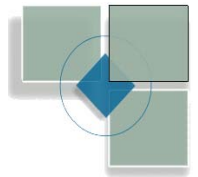




DeKalb County Planning & Development Department

Burrell Ellis
Chief Executive Officer

Patrick Ejike
Director



SPECIAL LAND USE PERMIT APPLICATION CHECKLIST

(20 Collated Copies of Application Required)

- _____ 1. Mandatory **Pre-Application Conference** with Planning & Development 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 request, 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 27-873**, If applicable, Section 27-874 (Attached)
- _____ 11. **Application fee - \$400.00.** Payable to DeKalb County

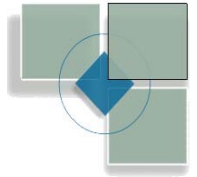
INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED
PLEASE SCHEDULE A PRE-APPLICATION CONFERENCE BY CONTACTING THE PLANNING STAFF AT (404) 371-2155
TO DISCUSS YOUR APPLICATION PRIOR TO SUBMISSION



DeKalb County Planning & Development Department

Burrell Ellis
Chief Executive Officer

Patrick Ejike
Director



SPECIAL LAND USE PERMIT APPLICATION

Amendments will not be accepted after 5 working days after the filing date.

Date Received: _____ Application No.: _____

(To be filled out by the Planning and Development Department)

APPLICANT NAME: _____

Daytime Phone #: _____ Fax #: _____

Mailing Address: _____

_____ E-mail: _____

OWNER NAME: _____

(If more than one owner, attach contact information for each owner)

Daytime Phone #: _____ Fax #: _____

Mailing Address: _____

_____ E-mail: _____

SUBJECT PROPERTY ADDRESS OR LOCATION: _____

_____, DeKalb County, GA, _____

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

Acreage or Square Feet: _____ Commission District(s): _____ Existing Zoning: _____

Proposed Special Land Use (SLUP): _____

I hereby authorize the staff of the Planning and Development Department to inspect the property that is the subject of this application.

Owner: _____ Agent: _____ **Signature of Applicant:** _____
(Check One)

Printed Name of Applicant: _____

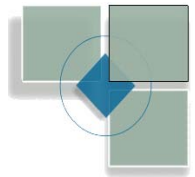
Notary Signature and Seal:



DeKalb County Planning & Development Department

Burrell Ellis
Chief Executive Officer

Patrick Ejike
Director



A. **Filing Fee:** \$400. Filing fees shall not be refunded at any time following the deadline for amendments, nor any time thereafter.

B. Criteria: Sec. 27-873. Special land use permits; criteria to be applied. The following criteria shall be applied by the Planning and Development Department, the Planning Commission, and the Board of Commissioners in evaluating and deciding any application for a special land use permit. No application for a special land use permit shall be granted by the Board of Commissioners unless satisfactory provisions and arrangements have been made concerning each of the following factors, all of which are applicable to each application:

- A. Adequacy of the size of the site for use contemplated and whether or not adequate land area is available for the proposed use including provision of all required yards, open space, off-street parking, and all other applicable requirements of the zoning district in which the use is proposed to be located;
- B. Compatibility of the proposed use with adjacent properties and land uses and with other properties and land uses in the district;
- C. Adequacy of public services, public facilities, and utilities to serve the use contemplated;
- D. Adequacy of the public street on which the use is proposed to be located and whether or not there is sufficient traffic-carrying capacity for the use proposed so as not to unduly increase traffic and create congestion in the area;
- E. Whether or not existing land uses located along access routes to the site will be adversely affected by the character of the vehicles or the volume of traffic generated by the proposed use;
- F. Ingress and egress to the subject property and to all proposed buildings, structures, and uses thereon, with particular references to pedestrian and automotive safety and convenience, traffic flow and control, and access in the event of fire or other emergency;
- G. Whether or not the proposed use will create adverse impacts upon any adjoining land use by reason of noise, smoke, odor, dust, or vibration generated by the proposed use;
- H. Whether or not the proposed use will create adverse impacts upon any adjoining land use by reason of the hours of operation of the proposed use;
- I. Whether or not the proposed use will create adverse impacts upon any adjoining land use by reason of the manner of operation of the proposed use;
- J. Whether or not the proposed plan is consistent with all of the requirements of the zoning district classification in which the use is proposed to be located;
- K. Whether or not the proposed use is consistent with the policies of the Comprehensive Plan;
- L. Whether or not the proposed plan provides for all required buffer zones and transitional buffer zones where required by the regulations of the district in which the use is proposed to be located;
- M. Whether or not there is adequate provision of refuse and service areas;
- N. Whether the length of time for which the special land use permit is granted should be limited in duration;
- O. Whether or not the size, scale and massing of proposed buildings are appropriate in relation to the size of the subject property and in relation to the size, scale and massing of the adjacent and nearby lots and buildings;
- P. Whether the proposed plan will adversely affect historic buildings, sites, districts, or archaeological resources;
- Q. Whether the proposed use satisfies the requirements contained within the Supplemental Regulations for such special land use permit.
- R. Whether or not the proposed building as a result of its proposed height will create a negative shadow impact on any adjoining lot or building.

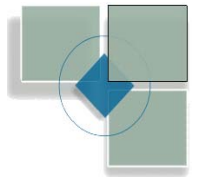
C. **Additional Criteria is contained in Supplemental Regulations of Zoning Ordinance: Sec. 27-874. Additional criteria for specified uses.** In addition to the criteria contained in Sec. 27-873 and Sec. 27-863 [checklist] listed above, which each applicant for special land use permit is required to meet, Article IV, Supplemental Regulations, of the DeKalb County Zoning Ordinance shall apply to that specific land use being applied for. No application for a Special Land Use permit for the uses specified shall be granted by the Board of Commissioners unless it is determined that all requirements contained within the zoning district in which such property is located, and the criteria contained in Section 27-873 and Article IV, Supplemental Regulations have been met.



DeKalb County Planning & Development Department

Burrell Ellis
Chief Executive Officer

Patrick Ejike
Director



SPECIAL LAND USE PERMIT APPLICATION 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