

## Letters of Zoning Certification

### Submittal Requirements:

1. A letter that requests official certification of a property's zoning classification. The letter must include:
  - the requestor's contact information,
  - to whom the letter should be addressed to,
  - the address of the subject property, and
  - the full parcel identification number of the subject property (also known as the tax ID number, which can be obtained from the DeKalb County Tax Commissioner's web site; go to <https://dklweb.dekalbga.org/taxcommissioner/index.asp> then click on Property Tax.
2. Survey & Legal Description
3. \$30.00 payment (check or money order made out to "DeKalb County") Direct your request to:

**DeKalb County Government  
Planning & Sustainability Department  
Zoning Certification Request  
Attention: Debora Wells  
178 Sams Street, 3<sup>rd</sup> Floor  
Decatur, GA 30030**

The preparation time for zoning certification letter requests is ten (10) business days. Additional time might be necessary to research any zoning conditions or specific issues related to the zoning certification request if multiple properties or archived records are involved. If you have any questions or concerns you can contact the following:

Debora Wells – [dmwells@dekalbcountyga.gov](mailto:dmwells@dekalbcountyga.gov)  
Rachel Bragg – [rlbragg@dekalbcountyga.gov](mailto:rlbragg@dekalbcountyga.gov)

Letters will be sent by e-mail.