

## LAND USE PLAN AMENDMENT APPLICATION CHECKLIST

20 COLLATED COPIES OF APPLICATION REQUIRED

- \_\_\_\_\_ 1. Mandatory **Pre-Application Conference** with Planning & Development staff by appointment. Submit **Pre-Application Form** (will 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 (e.g., **meeting notice, sign in sheets, letter from association, petition**) of the meeting.
- \_\_\_\_\_ 3. **Application Form**. Applications must be completely filled out. Applications for property on opposite sides of a public street right-of-way must be filed separately.
- \_\_\_\_\_ 4. **Owners' Authorization**, if applicant is not an owner (see attached form):
  - \_\_\_\_\_ a. signed and notarized by the owner(s) of the subject property;
  - \_\_\_\_\_ b. including mailing address and phone number of any applicant or agent who is authorized to represent the owner(s) of the subject property.
- \_\_\_\_\_ 5. **Written Legal Description** in metes and bounds of the subject property.
- \_\_\_\_\_ 6. **Boundary Survey** (boundaries, structures and improvements) of the subject property, prepared and sealed within the past year by a professional engineer or land surveyor, registered in the State of Georgia. Submit one (1) reduced, 8 1/2" x 11" copy of the survey. Surveys must show:
  - \_\_\_\_\_ a. complete boundaries of subject property;
  - \_\_\_\_\_ b. location of all existing and proposed buildings, structures, setbacks;
  - \_\_\_\_\_ c. location of any 100-year floodplain and streams; and
  - \_\_\_\_\_ d. Notation of the total acreage or square footage of the subject property.
- \_\_\_\_\_ 8. **Campaign disclosure statement, if applicable**, to be filed in compliance with State Law.
- \_\_\_\_\_ 9. **Statement of Intent** identifying the current land use map designation of the property, the proposed land use map designation and its relationship to the property background, and the proposed use and its detailed characteristics.
- \_\_\_\_\_ 10. Written, detailed **Analysis** of the impact of the proposed land use map amendment with respect to each of the standards and factors specified in Section 27-829 (see attached).
- \_\_\_\_\_ 12. **Application fee** - \$500.00, made payable to DeKalb County.

**INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.  
YOU MUST SCHEDULE A PRE-APPLICATION CONFERENCE BY CONTACTING THE PLANNING STAFF AT (404) 371-2155 TO DISCUSS  
YOUR APPLICATION PRIOR TO SUBMITTAL.**

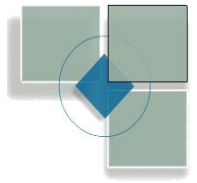




# DeKalb County Planning & Development Department

Burrell Ellis  
Chief Executive Officer

Patrick Ejike  
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.

