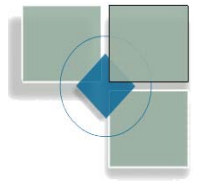




DeKalb County Department of Planning & Sustainability

Burrell Ellis
Chief Executive Officer



LAND USE PLAN AMENDMENT APPLICATION CHECKLIST

20 COLLATED COPIES OF APPLICATION REQUIRED

- _____ 1. Mandatory **Pre-Application Conference** with Planning & Sustainability 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.

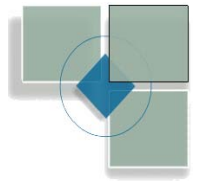
YOU MUST SCHEDULE A PRE-APPLICATION CONFERENCE BY CONTACTING THE PLANNING STAFF AT (404) 371-2155 TO DISCUSS YOUR APPLICATION PRIOR TO SUBMITTAL.

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.co.dekalb.ga.us/planning>
Email Address: planninganddevelopment@co.dekalb.ga.us



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APPLICATION TO AMEND COMPREHENSIVE LAND USE 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): _____

Acreeage: _____ 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

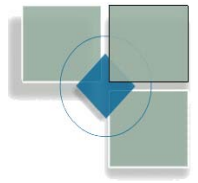
EXPIRATION DATE / SEAL

Check One: Owner _____ Agent _____
DATE



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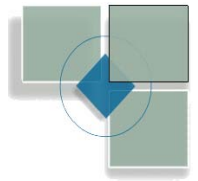
As per Section 27-829 of the Zoning Ordinance of DeKalb County, each applicant seeking an amendment to the official Comprehensive Plan land use maps shall provide a complete written response to each of the following standards and factors for evaluation applications for amendments to the Comprehensive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



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Chief Executive Officer



LAND USE 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