

HOW TO APPLY FOR ZONING PERMITS ONLINE INSTRUCTIONS:



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WELCOME TO STONECREST ONLINE

Thank you for visiting our website where you can access all of the online services from your home, office, or mobile device.

Through this portal you have access to all of our online services for licensing, permitting, planning and zoning (COMING SOON), code enforcement and general requests (COMING SOON). We value your input, if you have any comments or suggestions please contact us at sonecerstga.gov.

Online Services



LICENSING

Starting a business? Learn when you need a license, submittal requirements, apply online, pay license fees, and view the status of your license application all from your home, office or mobile device.

- [RENEW YOUR LICENSE \(CURRENT LICENSE HOLDERS\) →](#)
- [APPLY FOR A LICENSE \(NEW APPLICATIONS\) →](#)
- [SEARCH FOR A LICENSE →](#)
- [LEARN MORE ABOUT LICENSING →](#)



BUILDING & PERMITTING

Remodeling or adding on to your home? Learn when you need a permit, submittal requirements, apply online, view review status, pay permit fees and schedule inspections all from your home, office or mobile device.

- [APPLY FOR A PERMIT →](#)
- [LEARN MORE ABOUT BUILDING & PERMITTING →](#)



PLANNING & ZONING

Starting a new construction project? Learn when you need to go through planning and zoning for development applications, what documentation you'll need, apply online, view review status, pay fees and view zoning board status all from your home, office or mobile device.

- [LEARN MORE ABOUT PLANNING & ZONING →](#)

Complaints and Requests



Have you seen blight, weeds, illegal parking or other code enforcement violations in your neighborhood? If so submit an online complaint, and it will be automatically routed to the appropriate department for investigation.







- [SUBMIT A COMPLAINT →](#)

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PLANNING & ZONING

Home / Services / Planning & Zoning

-  Do you need to apply?
-  Submittal requirements
-  Apply online
-  View your applications
-  More information
-  Search for a project

[Learn about when you need to apply for a development project, what information you'll need and how to apply.](#)

Starting a new construction project? Learn when you need to go through planning and zoning for development applications, what documentation you'll need, apply online, view review status, pay fees and view zoning board status all from your home, office or mobile device.

Getting Started is Easy

- 1. Learn**
Learn when you need to apply for a development permit and the permit application process.
[DO YOU NEED A DEVELOPMENT PERMIT? →](#)
- 2. Gather**
Each application has different submittal requirements, understand what you'll need to provide to get started.
[SUBMITTAL REQUIREMENTS →](#)
- 3. Register**
Register on our website, once registered you can apply online, view review status, schedule inspections and more.
[REGISTER NOW →](#)
- 4. Apply**
Once you've gathered everything needed for your application and registered on our portal you can apply and pay your application fees online.
[APPLY NOW →](#)

IF YOU'RE NOT SURE WHAT TYPE OF APPLICATION YOU WILL NEED TO APPLY FOR PLEASE GO THROUGH STEP 1 AND STEP 2 TO LEARN WHICH PERMIT YOU WILL NEED. IF YOU ALREADY KNOW THE PERMIT TYPE THEN PROCEED TO STEP 3.

DO YOU NEED TO APPLY?

[Home](#) / [Services](#) / [Planning & Zoning](#) / [Do you need to apply](#)

A development permit is required for projects such as new construction, lot splits, re-zoning or variances

Variances

- General Variance
- Sign Variance
- Stream Buffer Variance

Plat Applications

- Lot Combination / Lot Division
- Final Plat
- Boundary Line Adjustment
- Preliminary Plat

Rezoning

- Change in Zoning Conditions
- Change in Zoning Classification
- Special Land Use Permit

Other Permits

- Signs
- Special Event Permit
- Special Administrative Permit

Next Steps



Gather Information

Each application type has different submittal requirements, understand what you'll need to provide to get started.

[SUBMITTAL REQUIREMENTS →](#)

REVIEW PERMIT TYPES TO DETERMINE THE DEISRE PLANNING AND ZONING APPLICATION.

SUBMITTAL REQUIREMENTS

Home / Services / Planning & Zoning / Submittal Requirements

Learn what information you will need to provide when submitting your development application.

Whether the project is a homeowner converting a garage or a developer constructing a high rise, we review projects for safety. Many residential and commercial projects require a building plan review for compliance with applicable Federal, State, and City codes, laws, and ordinances before permits can be issued. Please collect all necessary documentation prior to starting a new application, failure to do so may result in a delay in processing your application.

Variances

- VARIANCE APPLICATION
- Zoning Exceptions
- EXAMPLES SUPPLEMENTAL FORMS:
- Owner Affidavit
- Pictures of Variance request

Plat

- PLAT APPLICATION
- LOT Combination or Division APPLICATION
- EXAMPLES OF SUPPLEMENTAL FORMS:
- Two set of storm as-built with design professional's seal and signature.

Rezoning

- REZONING APPLICATION
- Special Land Use APPLICATIONS
- EXAMPLE OF SUPPLEMENTAL FORMS:
- Letter of Intent
- Public Participation Plan
- Trip Generation

Other Planning and Zoning Permits

- Special Event Permit
- Special Administrative Permit
- EXAMPLES OF SUPPLEMENTAL FORMS:
- Owner Affidavit
- Site Plan
- Letter of Intent
- Fire Department Approval

Next Steps



Register & Apply Online

Once you've gathered everything needed for your application and registered on our portal you can apply and pay your permit application fees.
[APPLY NOW →](#)

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ONCE PLANNING AND ZONING APPLICATION HAS BEEN DETERMINE, REVIEW SUBMITTAL REQUIREMENTS FOR EACH PERMIT TYPE.



LOGIN

[Home](#) / [My Account](#) / [Login](#)

Already have an account?

User Name:

Password:

Remember my username and password

[FORGOT YOUR USERNAME →](#)

[FORGOT YOUR PASSWORD →](#)

LOGIN

New to our Portal?

If this is your first time using our portal you'll need to register first. Registering is quick, click the link below to get started.

[REGISTER NOW →](#)

IF YOU ARE A NEW USER, CLICK THE **REGISTER NOW** OPTION UNDER NEW TO OUR PORTAL. ONCE YOU HAVE REGISTERED ONE TIME, YOU CAN LOG INTO YOUR ACCOUNT ANYTIME USING YOUR NEW USER NAME AND PASSWORD.



REGISTER

Home / My Account / Register

LICENSE APPLICANTS: Enter your first and last name as it should appear on a business license.

Registration Type:

Indicates a required field

Architect Authorized Agent Business Owner Complainant Contractor
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PLEASE ENTER YOUR NAME AS IT WILL APPEAR ON YOUR PERMITS. CHOOSE TYPE OF APPLICANT. FILL IN AS MUCH INFORMATION AS POSSIBLE. THE BLANK FORM IS ON THE NEXT PAGE.

REGISTER

[Home](#) / [My Account](#) / Register

LICENSE APPLICANTS: Enter your first and last name as it should appear on a business license.

indicates a required field

| Registration Type:

| Email:

| Confirm Email:

First Name:

Last Name:

Home Address:

City, State, Zip:

| Business Name:

| Mailing Address:

| City, State, Zip:

at least one phone number is required

Home Phone:

Cell Phone:

Work Phone:

Fax:




| User Name:

| Password:

SUBMIT

MY ACCOUNT

Home / My Account

-  [View my requests](#)
-  [Update my information](#)
-  [Logout](#)

Welcome to your Stonecrest online account Kerry Caldwell!

You can review your submittals, pay fees or submit new requests through our online services listed below. If you have any questions please view the [Contact Page](#) for departmental contact information.

Online Services:



BUILDING & PERMITTING

Remodeling or adding on to your home? Learn when a permit is needed, submittal requirements and apply online.

- [APPLY FOR A PERMIT →](#)
- [GO TO PERMITTING →](#)



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PLANNING & ZONING

Starting a new construction project? Learn when you need to go through planning and zoning and apply online..

- [GO TO PLANNING & ZONING →](#)



CODE ENFORCEMENT

Want to report blight, weeds, illegal parking or other code enforcement violations in your neighborhood?

- [SUBMIT A COMPLAINT →](#)

ONCE YOU REGISTER, YOU WILL BE REDIRECTED TO YOUR HOME PAGE. UNDER PLANNING AND ZONING TAB, YOU CAN APPLY FOR A PERMIT.

1ST SELECT YOUR APPLICATION TYPE:



APPLY FOR A DEVELOPMENT

Home / Services / Planning & Zoning / Apply for a Development

Project Type:

Indicates a required field

- Minor Plat Application
- Rezoning Application
- Special Administrative Permit
- Special Land Use Permit
- Subdivision Plat
- Variance Application

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THEN SELECT FROM THE FOLLOWING DROP-DOWN MENU.
SELECT SUB TYPE.



APPLY FOR A DEVELOPMENT

Home / Services / Planning & Zoning / Apply for a Development

Project Type:

Sub Type:

Indicates a required field

Rezoning Application

- Comprehensive Plan Amendment
- Zoning Map Amendment
- Change in Zoning Amendment

APPLY FOR A DEVELOPMENT

Home / Services / Planning & Zoning / Apply for a Development

Project Type: indicates a required field

Sub Type:

Project Description:

Address or Parcel #: GA

FIND ADDRESS

Application Type:

Sub Type:

Work Description:

Address or Parcel #: GA

FIND ADDRESS

IF ADDRESS IS NOT EXACT THE SYSTEM MAY NOT FIND IT. CHOOSE USE THIS ADDRESS IN THAT CASE.

AND FILL IN THE FOLLOWING INFORMATION:

APPLY FOR A DEVELOPMENT

Home / Services / Planning & Zoning / Apply for a Development

indicates a required field

Project Type:

Sub Type:

Project Description:

Address:

Parcel #:

Property Owner:

[ENTER A DIFFERENT ADDRESS →](#)

PROJECT INFORMATION

Legal description including a narrative of the metes and bounds:

1. Will the zoning proposal permit a use that is suitable in view of the use and development of adjacent and nearby properties?:

2. Will the affected property of the zoning proposal have a reasonable economic use as currently zoned?:

3. Will the zoning proposal adversely affect the existing use or usability of adjacent or nearby property?:

4. Are other existing or changing conditions affecting the existing use or usability of the development of the property which give supporting grounds for either approval or disapproval of the zoning proposal?:

5. Will the zoning proposal adversely affect historic buildings, sites, districts, or archaeological resources?:

6. Will the zoning proposal result in a use which will or could cause an excessive or burdensome use of existing streets, transportation facilities, utilities or schools?:

Comprehensive Plan Land Use Map Amendment Questions:

Select File

Letter of Intent:

Select File

Public Participation Plan:

Select File

Environmental Site Analysis Form:

Select File

Signed and Sealed Site Plan:

Select File

Building Elevations:

Select File

Signed and notarized affidavits of all owners:

Select File

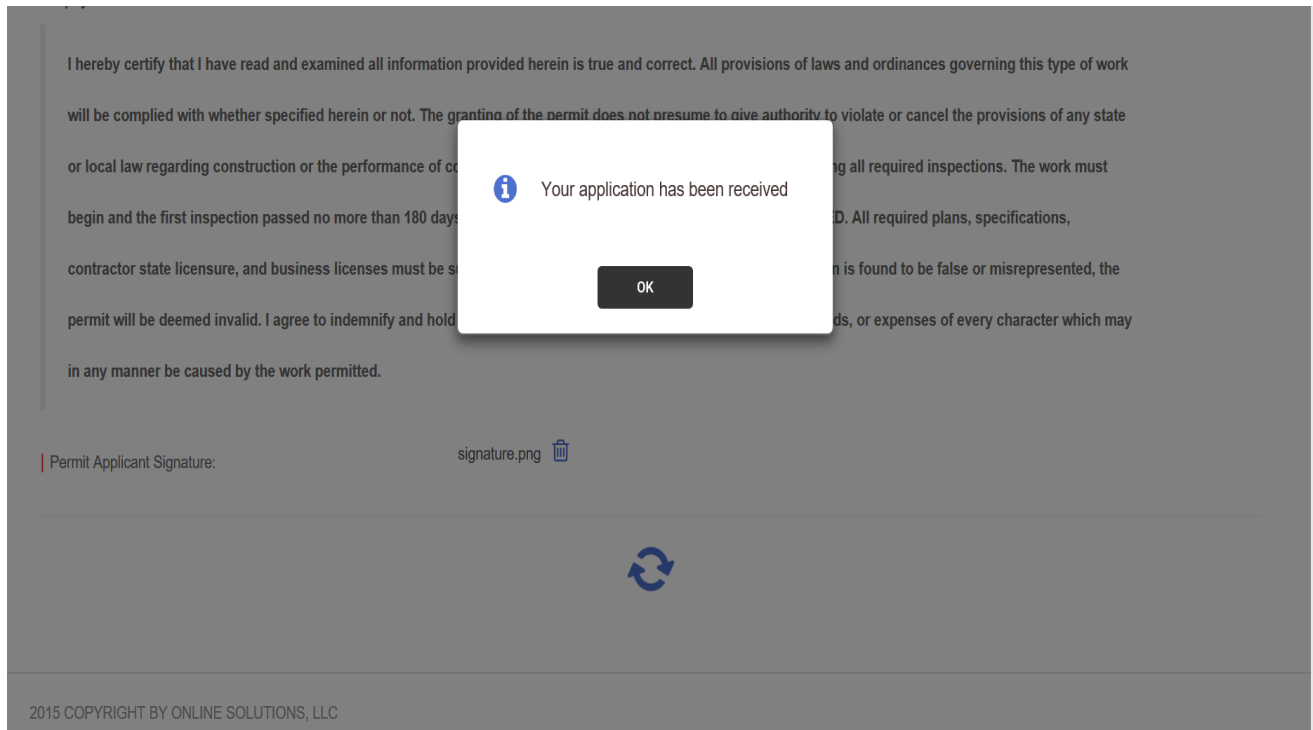
Signed and notarized affidavits of all applicants:

Select File

SUBMIT

SAVE FOR LATER

ONCE COMPLETE, SIGN THE APPLICATION ELECTRONICALLY THEN **SUBMIT** PERMIT



YOU WILL RECEIVE A NOTICE ON YOUR SCREEN AND ALSO AN EMAIL STATING THE APPLICATION IS SUBMITTED.

ONCE YOUR APPLICATION HAS BEEN SUBMITTED:

STONECREST ONLINE APPLICATION RECEIVED

A Zoning Map Amendment application has been received from your online portal.

RZ18-000002

Type: Zoning Map Amendment
Application Date: 07/30/2018
Address: 8343 MALL PARKWAY
Description: Test
Applicant: Chris Wheeler
Amount Paid: 0.00

[ActivityController?ActionType=FindActivityForUpdate&SelectedTab=Inspections&ActivityID=10389348&DepartmentID=3894&WorkOrder_ID=72820333][CLICK HERE TO VIEW THIS APPLICATION](#)



YOU MAY VIEW THE STATUS OF YOUR REQUEST AT ANYTIME FROM YOUR **HOME SCREEN**.



Home Services Search Reports My Account Contact LOGIN

VIEW PERMIT

Home / Services / Planning & Zoning / View Permit

Permit #: RZ18-000002
Project #: 18-001285
Status: Online Application Received
Address: 8343 MALL PARKWAY
Description: Test

Permit Reviews Documents Inspections

Permit #: RZ18-000002
Permit Type: Rezoning Application
Sub Type: Zoning Map Amendment
Issue Date:
Expiration Date:

PROJECT INFORMATION

Legal description including a narrative of the metes and bounds:

1. Will the zoning proposal permit a use that is suitable in view of the use and

ONCE WE HAVE REVIEWED THE PERMIT APPLICATION, THE STATUS WILL BE CHANGED TO ACCEPTED AWAITING PAYMENT.

USE THE PAYMENT PAGE TO SUMITT THE REQUIRED FEE

PAYMENT

[Home](#) / [My account](#) / [View permit](#) / [Make a payment](#)

Permit #: RB18-000226
Amount Due: \$2,874.77

| indicates a required field

| Payment Amount:

| Payment Type:

| Cardholder Name:

| Card Number:

| Card Expiration Month / Year:

| Security Code:

| Billing Address:

SUBMIT

AFTER YOU HAVE PAID FOR THE PERMIT, YOU WILL BE NOTIFIED VIA EMAIL IF STAFF HAS ANY COMMENTS AND WHEN YOUR PERMIT WILL BE APPROVED.