

# Special Land Use Permit (SLUP) Application Checklist

Submit application through our online portal <https://epermits.dekalbcountyga.gov/>

You **must** email your application number and one (1) copy of your application as one (1) PDF file to [plansustain@dekalbcountyga.gov](mailto:plansustain@dekalbcountyga.gov) and [lahill@dekalbcountyga.gov](mailto:lahill@dekalbcountyga.gov)

1. Schedule a mandatory, virtual **Pre-Application Conference** with Planning & Sustainability staff, by appointment. Please email LaSondra Hill [lahill@dekalbcountyga.gov](mailto:lahill@dekalbcountyga.gov) for appointment.
2. Hold a Pre-Submittal Community Meeting with nearby neighborhood associations and residents.
3. \*Submit **Application** through portal <https://epermits.dekalbcountyga.gov/> and email staff the application number to the Plansustain email address and to [lahill@dekalbcountyga.gov](mailto:lahill@dekalbcountyga.gov)

**Please assemble materials in the following order:**

<b>A. Application form and Applicant contact information page.</b> <span style="color: red;">NOTE: Please be mindful that the application and all of its contents is a public record once submitted and accepted for a zoning cycle.</span>	
<b>B. Pre-submittal community meeting notice and sign-in sheet</b> and other documentation of meeting.	
<b>C. Letter of Application</b> identifying <ol style="list-style-type: none"> <li>a) the reason for the Special Use request,</li> <li>b) the existing and proposed use of the property, and</li> <li>c) detailed characteristics of the proposed use (e.g., floor area, height of building(s), number of units, mix of unit types, number of employees, manner and hours of operation). <b>See Page 3.</b></li> </ol>	
<b>D. Impact Analysis</b> of the anticipated effect of the proposed use and rezoning on the surrounding properties in response to the standards and factors specified in Article 7.3 of the DeKalb County Zoning Ordinance. <b>(See Page 4.)</b>	
<b>E. Authorization Form</b> , if applicant is not the owner. Must be signed by all owners of the subject property and notarized. Authorization must contain the mailing address and phone number of any applicant or agent who is authorized to represent the owner(s) of the subject property.	
<b>F. Campaign Disclosure Statement</b> (required by State Law).	
<b>G. Legal Boundary Survey</b> of the subject property, (showing boundaries, structures, and improvements), prepared and sealed within the last year by a professional engineer or land surveyor registered in the State of Georgia. <b>Written Legal Description</b> of meters and bounds of the subject property (can be printed on site plan or survey).	
<b>H. Site Plan (if applicable)</b> the site plan must include the following:	
1.	Complete boundaries of subject property;
2.	Dimensioned access points and vehicular circulations drives;
3.	Location of all existing and proposed buildings, structures, setbacks and parking;
4.	Location of 100-year floodplain and any streams;
5.	Notation of the total acreage or square footage of the subject property;
6.	Landscaping, tree removal and replacement, buffer(s); and
7.	Site Plan notes of building square footages, heights, density calculations, lot coverage of impervious surfaces, parking ratios, open spaces calculations, and other applicable district standards.
<b>I. Building Form Information (if applicable).</b> Photos Elevation (line drawing or rendering) or details of proposed materials in compliance with Article 5 of the Zoning Ordinance. If new buildings and/or structures are being developed or renovations are being completed, please provide proposed elevations.	
<b>J. Completed, signed Pre-Application Form</b> (provided after pre-application meeting).	

**INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED**

# SPECIAL LAND USE PERMIT (SLUP) APPLICATION

to Amend the Official Zoning Map of DeKalb County, Georgia

APPLICANT/OWNER: \_\_\_\_\_

Subject Property Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Parcel ID Number(s): \_\_\_\_\_

Acreage: \_\_\_\_\_ Commission District(s): \_\_\_\_\_ Super District: \_\_\_\_\_

Existing Zoning District(s): \_\_\_\_\_ Proposed Zoning District(s): \_\_\_\_\_

Existing Land Use Designation(s): \_\_\_\_\_ Proposed Land Use Designation(s): \_\_\_\_\_ (if applicable)

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

Owner      Agent      \_\_\_\_\_      \_\_\_\_\_  
Signature      Date

**NOTE: PLEASE BE MINDFUL THAT THE APPLICATION AND ALL OF ITS CONTENTS IS A PUBLIC RECORD ONCE SUBMITTED AND ACCEPTED FOR A ZONING CYCLE**

**SPECIAL LAND USE PERMIT (SLUP) APPLICATION FEE:  
\$400.00**

**DeKalb County does not require payment by wire transfer.  
Be aware of scammers and fraudulent emails.**



# Planning & Sustainability Department Current Planning / Zoning Division

178 Sams Street  
Decatur, GA 30030

Lorraine Cochran-Johnson  
Chief Executive Officer

Juliana A. Njoku  
Director

## APPLICANT PERSONAL CONTACT INFORMATION PAGE

Applicant Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Applicant Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

\*\*\*\*\*

Owner Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

\*\*\*\*\*

Subject Property Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

I hereby authorize the staff of the Planning and Sustainability Department, Current Planning/Zoning Division, to inspect the property that is the subject of this application.

Owner	Agent	_____	_____
		Signature	Date

**SPECIAL LAND USE PERMIT (SLUP) APPLICATION FEE:**  
**\$400.00**

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## Letter of Application

(Please respond to the following questions on a separate sheet, providing details as well as any other information that will be useful to the Staff evaluation of your application.)

- The proposed zoning classification?
- The reason for the Special Land Use Permit (SLUP) request?
- The existing and proposed use of the property?
- Detailed characteristics of the proposed use, for example:
  - Floor area?
  - Height of building(s)?
  - Number units?
  - Mix of unit types?
  - Number of employees?
  - Manner and hours of operation?

## Impact Analysis

**Please respond to the following standards and factors on a separate sheet**

**Criteria: Section 27-7.4.6** The following criteria shall be considered by the Department of Planning and Sustainability, the Planning Commission (PC) and the Board of Commissioners (BOC) in evaluating and deciding any application for a Special Land Use Permit (SLUP). No application for a SLUP 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, unless the application is in compliance with all applicable regulations in Article 4.

- A. Is the size of the site adequate for the use contemplated and is adequate land area available for the proposed use, including provision of all required yards, open space, off-street parking, transitional buffer zones, 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, and whether the proposed use will create adverse impacts upon any adjoining land use by reason of traffic volume/congestion, noise, smoke, odor, dust, or vibration generated by the proposed use.
- C. Are public services, public (or private) facilities, and utilities adequate to serve the proposed use?
- D. Is the public street on which the use is proposed to be located adequate and is there sufficient traffic-carrying capacity for the use proposed so as not to unduly increase traffic and create congestion in the area?
- E. Is the ingress and egress adequate to the subject property and to all proposed buildings, structures, and uses thereon, with particular reference to pedestrian and automotive safety and convenience, traffic flow and control, and access in the event of fire or other emergency?
- F. Will the proposed use create adverse impacts upon any adjoining land use by reason of the manner and hours of operation of the proposed use?
- G. Is the proposed use otherwise consistent with the requirements of the zoning district classification in which the use is proposed to be located?
- H. Is the proposed use consistent with, advances, conflicts, or detracts from the policies of the comprehensive plan?
- I. Is there adequate provision of refuse and service areas?
- J. Should the length of time for which the SLUP is granted be limited in duration?
- K. Is the size, scale and massing of proposed buildings appropriate in relation to the size of the subject property and in relation to the size, scale and massing of adjacent and nearby lots and buildings; and will the proposed use create any shadow impact on any adjoining lot or building as a result of the proposed building height?
- L. Will the proposed use adversely affect historic buildings, sites, districts, or archaeological resources?
- M. Does the proposed use satisfy the requirements contained within the supplemental regulations for such special land use permit?
- N. Will the proposed use be consistent with the needs of the neighborhood or the community as a whole, as expressed and evidenced during the review process?

Chief Executive Officer  
**Lorraine Cochran-Johnson**

**DEPARTMENT OF PLANNING & SUSTAINABILITY**

Director  
**Juliana A. Njoku**

**Authorization**

The property owner(s) 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 of the above-mentioned subject property hereby delegate authority to:

\_\_\_\_\_  
Name of Agent or Representative(s)

to file an application on my/our behalf.

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
Owner

\_\_\_\_\_  
Date

Chief Executive Officer  
**Lorraine Cochran-Johnson**

**DEPARTMENT OF PLANNING & SUSTAINABILITY**

Director  
**Juliana A. Njoku**

**Disclosure of Campaign Contribution**

In accordance with the Conflict of Interest in Zoning Act, OCGA Chapter 36-67A, the following questions must be answered.

Have you, the applicant, made \$250.00 or more in campaign contributions to a local government official within two years immediately preceding the filling of this application?

Yes      No

**\*Notary seal not needed if answer is “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:

**CEO Lorraine Cochran-Johnson**  
1300 Commerce Drive  
Decatur, GA 30030

**DeKalb County Board of Commissioners**  
1300 Commerce Drive  
Decatur, GA 30030

\_\_\_\_\_  
Notary

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

**Check one:** Owner      Agent

\_\_\_\_\_  
Expiration Date/ Seal

**SURVEY, SITE PLANS, ELEVATIONS:  
(insert photos of property and floor plans):**

**This page is intentionally blank to show where maps, site plans, surveys, etc. should be inserted into the application packet.**

**Additional Criteria for Specified Uses**

No application for a Special Land Use Permit (SLUP) for the uses specified below shall be granted by the Board of Commissioners (BOC) unless it is determined that, in addition to meeting the requirements contained within the zoning district in which such property is located and the criteria contained in §7.4.6 and complying with applicable regulations in Article 4, satisfactory provisions and arrangements have been made concerning each of the following criteria:

<p><b>A. Child Day Care Facility</b></p>	<p>In determining whether to authorize a SLUP for a child day care facility, the BOC shall also consider each of the following criteria:</p>	
	1.	Whether the proposed off-street parking areas and the proposed outdoor play areas can be adequately screened from adjoining properties so as not to adversely impact any adjoining land use.
	2.	Whether there is an adequate and safe location for the dropping off and pick up of children at the child day care facility.
	3.	Whether the character of the exterior of the proposed structure will be compatible with the residential character of the buildings in the zoning district in which the child day care facility is proposed to be located, if proposed for a residential zoned district.
<p><b>§4.2.41 – Personal Care Homes (PCH) and Child Caring Institutions (CCI) instructions. Read the Code in full <a href="#">HERE</a>.</b></p>		
<p><b>A. Personal Care Homes (PCH) General Requirements</b></p>	1.	Each Personal Care Home (PCH) must obtain all license(s) and/or permit(s) required by the State of Georgia in order to operate. Each PCH licensed and/or permitted by the State of Georgia must display its state-issued license(s) and/or permit(s) in plain view, visible from the front doorway of the facility.
	2.	No personal care home may display any exterior signage that violates the sign ordinance in <a href="#">Chapter 21</a> of the Code or the sign provisions in the zoning regulations for the underlying zoning district where the PCH is located.
	3.	PCH may apply for an FHA Accommodation Variance as provided for in <a href="#">Section 7.5.9</a> of this chapter.
<p><b>B. Personal Care Homes (PCH) Group of four (4) to six (6) persons</b></p>	1.	Two (2) copies of complete architectural plans for the subject group PCH, signed or sealed by a Registered Architect, shall be submitted to the Director of Planning prior to issuance of the building permit or business license.
	2.	Each group PCH must provide at least four (4) parking spaces within a driveway, garage or carport and must comply with any applicable requirements in <a href="#">Article 6</a> .
	3.	In order to prevent institutionalizing residential neighborhoods, no group PCH located in the RE, R-LG, R-100, R-85, R-75, R-50, R-SM, or MR-1 zoning district may be operated within one thousand (1,000) feet of any other group PCH. The one-thousand-foot distance requirement is measured by a straight line which is the shortest distance (i.e., "as the crow flies") between the property lines of the two (2) tracts of land on which the group PCH is located.
<p><b>C. Child Caring Institutions (CCI) General Requirements</b></p>	1.	Each CCI must obtain all license(s) and/or permit(s) required by the State of Georgia in order to operate. Each PCH licensed and/or permitted by the State of Georgia must display its state-issued license(s) and/or permit(s) in plain view, visible from the front doorway of the facility.
	2.	No PCH may display any exterior signage that violates the sign ordinance in <a href="#">Chapter 21</a> of the Code or the sign provisions in the zoning regulations for the underlying zoning district where the PCH is located.
<p><b>D. Child Caring Institutions (CCI) Group of four (4) to six (6) children</b></p>	1.	Two (2) copies of complete architectural plans for the subject group CCI, signed or sealed by a Registered Architect, shall be submitted to the Director of Planning prior to issuance of the building permit or business license.
	2.	Each group PCH must provide at least four (4) parking spaces within a driveway, garage or carport and must comply with any applicable requirements in <a href="#">Article 6</a> .



## Expiration and Limits of SLUPs

### §7.4.11 – Limitations of Special Land Use Permits

1.	<b>Development of an Approved Special Use</b>	The issuance of a special land use permit shall only constitute approval of the proposed use, and development of the use shall not be carried out until the applicant has secured all other permits and approvals required by any applicable law or regulation.
2.	<b>Expiration of a SLUP</b>	Unless a building permit or other required approval(s) is applied for within twelve (12) months of the Board of Commissioners' (BOC) approval, and construction pursuant to such building permit is promptly begun and diligently pursued thereafter, the SLUP shall expire automatically, unless the permit is extended upon application to the BOC in accordance with subsection C of this section.
3.	<b>Time Extension of a SLUP</b>	A time limitation imposed on SLUPs by the Board of Commissioners (BOC) and the expiration date established pursuant to subsection B of this section may be extended once for twelve (12) consecutive months upon written request by the applicant and approval by the Planning Director. Any further time extensions shall be by the BOC upon written request by the applicant and approval of the BOC after compliance with the public notice provisions of §7.2.4.C. In considering a request to extend, the Planning Director and the Board shall consider the criteria described in <a href="#">Section 7.4.6</a> .
4.	<b>Limitations on Approvals for SLUPs</b>	A SLUP shall expire automatically and cease to be of any force or effect if such use shall, for any reason, be discontinued for a period of twelve (12) consecutive months.
5.	<b>Modifications to a SLUP</b>	Changes to an approved special land use permit, including changes to approved conditions, expansion of the approved use, or expansion of building square footage, shall be subject to the same application, review, and approval process as a new application, including the payment of relevant fees.

## FILING FEES

At the time of submittal, a filing fee shall accompany each Special Land Use Permit application as follows:

### **SPECIAL LAND USE PERMIT (SLUP) \$400.00**

**Applications for non-contiguous property (separated by a street) must be filed separately; a separate fee will be charged for each application.**

**Applications deferred a “full cycle” do not require additional fees.**

**An application that is withdrawn after the withdrawal deadline, as indicated on the Zoning Calendar, and later refiled will be treated as a new case and will require a new fee.**

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