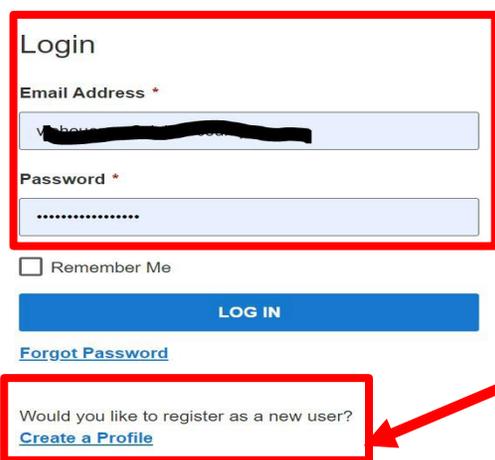


HOW TO SUBMIT A LAND DISTURBANCE/DEVELOPMENT APPLICATION ONLINE

1. Create an account/profile on and Log into (if you already have an account, simply log in)

<https://epermits.dekalbcountyga.gov/home>



Login

Email Address *

Password *

Remember Me

LOG IN

[Forgot Password](#)

Would you like to register as a new user?
[Create a Profile](#)



2. Click on "Submit an application request" at the top (see screenshot below). It may take few seconds before the next page fully comes up.



Welcome, FRANK!

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3. Click on "Land Development" **and then** "Land disturbance permit, civil site design review for commercial, residential, or mixed-used development projects, land clearing, grubbing, grading, and alterations to infrastructure" (see screenshot below)

Submit a New Record

Choose a Record Record Information Additional Information Review Confirmation

Service Requests

Choose from the list below to report an issue or complaint.

- ▶ **Report a Problem**
Got a problem you'd like the County to address? Start here.
- ▶ **Request a Service**
Buying or selling real estate and need the County to perform a related service? Need to enroll in a program provided by the County? Start here.
- ▶ **Request Information or Forms**
Need a form? Copies of plans or documents? Help with our web site? Looking for a County phone number? Or just need information on a County service or department? Start here.

Licenses & Permits

Apply for a new license or permit, or renew an existing one.

- ▶ **Building and Construction Permits**
Permits for any type of construction in unincorporated DeKalb County and its incorporated cities, where applicable
- ▶ **DeKalb County Business Licenses and Tax Reporting**
Licenses and Tax Reporting for businesses operating within DeKalb County
- 1** ▶ **Land Development**
Apply for Land Disturbance Permits, Final Plats, Stream Buffer Variances, and other related activities

Administrative Variances: Tree, Stream, Zoning, Floodplain, and Grading

2 Land Disturbance Permit, Civil site design review for commercial, residential, or mixed-use development projects, Land clearing, Grubbing, Grading, and Alterations to Infrastructure

Lot Divisions, Boundary Line Adjustments, and Combinations.

Sketch, Revised, and Final Plats

- ▶ **Zoning**
Apply for Rezoning, Special Land Use Permits, Historic Preservation, and Appeals
- ▶ **Blasting, Burning, Fireworks Display, or other Fire Safety Permit**
Apply for a fire safety permit (blasting, burning, fireworks display) in DeKalb County
- ▶ **Registration of a GA State, City or County License with DeKalb County**
Register or update your renewal information for a state, city, or county license with DeKalb County in order to apply for permits or licenses which require specific licensing

Click #1 and it will expand to show #2 that you will click on next.

Prepared by Vignon F. Houenou, Land Development Mgr – 7/31/2022

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4. On the next page follow the instructions provided below, in the order stated by the numbers

Submit a New Record

[Save Progress](#)

Choose a Record
 Record Information
 Additional Information
 Attachments
 Review
 Confirmation

Fill in the record information. Fields with * are Required

What kind of record are you submitting?

Land Disturbance Permit, Civil site design review for commercial, residential, or mixed-use development projects, Land clearing, Grubbing, Grading, and Alterations to Infrastructure

Project Name ⓘ

1

Work Type * ⓘ

2

Declared Valuation * ⓘ

4

Description * ⓘ

6

300 characters left

7 This field indicates your responsibility for this request: Capacity *

#1: Add the project name
#2: Select the applicable Work Type in the drawdown menu (a list will open when you click in the space)
#3: Select the applicable Occupancy Type in the drawdown menu (a list will open when you click in the space)

Occupancy Type * ⓘ

3

Square Footage * ⓘ

5

#4: Add the valuation of the project (cost for the project)
#5: Add the square footage of the project (Square footage of all buildings footprint)
#6: Provide a description of the project

Addresses ⓘ

8

#7: Select the capacity (i.e. in what capacity are you associated with the project) (a list will open when you click in the space)
#8: Click on "add primary address" and See the next item below for details
#9: after the address is added, then click on "Save & Continue"

Location Details

300 characters left

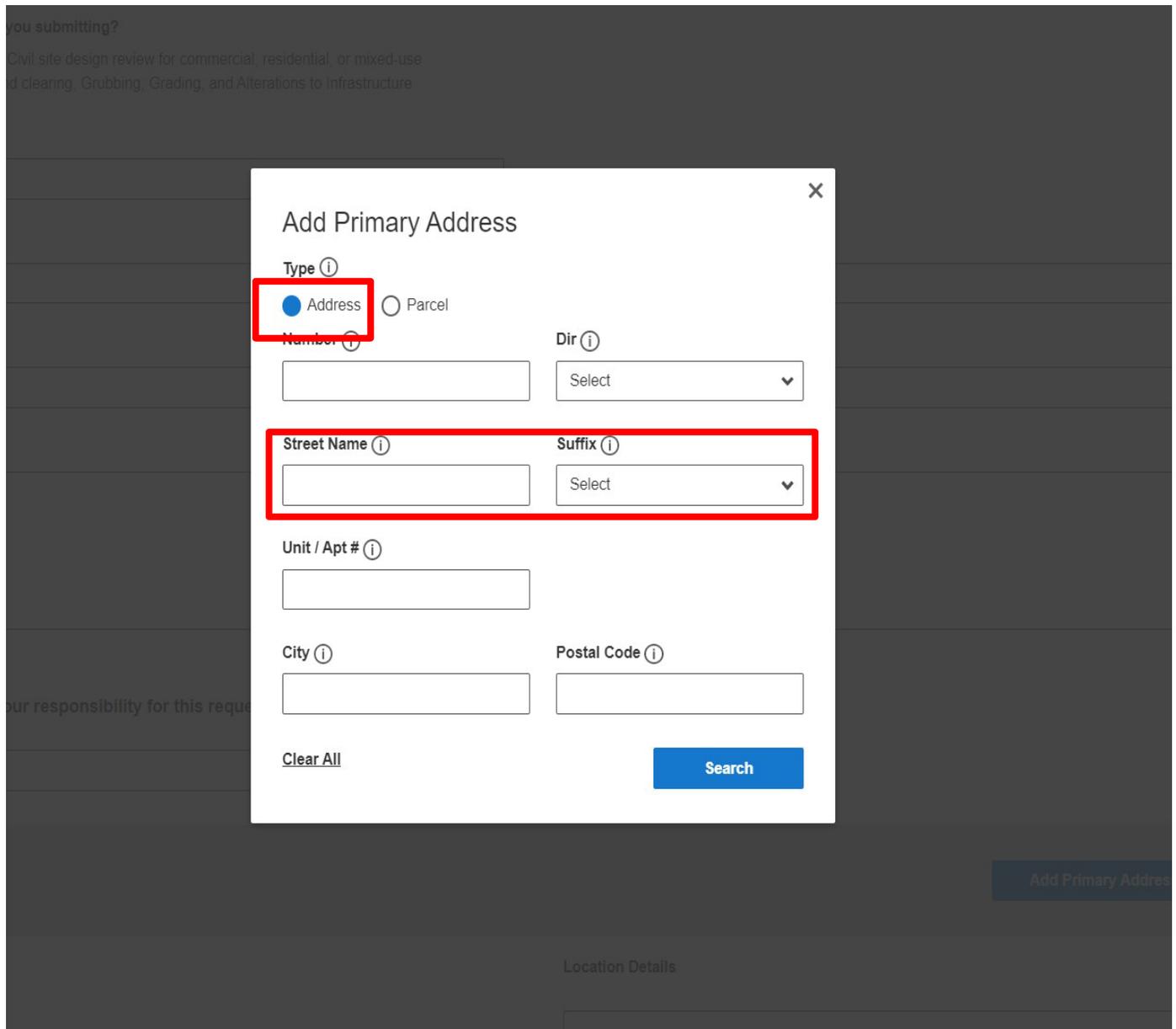
9

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5- Adding addresses

(a) To add the address: First select “address”, then simply add the “street name” and the “suffix”.

Example of “suffix” is Road, Drive, Avenue, etc. Do not add the suffix to the street name. And then click search.



The screenshot shows a web application interface with a modal window titled "Add Primary Address". The modal contains the following fields and controls:

- Type:** Radio buttons for "Address" (selected and highlighted with a red box) and "Parcel".
- Number:** A text input field.
- Dir:** A dropdown menu with "Select" as the current option.
- Street Name:** A text input field (highlighted with a red box).
- Suffix:** A dropdown menu with "Select" as the current option (highlighted with a red box).
- Unit / Apt #:** A text input field.
- City:** A text input field.
- Postal Code:** A text input field.
- Buttons:** "Clear All" and "Search".

Background text from the application is partially visible, including "you submitting?", "Civil site design review for commercial, residential, or mixed-use", "d cleaning, Grubbing, Grading, and Alterations to Infrastructure", "our responsibility for this requ", "Location Details", and "Add Primary Address".

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(b) The system will generate a list of addresses on that street that you can choose your address from. When you find your address, select it and then click on “add site”. Please, note that you can scroll down for more addresses. (see the screenshot below)

The screenshot shows a web form titled "Add Primary Address" with a close button (X) in the top right corner. The form contains several input fields and dropdown menus:

- Type:** Radio buttons for "Address" (selected) and "Parcel".
- Number:** An empty text input field.
- Dir:** A dropdown menu with "Select" as the current option.
- Street Name:** A text input field containing "lantern wood".
- Suffix:** A dropdown menu with "DRIVE" as the current option.
- Unit / Apt #:** An empty text input field.
- City:** An empty text input field.
- Postal Code:** An empty text input field.

Below the input fields are two buttons: "Clear All" and "Search".

The "Search" button has triggered a "Results" section. A red box highlights the results list, which contains 10 records, all starting with "LANTERN WOOD DR SCOTTDALE GA 30079-". The records are:

- 471 LANTERN WOOD DR SCOTTDALE GA 30079-
- 473 LANTERN WOOD DR SCOTTDALE GA 30079-
- 475 LANTERN WOOD DR SCOTTDALE GA 30079-
- 477 LANTERN WOOD DR SCOTTDALE GA 30079-
- 479 LANTERN WOOD DR SCOTTDALE GA 30079-
- 481 LANTERN WOOD DR SCOTTDALE GA 30079-
- 483 LANTERN WOOD DR SCOTTDALE GA 30079-
- 485 LANTERN WOOD DR SCOTTDALE GA 30079-
- 489 LANTERN WOOD DR SCOTTDALE GA 30079-
- 491 LANTERN WOOD DR SCOTTDALE GA 30079-

At the bottom of the results list is a vertical scrollbar, also highlighted with a red box. A red arrow points from a text box to the scrollbar. The text box contains the text: "You can scroll down for more addresses".

At the bottom of the form are two buttons: "Cancel" and "Add Site".

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(c) Please, note that after you add the first address, you can add additional addresses. Simply Click on “additional address” before clicking on “Save and Continue”. This is useful for projects where multiple lots are being combined or for linear projects going through multiples parcels

5. On the next page, add the necessary information and then click on “Save & Continue”. See guidance below:

Submit a New Record

[Save Progress](#)

The screenshot shows a web form titled "D-LAND DETAIL" with a progress bar at the top containing steps: Choose a Record, Record Information, Additional Information, Attachments, Review, and Confirmation. The form fields and their associated instructions are as follows:

- Project/Phase Name ***: A text input field with a red callout box: "Add the project name again". Below the field is the text "254 characters left".
- Type of Project**: A dropdown menu with "Select" as the current value. A red callout box: "Select the type of project. Select from the drawdown menu (a list will open when you click in the space)".
- Total acreage of site ***: A text input field with a red callout box: "Add the total acreage of the site".
- Sewer**: A dropdown menu with "Select" as the current value. A red callout box: "Is the property connected or will be connected to sanitary sewer line?".
- Septic**: A dropdown menu with "Select" as the current value. A red callout box: "Is the property on or will be on septic".
- Land Information**:
 - Disturbed Acreage ***: A text input field with a red callout box: "Add the disturbed acreage".
 - % of Area Impervious ***: A text input field with a red callout box: "Add the % of impervious based on the total site acreage".
 - No of lots (for single family detached property lots) to explain ***: A text input field with a red callout box: "For residential development (townhomes, single family), add the number of lots or units being proposed. For commercial property, add the number parcels being developed".
- Structure Information**:
 - No. of Buildings ***: A text input field with a red callout box: "How many buildings are being proposed?".
 - Max No. of Stories ***: A text input field with a red callout box: "What is he maximum number of stories for the proposed building(s)".
 - gross floor area (total square footage of all buildings and all floors within each building)**: A text input field with a red callout box: "Self-explanatory".
 - No of units (for townhouse, apartments, condos) ***: A text input field with a red callout box: "For residential development (townhomes, single family), add the number of lots or units being proposed. For commercial property, add the number parcels being developed".

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Check all applicable box(es)

D-COM Completeness Check

D-COM Completeness Check

<input type="checkbox"/> Approved Administrative Variance	<input type="checkbox"/> Approved BOA
<input type="checkbox"/> Conditions of Zoning	<input type="checkbox"/> Copy of State DNR Application
<input type="checkbox"/> Fireline Proposed	<input type="checkbox"/> Approved Special Land Use Permit
<input type="checkbox"/> Public Works Lift Station/Force main	<input type="checkbox"/> Owners Indemnification
<input type="checkbox"/> Paid Ad Valorem Tax Statement	<input type="checkbox"/> Penalty For Site Activity?
<input type="checkbox"/> Approved Sketch Plat	Fireline Size ⓘ
<input type="checkbox"/> Does the Property front on GDOT R-O-W?	<input type="text"/>

Hydro Study

<input type="checkbox"/> Flood Plain	<input type="checkbox"/> Grading in Flood Plain?
<input type="checkbox"/> Hydro Report	<input type="checkbox"/> Storm Water Report

If "fireline proposed" box is checked, then specify the size

"owners' indemnification" shall be checked

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Additional Applicant Information Details

Additional Applicant Information Details

Additional Applicants

+ Add Row

Capacity * First Name Last Name * Email Address

Click on "add row" to add the engineer, developer, and property owner information (see screenshot below)

- Please provide the contact information for additional parties associated with the application. The application requires contact information for the Applicant, Property Owner, Engineer and Developer.
- An invitation will be sent to the email address provided unless an existing portal membership matching the email address already exists.
- Once the invitation is accepted or if an existing portal membership was found, the contact will be added as an applicant.
- Any contact listed below has not yet been added as an applicant.

Note – In order to create an applicant, the invitation must be accepted by the Invitee.

Back Save & Continue

Add Row

Capacity * First Name

ENGINEER

Last Name * Email Address

Phone #

Add ALL information shown here for each entry/capacity selected. After each entry, click "save row" to save the information, and then click "add row" to come back to this same page/window to select a new capacity

Cancel Save Row

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6. On the next page, the application form (signed by the owner) shall be uploaded: the application form is sent/provided to you along with this guidance document as a separate document. And in case of a fee simple subdivision, a copy of the approved sketch plat and approved sketch plat letter must be added.

After all applicable documents are added, then click “Save & Continue”

Submit a New Record

Save Progress

Attachments ⓘ

You must add the following files to your submission.

Pending Document Type 'Signature Form' is required for D-LAND.

Upload the application form, signed by the owner

Add

You can add other files to your submission if you want.

Upload any additional document. For example, upload a copy of the approved sketch plat and approved sketch plat letter if project is a fee simple subdivision. You may also add the existing survey, site plan and grading plan as well (not the entire plan set) to give a better idea of project during pre-screen

Add

Back Save & Continue

7. On the next page, review the information provided and when you scroll all the way down; you can go back (click on “back”) or click on “submit” to submit your application.

OWNER xZCvbmjkt,

- Please provide the contact information for additional parties associated with the application. The application requires contact information for the Applicant, Property Owner, Engineer and Developer.
- An invitation will be sent to the email address provided unless an existing portal membership matching the email address already exists.
- Once the invitation is accepted or if an existing portal membership was found, the contact will be added as an applicant.
- Any contact listed below has not yet been added as an applicant.

Note – In order to create an applicant, the invitation must be accepted by the Invitee.

Back Submit

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8- You will then receive a confirmation similar to the one below, with your application # (see highlighted in yellow)

Submit a New Record



Confirmation

Thank You! Your record was submitted.

1245829

Project Name

test7.28(+)

Work Type

New Construction

Occupancy Type

Condominium, Townhouse Style

Declared Valuation

\$45,678.00

Square Footage

345678

Record Type

Land Disturbance Permit, Civil site design review for commercial, residential, or mixed-use development projects, Land clearing, Grubbing, Grading, and Alterations to Infrastructure

Description

dsfghjkhmgf

Capacity

Applicant

Addresses ⓘ

477 LANTERN WOOD DR
SCOTSDALE GA 30079-
Address

Attachments ⓘ

2 ^