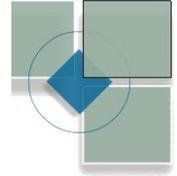


DeKalb County Department of Planning & Sustainability



Lee May
Interim Chief Executive Officer

Andrew Baker
Director



LAND USE AMENDMENT APPLICATION CHECKLIST

(SUBMIT 4 COMPLETE, COLLATED SETS OF APPLICATION DOCUMENTS)

- _____ 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 **Community Meeting** with surrounding neighborhood associations and residents. Notify staff in advance of date, time, and location of meeting. **Provide documentation** (e.g., meeting notice, sign-in sheets, letter(s) from homeowners associations).
- _____ 3. **Application Form**. Form must be completely filled out and be first page of 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 and is consistent with the plat(s) on 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. Four 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. Statement of any conditions requested by applicant.
- _____ 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 buildings, number of units, mix of unit types, hours of operation, etc).
- _____ 9. Written, detailed **Analysis** of the anticipated impact of the proposed use and rezoning on the surrounding properties, in response to the standards and factors specified in Article 7.3 of the DeKalb County Zoning Ordinance.
- _____ 10. Campaign disclosure statement, if applicable, to be filed in compliance with State law.
- _____ 11. **Application fee**. Make payable to "DeKalb County".
 - a. Residential (up to 12 units per acre) \$500.00
 - b. Residential (13 units per acre and over) \$750.00
 - c. Non-Residential \$750.00

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.

330 West Ponce de Leon Avenue – Suites 100-500 – Decatur, Georgia – 30030

[Voice] 404.371.2155 – [Fax] (404) 371-4556

Web Address <http://www.dekalbcountyga.gov/planning>

Email Address: planningandsustainability@dekalbcountyga.gov

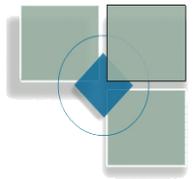
Revised 11/18/14



DeKalb County Department of Planning & Sustainability

Lee May
Interim Chief Executive Officer

Andrew A. Baker, AICP
Director



APPLICATION TO AMEND COMPREHENSIVE LAND USE (FUTURE DEVELOPMENT) MAP PLAN OF DEKALB COUNTY, GEORGIA

Application No.: _____ Date Received: _____
(for DeKalb County stamp)

Applicant's Name: _____ E-Mail: _____

Applicant's Mailing Address: _____

Applicant's Daytime Phone #: _____ Fax: _____

(If more than one owner, attach information for each owner as Exhibit "A")

Owner's Name: _____ E-Mail _____

Owner's Mailing Address _____

Owner's Daytime Phone # _____ Fax: _____

Address/Location of Subject Property: _____

District(s): _____ Land Lot(s): _____ Block(s): _____ Parcel(s): _____

Acreage: _____ Commission District(s): _____

Current Land Use Designation: _____ Proposed Land Use Designation: _____

Current Zoning Classification(s): _____

PLEASE READ THE FOLLOWING BEFORE SIGNING

I. **This application form must be completed in its entirety. In addition, any application that lacks any of the required attachments or payment of the filing fee shall be determined to be incomplete and shall not be accepted.**

II. Disclosure of Campaign Contributions: In accordance with the Conflict of Interest in Zoning Act, O.C.G.A., Chapter 36-67A, the following questions must be answered: Have you, the applicant, made \$250 or more in campaign contributions to a local government official within two years immediately preceding the filing of this application? _____ Yes _____ No

If the answer is yes, you must file a disclosure report with the governing authority of DeKalb County showing:

1. The name and official position of the local government official to whom the campaign contribution was made.
2. The dollar amount and description of each campaign contribution made during the two years immediately preceding the filing of this application and the date of each such contribution.

The disclosure must be filed within 10 days after the application is first filed and must be submitted to the C.E.O. and the Board of Commissioners, DeKalb County, 1300 Commerce Drive, Decatur, Ga. 30030.

NOTARY

SIGNATURE OF APPLICANT

EXPIRATION DATE / SEAL

Check One: Owner _____ Agent _____

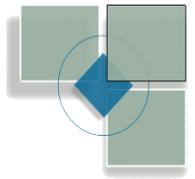
DATE



DeKalb County Department of Planning & Sustainability

Lee May
Interim Chief Executive Officer

Andrew A. Baker, AICP
Director



As per Section 27-829 of the Zoning Ordinance of DeKalb County, each applicant seeking an amendment to the official Comprehensive Plan land use maps shall provide a complete written response to each of the following standards and factors for evaluation applications for amendments to the Comprehensive Plan land use maps:

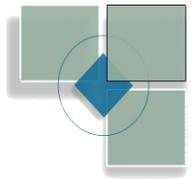
1. Whether the proposed land use change will permit uses that are suitable in view of the use and development of adjacent and nearby property;
2. Whether the proposed land use change will adversely affect the existing use or usability of adjacent or nearby property;
3. Whether the proposed land use change will result in uses which will or could cause excessive or burdensome use of existing streets, transportation facilities, utilities, or schools;
4. Whether the amendment is consistent with the written policies in Comprehensive Plan Text;
5. Whether there are environmental impacts or consequences resulting from the proposed change;
6. Whether there are impacts on properties in an adjoining governmental jurisdiction in cases of proposed changes near county boundary lines;
7. Whether there are other existing or changing conditions affecting the use and development of the affected land areas which support either approval or denial of the proposed land use change;
8. Whether there are impacts on historic buildings, sites, districts or archaeological resources resulting from the proposed change.



DeKalb County Department of Planning & Sustainability

Lee May
Interim Chief Executive Officer

Andrew A. Baker, AICP
Director



LAND USE (FUTURE DEVELOPMENT) MAP AMENDMENT APPLICATION AUTHORIZATION

Completion of this form is required if the individual making the request is **not** the owner of the property.

DATE: _____

CHECK TYPE OF APPLICATION:

- LAND USE MAP AMENDMENT
- REZONE
- MINOR MODIFICATION
- SPECIAL LAND USE PERMIT

TO WHOM IT MAY CONCERN:

(I) / (WE), _____
(Name of owner(s))

being (owner)/(owners) of the property described below or attached hereby delegate authority to

(Name of Applicant or Agent Representing Owner)

to file an application on (my) / (our) behalf.

Notary Public

Owner

Notary Public

Owner

Notary Public

Owner