

HOW TO SUBMIT A LOT DIVISION/COMBINATION/BOUNDARY ADJUSTMENT APPLICATION ONLINE

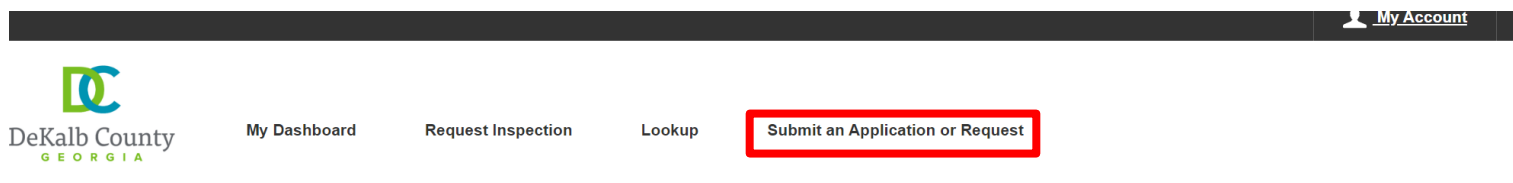
1. Create an account/profile on and Log into (if you already have an account, simply log in)

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



Either Log in or Create a profile. (you may be asked to log in after creating 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

3. Click on "Land Development" **and then** "Lot divisions, boundary line adjustments, and combination" (see screenshot below)

Choose a Record Record Information Additional Information Review Confirmation

- **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.

- ▶ **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
- ▼ **Land Development**
Apply for Land Disturbance Permits, Final Plats, Stream Buffer Variances, and other related activities

2 **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

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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?

Lot Divisions, Boundary Line Adjustments, and Combinations.

Project Name * ⓘ

1

#1: Add the project name

#2: Select the applicable Work Type (either "BOUNDARY LINE ADJUSTMENT", "LOT DIVISION", OR "LOT COMBINATION" in the drawdown menu between (a list will open when you click in the space).

Work Type ⓘ

2

Occupancy Type ⓘ

3

Description * ⓘ

4

#3: Select the applicable Occupancy Type (i.e. what the new lot(s) will be used for)
#4: Provide a description of the scope of the project or what you are looking to do.

300 characters left

This field indicates your responsibility for this request:

Capacity *

5

6

Add Primary Address

Addresses ⓘ

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

Location Details

300 characters left

Back

Save & Continue

7

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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.

You submitting?

Civil site design review for commercial, residential, or mixed-use
and clearing, Grubbing, Grading, and Alterations to Infrastructure

Add Primary Address

Type ⓘ
☒ Address ☐ Parcel

Number ⓘ

Dir ⓘ

Select ▼

Street Name ⓘ

Suffix ⓘ

Select ▼

Unit / Apt # ⓘ

City ⓘ

Postal Code ⓘ

Clear All

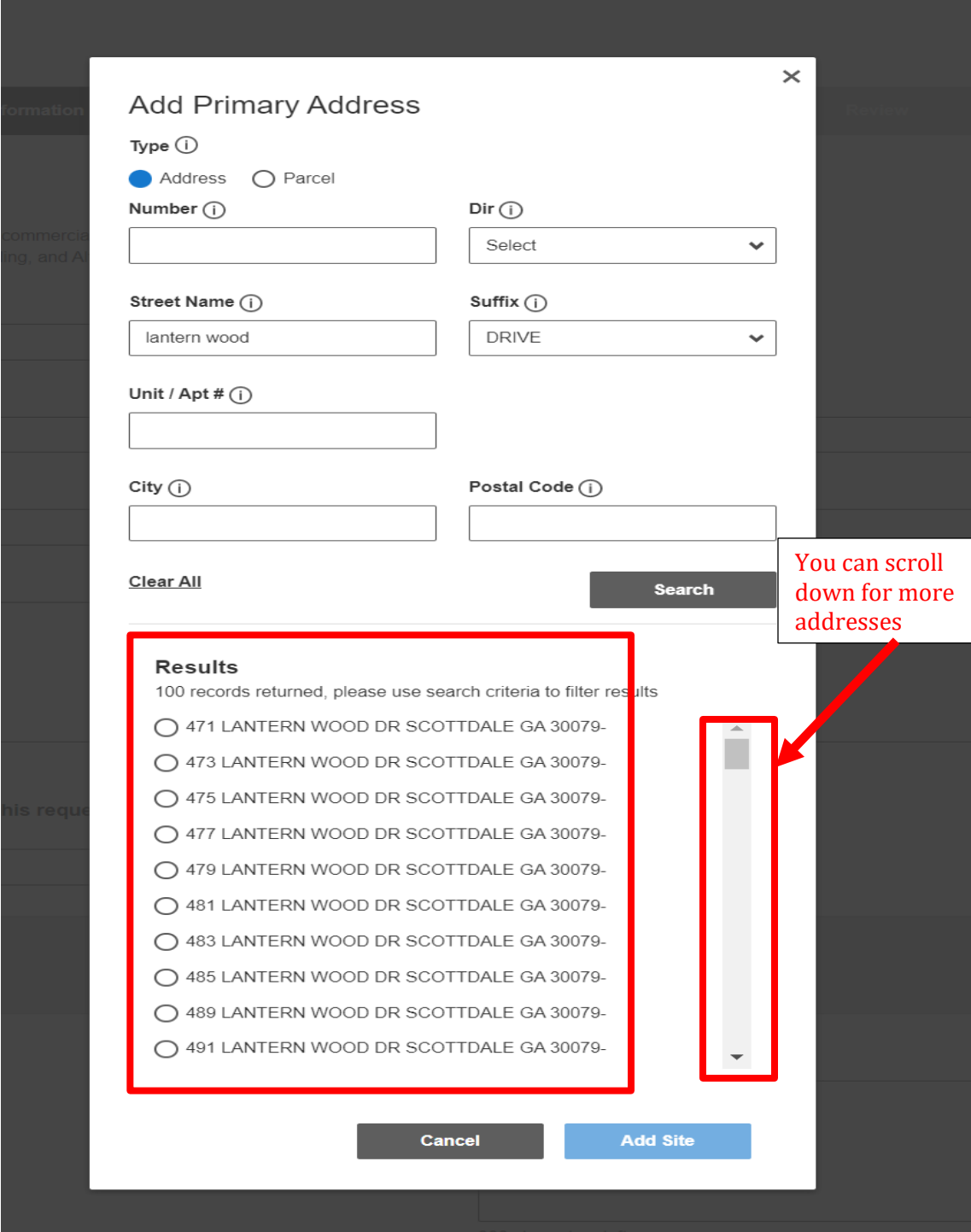
Search

Add Primary Address

Location Details

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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 application window titled "Add Primary Address". It contains several input fields for address information: "Type" (radio buttons for "Address" and "Parcel"), "Number", "Dir" (dropdown), "Street Name" (text input with "lantern wood"), "Suffix" (dropdown with "DRIVE"), "Unit / Apt #", "City", and "Postal Code". There are "Clear All" and "Search" buttons. Below the search bar, a "Results" section displays a list of 100 records, with the first 10 visible: 471 LANTERN WOOD DR SCOTDDALE GA 30079- through 491 LANTERN WOOD DR SCOTDDALE GA 30079-. A red box highlights the list of results, and another red box highlights the scrollbar on the right side of the list. 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 "Cancel" and "Add Site" buttons.

Add Primary Address

Type ⓘ
☒ Address ☐ Parcel

Number ⓘ Dir ⓘ
Select

Street Name ⓘ Suffix ⓘ
lantern wood DRIVE

Unit / Apt # ⓘ

City ⓘ Postal Code ⓘ

[Clear All](#) [Search](#)

Results
100 records returned, please use search criteria to filter results

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

[Cancel](#) [Add Site](#)

You can scroll down for more addresses

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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.

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

Submit a New Record

[Save Progress](#)

Choose a Record

Record Information

Additional Information

Attachments

Review

Confirmation

Additional Applicant Information Details

Additional Applicant Information Details

Additional Applicants

+ Add Row

Capacity *	First Name	Last Name *	Email Address	Phone #
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- 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.

Click on “add row” to add the engineer, or surveyor and property owner information (see screenshot below)

PLOT DIV Start Application Detail Page

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×

Add Row

Capacity *

ENGINEER

▼

First Name

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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P-LOT DIV Start Application Detail Page

Lot Divisions and Combination: No of. Lots or Units (acre) * ⓘ	Size/Area * ⓘ
<input type="text"/>	<input type="text"/>

Subdivided Last 24 Months ? * ⓘ **Sewer / Septic ? * ⓘ**

<div>Select</div> <div>Are you dividing any lot(s) that is/are a result of a lot division that happened within the last 24 months?</div>	<div>Select</div> <div>Will the new lot(s) be on septic tank or connected to the County sewer system?</div>
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Additional Project Information

Project Name * ⓘ	Type of Project *
<input type="text"/>	<div>Select</div>
<div>Add the project name</div>	<div>Select the current or proposed use of the new lot(s). Only select "residential development" or "commercial"</div>

Back

Save & Continue

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6. On the next page, the application form shall be uploaded: the application is provided to you along with this guidance document as a separate document (the certificate of conformity is part of the application form). After all applicable documents are added, then click “Save & Continue”

Submit a New Record

✓ [Save Progress](#)

✓ Choose a Record

✓ Record Information

✓ Additional Information

Attachments

Review

Confirmation

Attachments ⓘ

0 ^

You must add the following files to your submission.

ⓘ Pending

Document Type 'CERTIFICATE OF CONFORMITY' is required for P-LOTDIV.

Upload the application form

Add

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

Upload any additional document

Add

Back

Save & Continue

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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	xZCvhbmjkt;
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- 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.

 1245830

Project Name

test7.29

Work Type

LOT COMBINATION

Occupancy Type

Office

Record Type

Lot Divisions, Boundary Line Adjustments, and Combinations.

Description

dvfbghj

Capacity

Applicant

Addresses ⓘ

481 LANTERN WOOD DR
SCOTTDAL GA 30079-
Address

Attachments ⓘ

1 ^

 **Complete**

Document Type 'CERTIFICATE OF CONFORMITY' is required for P-LOTDIV.



Refund Request Form.pdf
CERTIFICATE OF CONFORMITY

There are no attachments to display here.