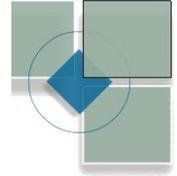


DeKalb County Department of Planning & Sustainability



Lee May
Interim Chief Executive Officer

Andrew Baker
Director



REZONING 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 the 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. **Building Elevations**, renderings or details of materials proposed for compliance to Article 5.
- _____ 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. Include any statement of conditions agreed upon by the applicant.
- _____ 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 shall be filed, if applicable, 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

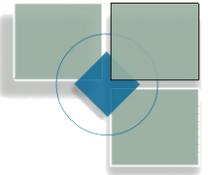
Web Address <http://www.dekalbcountyga.gov/planning>

Email Address: planningandsustainability@dekalbcountyga.gov

Revised 11/18/14



DeKalb County Department of Planning & Sustainability



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Director

APPLICATION TO AMEND OFFICIAL ZONING MAP OF DEKALB COUNTY, GEORGIA

Date Received: _____ Application No.: _____

Applicant: _____ E-Mail: _____

Applicant's Mailing Address: _____

Applicant's Phone No.: _____ Fax: _____

Owner(s): _____ E-Mail: _____
(If more than one owner, attach as Exhibit "A")

Owner's Mailing Address: _____

Owner(s) Phone No.: _____ Fax: _____

Address/Location of Subject Property: _____

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

Acreage: _____ Commission District(s): _____

Current Zoning Category: _____ Proposed Zoning Category: _____

Current Land Use Category: _____ Land Use Amendment Filed? Yes No

PLEASE READ THE FOLLOWING BEFORE SIGNING

This form must be completed in its entirety before the Planning Department accepts it. It must include the attachments and filing fees identified on the attachments. An application, which lacks any of the required attachments, shall be determined as incomplete and shall not be accepted. 20 collated copies must be submitted.

Disclosure of Campaign Contributions

In accordance with the Conflict of Interest in Zoning Act, O.C.G.A., Chapter 36-67A, the following question 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 filling 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

SIGNATURE OF APPLICANT / DATE

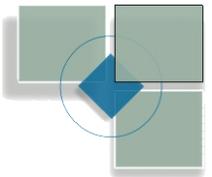
EXPIRATION DATE / SEAL

Check One: Owner Agent

330 West Ponce de Leon Avenue – Suites 100-500 – Decatur, Georgia – 30030
[voice] 404.371.2155 – [Planning Fax] (404) 371-4556 [Development Fax] (404) 371-3007
Web Address <http://www.dekalbcountyga.gov/planning>
Email Address: planninganddevelopment@dekalbcountyga.gov



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Section 27-832. Standards and factors governing review of proposed amendments to official zoning maps.

The following standards and factors are found to be relevant to the exercise of the County's zoning powers and shall govern the review of all proposed amendments to the official zoning maps:

- A. Whether the zoning proposal is in conformity with the policy and intent of the Comprehensive Plan.
- B. Whether the zoning proposal will permit a use that is suitable in view of the use and development of adjacent and nearby properties.
- C. Whether the property to be affected by the zoning proposal has a reasonable economic use as currently zoned.
- D. Whether the zoning proposal will adversely affect the existing use or usability of adjacent or nearby properties.
- E. Whether there are other existing or changing conditions affecting the use and development of the property which give supporting grounds for either approval or disapproval of the zoning proposal.
- F. Whether the zoning proposal will adversely affect historic buildings, sites, districts, or archaeological resources.
- G. Whether the zoning proposal will result in a use which will or could cause excessive or burdensome use of existing streets, transportation facilities, utilities or schools.

Section 27-833. Conditions. Conditions may be requested by an applicant, recommended by the Planning Department and Planning Commission, and imposed by the Board of County Commissioners, as a part of any proposed change to the official zoning map, in accordance with the following requirement:

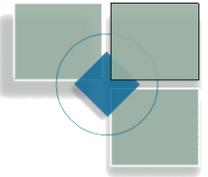
- A. Conditions may be imposed so as to ameliorate the effect(s) of the proposed developmental change for the protection or benefit of neighboring persons or properties consistent with the purpose and intent of the district(s) involved, and the goals and objectives of the Comprehensive Plan and state law. No condition shall be imposed which reduces the requirements of the district(s) involved. All conditions shall be of sufficient specificity to allow lawful and consistent application and enforcement. All conditions shall be supported by a record that evidences the relationship between the condition in the form of a development exaction for other than a project improvement shall be imposed within the meaning of the Georgia Development Impact Fee Act, as amended.
- B. The Board of Commissioners shall not impose any condition on a proposed amendment to the official zoning map that was not previously reviewed by the Planning Commission unless said condition has been reviewed by the Law Department, Planning Department, and the Public Works Department for legality, enforceability, and recommendation. The Board of County Commissioners may defer final action on any such proposed amendment for up to 60 days to allow for this review and may take action without referral back to the Planning Commission.
- C. Once imposed, conditions shall become an integral part of the approved amendment and shall be enforced as such. Changes to approved conditions shall be authorized only pursuant to Section 27-845 of this chapter.



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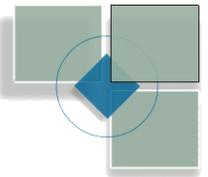


Filing Fees

Filing fees will not be refunded after the filing deadline date shown on the zoning calendar.

District	Filing Fee
R-200, R-150, R-30, 000, R-20, 000, R-100, R-85 R-75, R-60, TND, R-A5, R-50, R-A8, R-DT, MHP, RM-100, RM-150, CH (4-12 du/acre)	\$500.00
R-200, R-150, R-30, 000, R-20, 000, R-100, R-85, R-75, R-60, R-A8, R-DT, MHP, TND, RM-150, RM-100, RM-85, RM-75, CH, RM-HD, O-I (high-rise apts.) (18 up du/acre)	\$750.00
O-I, O-D, OCR, OIT, NS, CH, C-1, C-2, M, M-2	\$750.00

Applicants who request more than one zoning district shall be charged for the highest applicable fee.



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OWNER'S AUTHORIZATION

The property owner should complete this form or a similar, signed and notarized form if the individual who will file the application with the County is not the property owner.

Date: _____

TO WHOM IT MAY CONCERN:

(I) (WE),

Name of Owner(s)

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

Name of Applicant or Agent

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

Notary Public

Owner

Notary Public

Owner

Notary Public

Owner

Notary Public

Owner