

Please see the checklist below for instructions on how to submit a zoning certification request. **Documents must be mailed or hand-delivered, payment online is not available.** Upon receiving your request, a letter will be emailed to the requestor in ten (10) business days.

Auto Broker/Auto Dealer Submittal Requirements	<p>1A. A letter that requests official certification of a property's zoning classification. The letter must include:</p> <ul style="list-style-type: none"> • the requestor's contact information (email address, phone number, etc.) • to whom the letter should be addressed to • 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 website; go to https://dklbweb.dekalbga.org/taxcommissioner/index.asp then click on Property Tax. • Current rental agreement or proof of ownership of property.
Zoning Certification Submittal Requirements	<p>1B. A letter that requests official certification of a property's zoning classification. The letter must include:</p> <ul style="list-style-type: none"> • 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 website; go to https://dklbweb.dekalbga.org/taxcommissioner/index.asp then click on Property Tax • Survey and Legal Description; on 8½ x 11 paper = PLEASE DO NOT SEND OVERSIZED PAPER

2. \$30.00 (check or money order) payment for each address request made out to "DeKalb County"; request can be sent by **mail** or **hand delivered**:

**DeKalb County Government
Planning & Sustainability Department
Zoning Certification Request
ATTN: DEBORA WELLS
178 Sams Street, 3rd Floor
Decatur, GA 30030**

The preparation time for zoning certification letter requests is ten (10) business days. Response letters will be sent via email.

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

Current Planning Division
plansustain@dekalbcountyga.gov

Do Not Submit Documents By Email