



REZONING APPLICATION CHECKLIST

(Required Submittals , 20 Copies Each, Collated)

- _____ 1. Mandatory **Pre-Application Conference** with Planning & Sustainability staff by appointment. **Pre-Application form** to be completed in pre-application meeting. Please call 404-371-2155 for appointment.
- _____ 2. Hold a required **Pre-Submittal Community Meeting** with surrounding neighborhood associations and residents. Notify staff in advance of date, time and location of meeting. Provide documentation (i.e. **meeting notice, sign in sheets**, letter from association, petition, etc.) of the meeting.
- _____ 3. **Application Form**. Applications must be completely filled out.
- _____ 4. **Authorization Form**, if applicant is not the owner.
 - _____ a. signed and notarized by all owners of the subject property;
 - _____ b. authorization shall contain the mailing address and phone number of any applicant or agent who is authorized to represent the owner(s) of the subject property.
 - _____ c. Warranty deed, if ownership less than 2 years
- _____ 5. **Written Legal Description** of metes and bounds of the subject property.
- _____ 6. **Legal boundary survey** (boundaries, structures and improvements) of the subject property, prepared and sealed within the last year by a professional engineer, or land surveyor registered in the State of Georgia. *(Survey with property on opposite sides of a public street right-of-way shall require separate applications)*
Site plan to scale of any existing and or proposed development/redevelopment. The site plan must include the following:
 - _____ a. Complete boundaries of subject property including dimensioned access points and vehicular circulation drives;
 - _____ b. Location of all existing and proposed buildings, structures, setbacks and parking;
 - _____ c. Location of any 100 year floodplain and streams;
 - _____ d. Notation of the total acreage or square footage of the subject property;
 - _____ e. Landscape plans, tree surveys, buffers;
 - _____ f. Site Plan notes that list building square footages, heights, density calculations, lot coverage of impervious surface calculations, parking ratios, open space calculations etc.
 - _____ g. Twenty copies of site plan
 1. Large plan (folded)
 2. Reduced plan (8.5" x 11")
- _____ 7. Campaign disclosure statement to be filed in Compliance with State Law.
- _____ 8. Statement of any proposed conditions to be submitted by applicant
- _____ 9. **Letter of application** identifying the proposed zoning district, the property background and the proposed use and its detailed characteristics (i.e. size, height, number of units, unit mix, hours of operation etc.)
- _____ 10. Written documented, **detailed analysis** of the impact of the proposed zoning map amendment with respect to each of the standards and factors specified in **Section 27-832**.
- _____ 11. **Application fee**. 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

PLEASE SCHEDULE A PRE-APPLICATION CONFERENCE BY CONTACTING THE PLANNING STAFF AT (404) 371-2155 TO DISCUSS YOUR APPLICATION PRIOR TO SUBMISSION

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