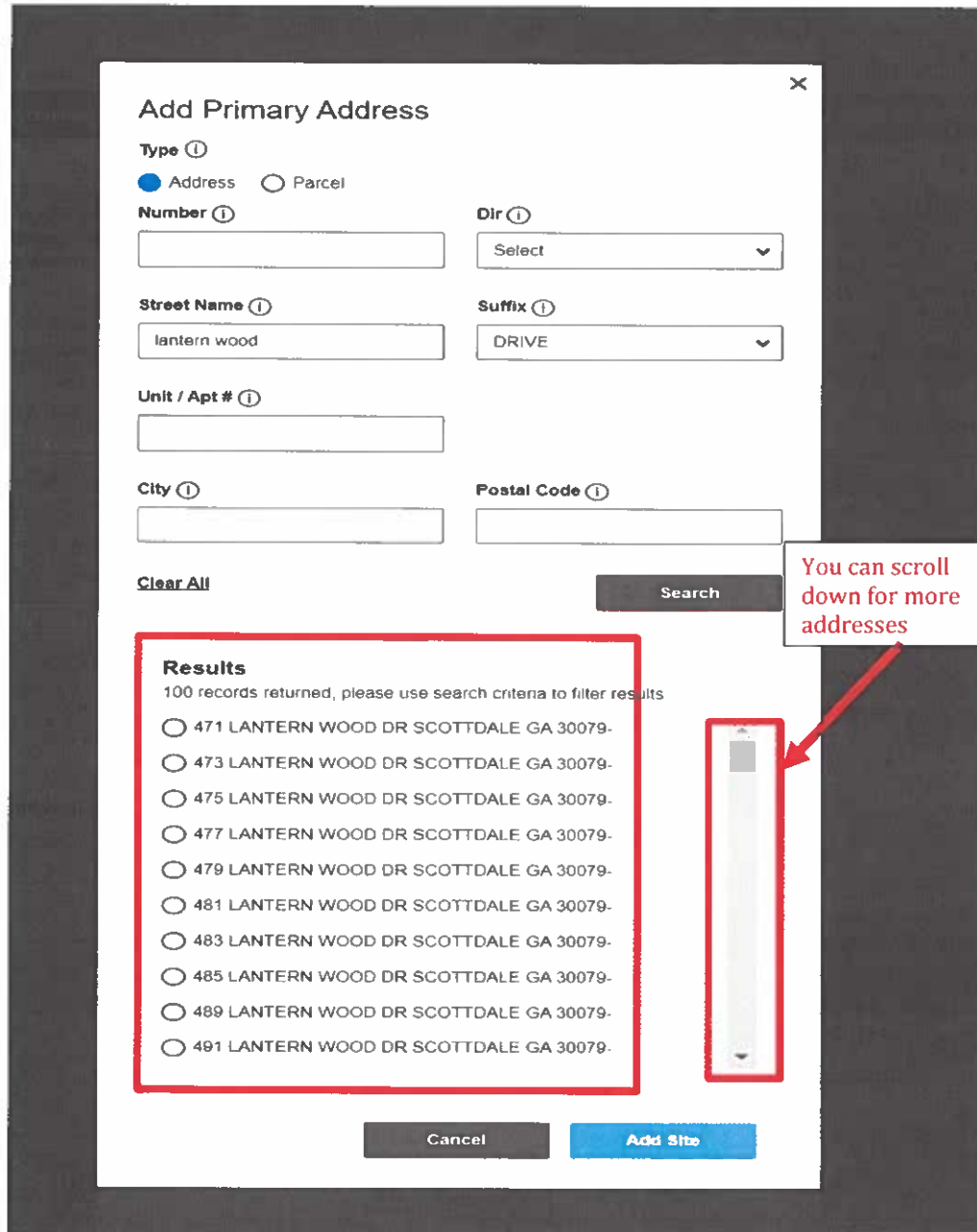


The screenshot shows a web form titled "Add Primary Address" with a close button (X) in the top right corner. The form contains the following fields and controls:

- Type:** A group of radio buttons. The "Address" option is selected and highlighted with a red box. The "Parcel" option is unselected.
- Number:** A text input field.
- Dir:** A dropdown menu with "Select" as the current value.
- Street Name:** A text input field, highlighted with a red box.
- Suffix:** A dropdown menu with "Select" as the current value, highlighted with a red box.
- Unit / Apt #:** A text input field.
- City:** A text input field.
- Postal Code:** A text input field.
- Clear All:** A link at the bottom left.
- Search:** A blue button at the bottom right.

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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)



The screenshot shows a web form titled "Add Primary Address" with a close button (X) in the top right corner. The form contains several input fields and a search button. Below the search button, a list of search results is displayed, each preceded by a radio button. A red box highlights the list of results, and a red arrow points to a scrollbar on the right side of the list, indicating that the user can scroll down to see more addresses.

Add Primary Address [X]

Type ⓘ
☒ Address ☐ Parcel

Number ⓘ **Dir** ⓘ

Street Name ⓘ **Suffix** ⓘ

Unit / Apt # ⓘ

City ⓘ **Postal Code** ⓘ

Clear All **Search**

Results
100 records returned, please use search criteria to filter results

- ☐ 471 LANTERN WOOD DR SCOTSDALE GA 30079-
- ☐ 473 LANTERN WOOD DR SCOTSDALE GA 30079-
- ☐ 475 LANTERN WOOD DR SCOTSDALE GA 30079-
- ☐ 477 LANTERN WOOD DR SCOTSDALE GA 30079-
- ☐ 479 LANTERN WOOD DR SCOTSDALE GA 30079-
- ☐ 481 LANTERN WOOD DR SCOTSDALE GA 30079-
- ☐ 483 LANTERN WOOD DR SCOTSDALE GA 30079-
- ☐ 485 LANTERN WOOD DR SCOTSDALE GA 30079-
- ☐ 489 LANTERN WOOD DR SCOTSDALE GA 30079-
- ☐ 491 LANTERN WOOD DR SCOTSDALE GA 30079-

Cancel **Add Site**

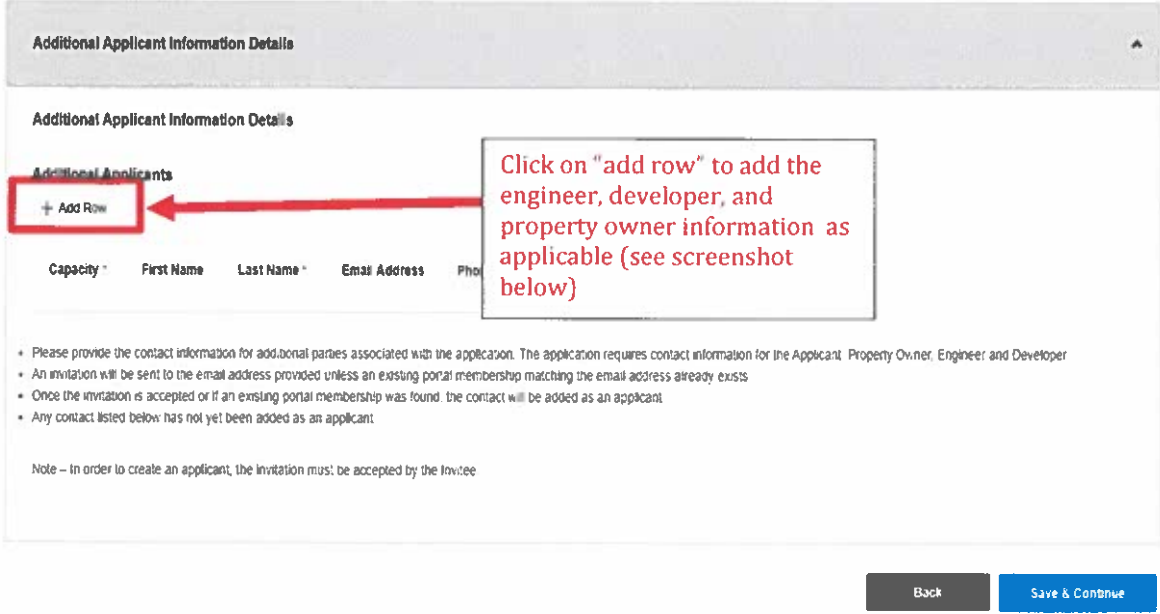
You can scroll down for more addresses

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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:



Additional Applicant Information Details

Additional Applicant Information Details

Additional Applicants

+ Add Row

Capacity	First Name	Last Name	Email Address	Phone
----------	------------	-----------	---------------	-------

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

- 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 * ⓘ

Add the project name

Type of Project *

Select

Select the type of project

Back

Save & Continue

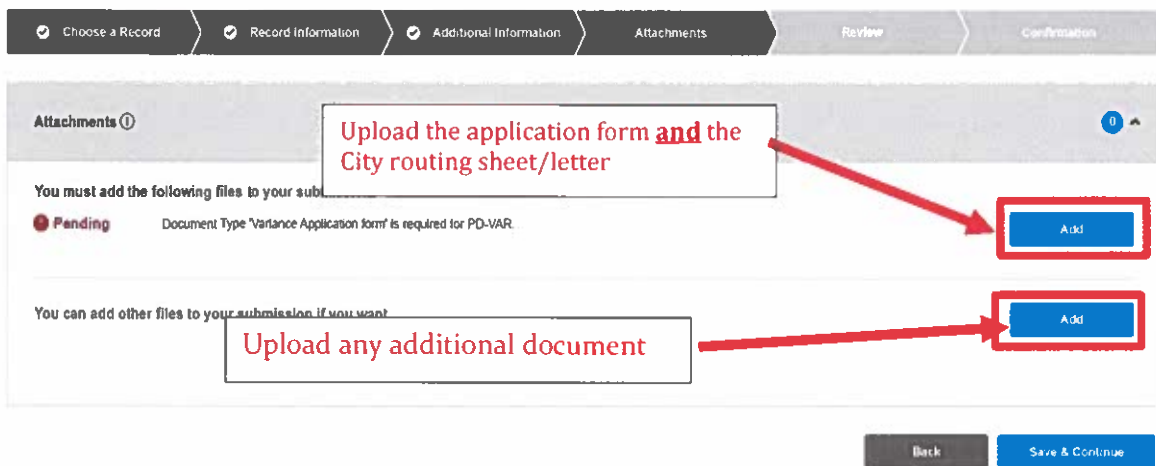
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6. On the next page, the application form (signed) shall be uploaded: the application form is sent/provided to you along with this guidance document as a separate document.

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

Submit a New Record

✓ Save Progress



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

Attachments ①

You must add the following files to your submission

Pending Document Type "Variance Application form" is required for PD-VAR

Add

You can add other files to your submission if you want

Add

Back **Save & Continue**

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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

xZCv18n9kl

- 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
dsghfjkgfhdgsfaldghkjkgtd

Capacity
Applicant

Addresses

481 LANTERN WOOD DR
SCOTTDAL GA 30079-
Address

Attachments

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



Refund Request Form.pdf
Variance Application form

There are no attachments to display here.