



## Special Land Use Permit Application Checklist

*(Incomplete applications will not be accepted)*

- ☐ Pre-application meeting (must submit a Pre-Application request prior to submission of the Rezoning Application)
- ☐ Completed application with all applicable information
- ☐ Letter of intent
- ☐ Complete and detailed site plan of the proposed use prepared, signed and sealed by an architect, landscape architect or engineer licensed in the State of Georgia, showing the following, as relevant:
  - All buildings and structures proposed to be constructed and their location on the property;
  - Height of proposed building(s);
  - Proposed use of each portion of each building;
  - All driveways, parking areas, and loading areas;
  - Location of all trash and garbage disposal facilities;
  - Setback and buffer zones required in the district in which such use is proposed to be located;
  - Landscaping plan for parking areas; and
  - All additional requirements outlined under page 4 (Site Plan Checklist)
  - Topographic survey with 2' contours encompassing 200' beyond property boundaries
- ☐ Written legal description which includes a narrative of the metes and bounds of the property matching the site plan.
- ☐ Building elevations (attached residential & non-residential).
- ☐ Signed and notarized affidavits of all owners. Use attached sheet.
- ☐ Signed and notarized affidavits of all applicants. Use attached sheet.

Please respond to the following criteria based on the nature of your request, as required by state law and City of Stonecrest Zoning Ordinance (use additional pages where necessary).

### **Special Land Use Permit Criteria**

Analyze the impact of the proposed use and provide a written point-by-point response to the following questions:

- a. Adequacy of the size of the site for the use contemplated and whether or not adequate land area is available for the proposed use including provision of all required yards, open space, off-street parking, 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;
- c. Adequacy of public services, public facilities, and utilities to serve the proposed use.
- d. Adequacy of the public street on which the use is proposed to be located and whether or not there is sufficient traffic-carrying capacity for the use proposed so as not to unduly increase traffic and create congestion in the area;
- e. Whether or not existing land uses located along access routes to the site will be adversely affected by the character of the vehicles or the volume of traffic generated by the proposed use;
- f. Adequacy of ingress and egress 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.
- g. Whether the proposed use will create adverse impacts upon any adjoining land use by reason of noise, smoke, odor, dust, or vibration generated by the proposed use.



- h. Whether the proposed use will create adverse impacts upon any adjoining land use by reason of the hours of operation of the proposed use;
- i. Whether the proposed use will create adverse impacts upon any adjoining land use by reason of the manner of operation of the proposed use;
- j. Whether the proposed use is otherwise consistent with the requirements of the zoning district classification in which the use is proposed to be located;
- k. Whether the proposed use is consistent with the policies of the comprehensive plan;
- l. Whether the proposed use provides for all required buffer zones and transitional buffer zones where required by the regulations of the zoning district in which the use is proposed to be located;
- m. Whether there is adequate provision of refuse and service areas;
- n. Whether the length of time for which the special land use permit is granted should be limited in duration;
- o. Whether the size, scale and massing of proposed buildings are 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;
- p. Whether the proposed use will adversely affect historic buildings, sites, districts, or archaeological resources;
- q. Whether the proposed use satisfies the requirements contained within the supplemental regulations for such special land use permit;
- r. Whether the proposed use will create a negative shadow impact on any adjoining lot or building as a result of the proposed building height; and
- s. Whether the proposed use would be consistent with the needs of the neighborhood or the community as a whole, be compatible with the neighborhood, and would not be in conflict with the overall objective of the comprehensive plan.



**The following items may be required:**  
*(Review provided thresholds for applicability)*

- ☐ Traffic Impact Study
- ☐ Development of Regional Impact Review
- ☐ Environmental Impact Report
- ☐ DeKalb County Department of Watershed Management Capacity Letter
- ☐ DeKalb County School Capacity Letter (for 10 residential dwellings/units or more)



1. A **Trip Generation Report** shall be submitted as a part of zoning applications for all Non-Residential and Mixed Use developments and for Residential Developments with greater than 10 proposed units. Applicants should follow this sample report:

Land Use (ITE Code)	Intensity	Daily	A.M Peak			P.M. Peak		
		Total	In	Out	Total	In	Out	Total
General Office (710)	50,000 Gross Square Feet	782	95	13	108	23	112	135
Townhouse (230)	200 Units	1,157	15	75	90	71	35	106
TOTAL		1,939	110	88	198	94	147	241

2. A **Traffic Impact Study** shall be submitted as part of the zoning application for developments that produce 100 or more peak hour trips or at the discretion of the Public Works Department based on review of the request at the pre-application meeting.
3. The minimum requirements of the Traffic Impact Study shall be as follows:

Land Use	ITE Code	Variable	Rate Trips/ Var	Minimum Size for 100 Peak Hour Trips
<b>Residential</b>				
Single Family Detached	210	Housing Units	1.01	99 Units
Apartment	220	Housing Units	0.62	161 Units
Townhome/Condo	230	Housing Units	0.52	192 Units
<b>Retail</b>				
Shopping Center	820	1000 sf GLA	3.71	26 ksf GLA
Specialty Center	826	1000 sf GLA	5.02	20 ksf GLA
Pharmacy -no drive-thru	880	1000 sf	8.4	11.5 ksf
Pharmacy -w/drive-thru	881	1000 sf	9.91	10 ksf
<b>Services</b>				
Fast Food	934	1000 sf	45.42	2.2 ksf
Sit Down Restaurant	932	1000 sf	10.81	9 ksf
Coffee/Donut Shop	937	1000 sf	100.58	1 ksf
Bank no drive-thru	911	1000 sf	12.13	8 ksf
Bank w/drive-thru	912	1000 sf	24.3	4 ksf
Gas Station	944	Pumps	13.87	7 pumps
<b>Institutional</b>				
Day Care	565	Students	0.81	123 Students
Private School (K-8)	534	Students	0.9	111 Students
Private School (K-12)	536	Students	0.81	123 Students
<b>Office</b>				
General Office	710	1000 sf	1.56	64 ksf
Medical Office	720	1000 sf	3.57	28 ksf
<b>Lodging</b>				
Hotel	310	Rooms	0.6	166 Rooms



## Site Plan Checklist

**(All items must be included on the Site Plan; separate sheets may be used)**

- ☐ Key and/or legend and site location map with North arrow
- ☐ Boundary survey of subject property which includes dimensions along property lines that match the metes and bounds of the property's written legal description and clearly indicates the point of beginning.
- ☐ Acreage of subject property
- ☐ Location of land lot lines and identification of land lots
- ☐ Existing, proposed new dedicated and future reserved rights-of-way of all streets, roads, and railroads adjacent to and on the subject property
- ☐ Proposed streets on the subject site
- ☐ Current zoning of the subject site and adjoining properties
- ☐ Existing buildings with square footages and heights (stories), wells, driveways, fences, cell towers, and any other structures or improvements on the subject property
- ☐ Existing buildings' locations and heights (stories), wells, driveways, fences, cell towers, and any other structures or improvement on adjacent properties within 200 feet of the subject property.
- ☐ Location of proposed buildings with total square footage
- ☐ Layout and minimum lot size of proposed single family residential lots
- ☐ Topography on the subject site and adjacent property up to 200 feet as required to assess runoff effects
- ☐ Location of overhead and underground electrical and pipeline transmission/conveyance lines
- ☐ Required and/or proposed setbacks.
- ☐ 100-year flood plain horizontal limits and flood zone designations as shown on survey or FEMA FIRM maps.
- ☐ Required landscape strips, undisturbed buffers, and any other natural areas as required or proposed.
- ☐ Required and proposed parking spaces; Loading and unloading facilities.
- ☐ Lakes, streams, wetlands, and Waters of the State and associated buffers.
- ☐ Proposed stormwater management facilities.
- ☐ Community wastewater facilities including preliminary areas reserved for septic drain fields and points of access.
- ☐ Availability of water system and sanitary sewer system.
- ☐ Location of existing trees and trees to be removed, or a statement that there are none, and whether the trees identified are specimen trees. *(A specimen tree is any hardwood (oak, hickories, poplars, etc.) or softwood (pines, evergreens, etc.) tree with a diameter at breast height (DBH) of 30 inches and larger, or a small tree (dogwoods, redbuds, sourwoods, etc.) with a DBH of 10 inches and larger. If no specimen trees exist on the site, note their absence on the plans. If a specimen tree is to be removed, provide a calculation for recompense at 1.5x the diameter.)*

# Amendment Application

All applications and plans must be submitted through the [Citizenserve Online Portal](#)



## Amendment Application

PROPERTY			
Site Address(es):		Parcel #:	Zip:
Project Name (If applicable):			
Current Zoning		Proposed Zoning	
Current Use		Proposed Use	

OWNER INFORMATION			
Name:			
Address:			
Email:		Phone:	
APPLICANT			
Name:			
Address:			
Email:		Phone:	

AFFIDAVIT			
To the best of my knowledge, this application form is correct and complete. If additional materials are determined to be necessary, I understand that I am responsible for filing additional materials as specified by the City of Stonecrest Zoning Ordinance. I understand that failure to supply all required information (per the relevant Applicant Checklists and Requirements of the Stonecrest Zoning Ordinance) will result in the rejection of this application. I have read the provisions of the Georgia Code Section 36-67A-3 as required regarding Campaign Disclosures. My Signed Campaign Disclosure Statement is included.			
Applicant's Name:			
Applicant's Signature:		Date:	
NOTARY			
Sworn to and subscribed before me this		Day of	20
Notary Public:			
Signature:		Date:	

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## Property Owner(s) Notarized Certification

The owner and petitioner acknowledge that this amendment application form is correct and complete. By completing this form, all owners of the subject property certify authorization of the filing of the application for amendment(s), and authorization of an applicant or agent to act on their behalf in the filing of the application including all subsequent application amendments.

Property Owner			
Name:			
Address:		City, State:	Zip:
Signature:		Date:	
Sworn to and subscribed before me this _____ day of _____, 20____			
Notary Public:			

Additional Property Owner (if applicable)			
Name:			
Address:		City, State:	Zip:
Signature:		Date:	
Sworn to and subscribed before me this _____ day of _____, 20____			
Notary Public:			

Additional Property Owner (if applicable)			
Name:			
Address:		City, State:	Zip:
Signature:		Date:	

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Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

Notary Public:

# Amendment Application

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## Applicant(s) Notarized Certification

The petitioner acknowledged that this amendment application form is correct and complete. By completing this form, all applicant of the subject property certifies authorization of the filing of the application for amendment(s), and authorization of an applicant or agent to act on their behalf in the filing of the application including all subsequent application amendments.

Applicant			
Name:			
Address:		City, State:	Zip:
Signature:		Date:	
Sworn to and subscribed before me this _____ day of _____, 20____			
Notary Public:			

Applicant (if applicable)			
Name:			
Address:		City, State:	Zip:
Signature:		Date:	
Sworn to and subscribed before me this _____ day of _____, 20____			
Notary Public:			

Applicant (if applicable)			
Name:			
Address:		City, State:	Zip:
Signature:		Date:	

# Amendment Application

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Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

Notary Public:



## Campaign Disclosure Ordinance

Campaign Disclosure Ordinance

Please read the law and complete the Campaign Disclosure Statement on the following page if you are requesting a Rezoning, Concurrent Variance, or Conditional Use.

GA Citation/Title

GA Code 36-67A-3, Disclosure of campaign contributions \*38069 Code, 36-67A-3

### CODE OF GEORGIA TITLE 36. LOCAL GOVERNMENT PROVISIONS APPLICABLE TO COUNTIES AND MUNICIPAL CORPORATIONS CHAPTER 67A. CONFLICT OF INTEREST IN ZONING ACTIONS

(Current through 2000 General Assembly)

36-67Disclosure of campaign contributions.

- a) When any applicant for rezoning action has made, within two years immediately preceding the filing of that applicant's application for the rezoning action, campaign contributions aggregating \$250.00 or more to a local government official who will consider the application, it shall be the duty of the applicant to file a disclosure report with the governing authority of the respective local government showing:
  - 1) The name and official position of the local government official to whom the campaign contribution was made; and
  - 2) The dollar amount and description of each campaign contribution made by the applicant to the local government official during the two years immediately preceding the filing of the application for the rezoning action and the date of each such contribution.
- b) The disclosures required by subsection (a) of this Code section shall be filed within ten days after the application for the rezoning action is first filed.
- c) When any opponent of a rezoning action has made, within two years immediately preceding the filing of the rezoning action being opposed, campaign contributions aggregating \$250.00 or more to a local government official of the local government which will consider the application, it shall be the duty of the opponent to file a disclosure with the governing authority respective local government showing:
  - 1) The name and official position of the local government official to whom the campaign contribution was made; and
  - 2) The dollar amount and description of each campaign contribution made by the opponent to the local government official during the two years immediately preceding the filing of the application for the rezoning action and the date of each such contribution.
- d) The disclosure required by subsection (c) of this Code section shall be filed at least five calendar days prior to the first hearing by the local government of any of its agencies on the rezoning application.

(code 1981, 36-67A-3, enacted by Ga. L. 1986, p. 1269, 1; Ga. L. 1991, p. 1365, 1; Ga. L. 1993, p. 91, 36.)

*Official Code of Georgia Annotated* Copyright 1982 – 2000 State of Georgia.

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## Campaign Disclosure Statement

Have you, within the two years immediately preceding the filing of this application, made campaign contributions aggregating \$250.00 or more to a member of the City of Stonecrest City Council or a member of the City of Stonecrest Planning Commission?

☐ Yes☐ No

Applicant/Property Owner			
Name:			
Address:		City, State:	Zip:
Signature:		Date:	

If the answer above is yes, please complete the following section:

Date	Government Official & Position	Description	Amount



## Thresholds for Additional Studies, Reports & Forms

The Department of Community Affairs has formulated development thresholds as listed on the next page. When a development meets or exceeds the thresholds, the Atlanta Regional Commission (ARC) and the Georgia Regional Transportation Authority (GRTA) shall review the project concurrently. Applicants shall first file the rezoning/use permit request with the City of Stonecrest. After the ARC/GRTA findings are completed, the rezoning/use permit request will be placed on the next available appropriate agenda. It is the applicant's responsibility to contact and follow all ARC and GRTA review procedures. For details, contact the ARC at <http://www.dca.ga.gov/DR1> and GRTA at <http://www.grta.org/dri> or at 404-463-3000.

Development of Regional Impact – Tiers and Development Thresholds	
Type of Development	Metropolitan Region
Office	Greater than 400,000 square feet
Commercial	Greater than 300,000 square feet
Wholesale & Distribution	Greater than 500,000 square feet
Hospitals and Health Care	Greater than 300 new beds; or generating more than 375 peak hour vehicle trips per day
Housing	Greater than 400 new lots or units
Industrial	Greater than 500,000 gross square feet; or employing more than 1,600 workers; or covering more than 400 acres
Hotel	Greater than 400 rooms
Mixed Use	Gross square feet greater than 400,000 (with residential units calculated at 1,800 sq. ft. per unit toward the total gross sq. ft.); or covering more
Airports	All new airports, runways and runway extensions
Attractions and Recreational Facilities	Greater than 1,500 parking spaces or a seating capacity of more than 6,000
Post-Secondary Schools	New school with a capacity of more than 2,400 students; or expansion by at least 25% of capacity
Waste Handling Facilities	New facility or expansion of use of existing facility by 50% or more
Quarries, Asphalt and Cement Plants	New facility or expansion of existing facility by 50%
Wastewater Treatment Facilities	New facility or expansion of existing facility by 50%
Petroleum Storage Facilities	Storage greater than 50,000 barrels if within 1,000 feet of any water supply; otherwise storage capacity greater than 200,000 barrels
Water Supply Intakes/Reservoirs	New facilities
Intermodal Terminals	New facilities
Truck Stops	A new facility with more than three diesel fuel pumps; or containing a half acre of truck parking or 10 truck parking spaces
Any other development types not identified above (includes parking facilities)	1,000 parking spaces

### Environmental Impact Report

Projects having any appreciable impact on the environment --either on site or in the region-- as a result of this proposed action may be required to submit an Environmental Impact Report detailing the impact as a result of the proposed project, and the attenuation measures (Erosion/Sediment Control Plan, water quality devices, noise & lighting barricades, etc.) proposed.



## DeKalb County Department of Watershed Management Capacity Letter

It is recommended that all applicants for land use petitions request a Capacity Letter from the DeKalb County Department of Watershed Management early in the process to ensure that potential issues can be addressed early on. Applicants should provide the following information to the County contact listed below as soon as possible:

1. Gross square footage and/or total number of units proposed
2. Anticipated gallons per day using the following methodology:

Use Type	Gallons per Day (GPD)
<b>Residential</b>	
Single Family Residence	320 GPD/house
Apartment & Condominium	320 GPD/unit
Mobile Home Park	300 GPD/space
Nursing Home	125 GPD/bed plus 25 GPD/employee
Hotel/Motel	100 GPD/room
<b>Non-Residential</b>	
Auditorium/Assembly Hall/Convention Center	10 GPD/person (maximum)
Bar/Tavern <sup>1</sup>	50 GPD/seat plus 25 GPD/employee
Barber Shop	54 GPD/chair
Beauty Shop	333 GPD/chair with sink
Bowling Alley <sup>1</sup>	125 GPD/land plus 25 GPD/employee
Car Wash	
Self-serve w/ wand	41.60 GPD/bay
Automatic	4,160 GPD/unit
Church <sup>2</sup>	25 GPD/seat (maximum)
Coin Laundry	Requires letter from owner stating 1) number of machines, 2) estimated number of washes per day per machine, and 3) manufacturers specifications on gallons per wash OR 210 GPD/machine
Convenience Store	100 GPD/1,000 square feet
Daycare Center	
With meals served	17.60 GPD/child
No meals	13.20 GPD/child
Garage	100 GPD/1,000 square feet
Hospital	200 GPD/bed
Manufacturing <sup>3</sup>	Requires letter from owner stating 1) product manufactured, 2) estimated gallons returned to sewer daily, 3) number of employees, and 4) if shower facilities provided.  25 GPD/employee plus gallons of effluent/day returned to sewer  10 GPD/employee (if shower provided)
Office <sup>3</sup>	175 GPD/1,000 square feet of net leasable space



Office/Warehouse <sup>1</sup>	175 GPD/1,000 square feet of office space plus 25 GPD/1,000 square feet of warehouse space
Restaurant (full service)	If estimated gallons of water returned to sewer daily is known, use gallons of effluent/day returned to sewer, otherwise use:  45 GPD/seat plus 25 GPD/employee plus 10 GPD/seat (if garbage disposal used)
Restaurant (fast food)	22.4 GPD/seat plus 25 GPD/employee
Restaurant (sandwich shop)	16 GPD/seat
Restaurant (deli)	22.4 GPD/seat
Retail <sup>2</sup>	100 GPD/1,000 square feet of retail space
School <sup>3</sup>	12 GPD/student plus 4 GPD/student (if cafeteria) plus 1 GPD/student (if garbage disposal used) plus 4 GPD/student (if gymnasium)
Service Station	25 GPD
Theater	
Regular	5 GPD/seat
Drive-in	8 GPD/car space
Veterinarian	175 GPD/1,000 square feet of office space
Warehouse <sup>1</sup>	25 GPD/1,000 square feet of warehouse space

Usage from other installations, which do not fall into a specific category, will require a letter from the owner stating anticipated usage with manufacturer's data if available.

<sup>1</sup> Food service not included; if included, add fee calculated for sandwich shop or restaurant.

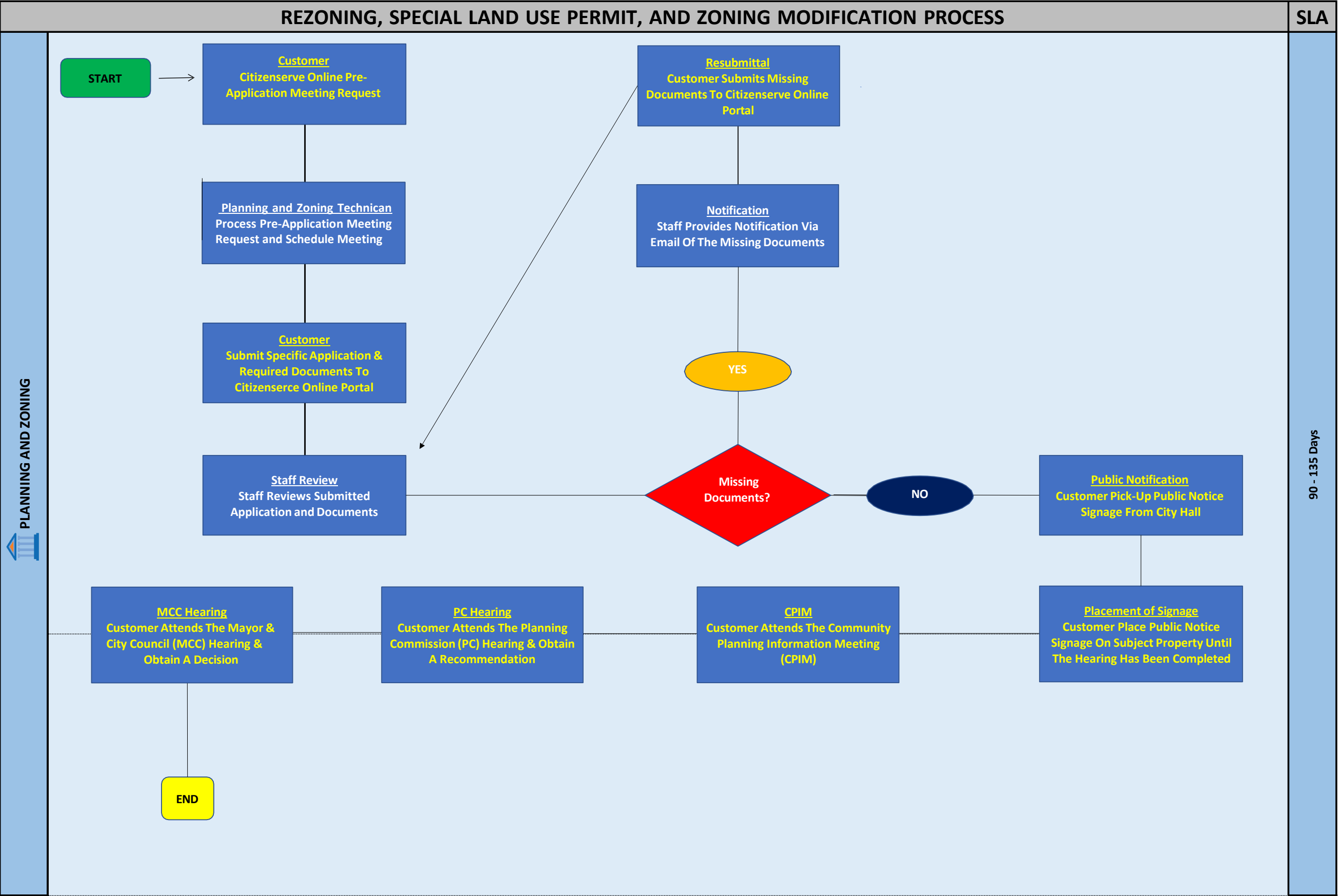
<sup>2</sup> If daycare and/or school provided, add fee calculated for daycare and/or school.

<sup>3</sup> If daycare or afterschool care provided, add fee calculated for daycare.

**Contact:**

DeKalb County Department of Watershed Management  
Clark Harrison Building, Suite 200  
330 W. Ponce de Leon Avenue  
Decatur, GA 30040  
(404) 371-4918

Once an application has been filed the City will also request comments from Watershed Management; however, due to the possible 30 to 60 days turnaround for the Capacity Letter the City recommends that this process be started well ahead of the land use petition submittal.



## REZONING, SPECIAL LAND USE PERMIT, AND ZONING CONDITION MODIFICATION APPLICATION CYCLE

SUBMITTAL DEADLINE	CPIM	PLANNING COMMISSION (PC)	MAYOR & CITY COUNCIL (MCC)
11/07/2023	12/14/2023	01/02/2024	01/22/2024
12/05/2023	01/11/2024	02/06/2024	02/26/2024
01/02/2024	02/08/2024	03/05/2024	03/25/2024
02/06/2024	03/14/2024	04/02/2024	04/22/2024
03/05/2024	04/11/2024	05/07/2024	05/27/2024
04/02/2024	05/09/2024	06/04/2024	06/24/2024
05/07/2024	06/13/2024	07/02/2024	07/22/2024
06/04/2024	07/11/2024	08/06/2024	08/26/2024
07/02/2024	08/08/2024	09/03/2024	09/23/2024
08/06/2024	09/12/2024	10/01/2024	10/28/2024
09/03/2024	10/10/2024	11/05/2024	11/25/2024
10/01/2024	11/14/2024	12/03/2024	TBA
11/05/2024	12/12/2024	01/07/2025	01/27/2025

**REZONING, SPECIAL LAND  
USE PERMIT, ZONING  
CONDITION MODIFICATION  
APPLICATION CYCLE**

**PLANNING COMMISSION MEETS EVERY 1ST  
TUESDAY OF THE MONTH**

HEARING STARTS AT 6:00 PM IN CITY COUNCIL  
CHAMBERS