

## Residential Zoning Review Checklist New House Development

In an effort to improve our Zoning Review process and decrease the number of resubmittals in the Zoning Plans Review/Compliance Section, this checklist has been compiled. Please ensure that the information below is included on the site plan before submittal.

Please provide four (4) copies to an engineer's scale of the site plans with each new house submittal.

- \_\_\_\_\_ Complete the Building permit Application, Tree Form, Energy Form and Environment Form per the checklist.
- \_\_\_\_\_ Write in the true owner (individual or entity) of the property. If the property has been sold recently, the Geographical Information Systems (G.I.S.) Department must update this information with a recorded or unrecorded deed. Staff will provide a handout with this information.
- \_\_\_\_\_ General Contractors are required for new development projects pursuant to State Law 43-41 implemented July 1, 2008 under the authority of the State of Georgia Secretary of State Office. General Contractors have the following designations: RBC, RBI, RBQ, RLC, RLI, RLQ, GCC, GCI or GCQ.
- \_\_\_\_\_ Total square footage of the lot must be shown on the site plan/survey.\*
- \_\_\_\_\_ Provide the actual house size in square feet. **\*\*\*NOTE: ARCHITECTURAL PLANS ARE REVIEWED IN THE FIELD BY THE BUILDING INSPECTORS. SINCE THE SITE PLAN/SURVEY IS ONLY REVIEW IN THE OFFICE.\*\*\***
- \_\_\_\_\_ Provide a breakdown of the lot coverage calculations by square footage and percentage (includes but not limited to buildings, driveways, decks, porches, etc.).
- \_\_\_\_\_ Basement finishes require a simple floor plan identifying the rooms (i.e., bedroom, bathroom, recreation room & etc.).  
Note: A section kitchen is not authorized.
- \_\_\_\_\_ Show the square footage of any accessory structures (existing or proposed). Accessory structures require a separate permit per Sections 7-30 and 27-731. Additionally, accessory structures height may not exceed 20 feet or the height of the existing principal structure, whichever is less, and shall comply with the requirements of the respective residential district.
- \_\_\_\_\_ Show existing easements and utilities.
- \_\_\_\_\_ The average front setback is derived on adjacent lots within 75 feet of subject lot per Section 27-788(a).
- \_\_\_\_\_ Properties in the Residential Infill Overlay Districts (R.I.O.D.s) height restriction are at a maximum 28 feet, and the Planning Division Staff perform reviews.
- \_\_\_\_\_ Original (if demolition permit issued) and proposed finished floor elevation(s) (including front door threshold) per Sections 27-749 and 27-750 based upon the Mean Sea Level (M.S.L.).
- \_\_\_\_\_ Show the minimum lot standards required for the zoning districts in notes section.
- \_\_\_\_\_ Show sewer mains and sewer tap locations for the site. Indicate whether existing or proposed. If sewer

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main does not exist, please provide approval of a septic tank permit from the Health Department.

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\_\_\_\_\_ Show sidewalk locations and widths as approved on the final plat.

\_\_\_\_\_ Note case number for any rezoning and rezoning conditions, special use or variances on the site that relate to proposed development. Depict any conditions associated with the property on the site plan.

\_\_\_\_\_ Indicate whether the lot is **INFILL OVERLAY** district next to the name of the Subdivision or lot number.

\_\_\_\_\_ Engineer (civil) and/or Land Surveyor's stamp, signature and date on the site plan along with 24-hour contact information.

\*Indicates information that should be contained in the general notes section of the site plan.

For more information, you may contact the Department of Planning & Sustainability Zoning Plans Review/Compliance Section at (404) 371-4915.

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### Residential Zoning Review Checklist Addition to the Existing House

In an effort to improve our Zoning Review process and decrease the number of resubmittals in the Zoning Plans Review/Compliance Section, this checklist has been compiled. Please ensure that the information below is included on the site plan before submittal.

Please provide three (3) copies to an engineer's scale of the site plans with each house addition submittal.

\_\_\_\_\_ Complete the Building permit Application, Tree Form, Energy Form and Environment Form per the checklist.

\_\_\_\_\_ Write in the true owner (individual or entity) of the property. If the property has been sold recently, the Geographical Information Systems (G.I.S.) Department must update this information with a recorded or unrecorded deed. Staff will provide a handout with this information.

\*\*\*Note: Properties in an entity name would constitute having a contractor for the investment property. Moreover all investment properties require a contractor.\*\*\*

\_\_\_\_\_ If you are a homeowner (i.e., own the house and live, or will live in the house), you must complete the Homeowner's Affidavit Form.

\_\_\_\_\_ Limited Specialty Contractors may perform certain jobs, and General Contractors are required for structural changes pursuant to State Law 43-41 implemented July 1, 2008 under the authority of the State of Georgia Secretary of State Office. General Contractors have the following designations: RBC, RBI, RBQ, RLC, RLI, RLQ, GCC, GCI or GCQ.

\_\_\_\_\_ Basement finishes require a simple floor plan identifying the rooms (i.e., bedroom, bathroom, recreation room & etc.). Note: A section kitchen is not authorized.

\_\_\_\_\_ Converting an attached carport or garage to heated floor site require a review of the site per a site plan/survey to ensure the residential zoning district requirement of four (4) off-street parking spaces.

\_\_\_\_\_ Total square footage of the lot.\*

\_\_\_\_\_ Actual addition to the house (size in square feet) should be entered on the Building Permit Application.

\*\*\* Note: Architectural plans are required in the field by the Building Inspectors, since the site plan/survey is only reviewed in the office.\*\*\*

\_\_\_\_\_ A breakdown of the calculations for percentage of lot coverage (includes but not limited to buildings, driveways, decks, porches, etc.).

\_\_\_\_\_ Square footage of any accessory structures (existing or proposed).

\_\_\_\_\_ Existing easements and utilities.

\_\_\_\_\_ Average front setback based on adjacent lots within 75 feet of subject lot per Section 27-788(a).

\_\_\_\_\_ Actual height of proposed building(s).

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- \_\_\_\_\_ Accessory structures require a separate permit per Sections 7-30 and 27-731. Additionally, accessory structures height may not exceed 20 feet or the height of the existing principal structure, whichever is less, and shall comply with the requirements of the respective residential district.
- \_\_\_\_\_ Show the minimum lot standards required for the zoning districts in notes section.
- \_\_\_\_\_ Show sewer mains and sewer tap locations for the site. Indicate whether existing or proposed. If sewer main does not exist, please provide approval of a septic tank permit from the Health Department.
- \_\_\_\_\_ Show sidewalk locations and widths as approved on the final plat.
- \_\_\_\_\_ Note case number for any rezoning and rezoning conditions, special use or variances on the site that relate to proposed addition. Depict any conditions associated with the property on the site plan.
- \_\_\_\_\_ Indicate whether the lot is **INFILL OVERLAY** district next to the name of the Subdivision or lot number.
- \_\_\_\_\_ Architectural, Landscape Architect, Engineer (civil) and/or Land Surveyor's stamp, signature and date on the site plan along with 24-hour contact information.

\*Indicates information that should be contained in the general notes section of the site plan.

For more information, you may contact the Department of Planning & Sustainability Zoning Plans Review/Compliance Section at (404) 371-4915.

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### **Residential Zoning Review Checklist Alteration and/or Repair to the Existing House**

In an effort to improve our Zoning Review process and decrease any difficulty or processing application over the counter in the Zoning Plans Review/Compliance Section and/or Permit Intake Section, this checklist has been compiled. Please ensure that the information below is included on the building permit application.

\_\_\_\_\_ Complete the Building permit Application.

\_\_\_\_\_ Write in the true owner (individual or entity) of the property. If the property has been sold recently, the Geographical Information Systems (G.I.S.) Department must update this information with a recorded or unrecorded deed. Staff will provide a handout with this information.

\*\*\*Note: Properties in an entity name would constitute having a contractor for the investment property. Moreover all investment properties require a contractor.\*\*\*

\_\_\_\_\_ If you are a homeowner (i.e., own the house and live, or will live in the house), you must complete the Homeowner's Affidavit Form.

\_\_\_\_\_ Limited Specialty Contractors may perform certain jobs, and General Contractors are required for structural changes pursuant to State Law 43-41 implemented July 1, 2008 under the authority of the State of Georgia Secretary of State Office. General Contractors have the following designations: RBC, RBI, RBQ, RLC, RLI, RLQ, GCC, GCI or GCQ.

\_\_\_\_\_ Basement finishes require a simple floor plan identifying the rooms (i.e., bedroom, bathroom, recreation room & etc.). Note: A section kitchen is not authorized.

\*\*\* Note: Architectural plans are required in the field by the Building Inspectors.\*\*\*

\_\_\_\_\_ Converting an attached carport or garage to heated floor site require a review of the site per a site plan/survey or utilizing DeKalb County's ArcGIS to ensure the residential zoning district requirement of four (4) off-street parking spaces.

\_\_\_\_\_ If the property is in a Historic District, exterior changes must be reviewed by the Planning Division to determine whether a Certificate of Appropriateness is required.

\_\_\_\_\_ This type of permit is performed and issued over the counter the same day if the above information is in order.

For more information, you may contact the Department of Planning & Sustainability Zoning Plans Review/Compliance Section at (404) 371-4915.