

















## INSTRUCTIONS FOR REQUESTING A PRE-APPLICATION MEETING

### Projects That Require a Pre-Application Meeting:

1. Amend the future development map
2. Amend the zoning map
3. Variance and/or waiver
4. Development of Community Impact (DCI)
5. Subdivide land
6. Addition to a commercial building
7. New commercial building
8. Any other application deemed necessary

### Application Submittal and Review Process:

- A. **Complete a Pre-Application Information Form** that contains a detailed description of the request.
- B. **Prepare Concept Plans and a Submit a PDF digital version** that conveys the proposed project. These plans may be conceptual in nature and do not need to be developed by a design professional. (Note: Individual PDF files may not exceed 25 MB. Large files should be separated into individual PDF files not exceeding 25 MB.)
- C. **Submit the Pre-Application Instruction Form and Concept Plans** to the Development Department in person or via email to [chambleedevelopment@chambleega.gov](mailto:chambleedevelopment@chambleega.gov). The application and forms will be reviewed within (2) two business days. Once the plans are reviewed, the Development Department will notify the applicant if an in-person Pre-Application meeting is required. Note: If an in-person meeting is not necessary, then the Pre-Application Meeting will take place during Building Permit submittal.
- D. **Attend a Pre-Application Meeting** with the Development Department. The Development Department will contact the applicant to schedule a Pre-Application Meeting. Feedback about the proposal along with an overview of the application/review process will be provided during this meeting. The applicant should bring a hard copy of the concept plans to the meeting.
- E. **Submit a Signed Copy of the Pre-Application Information Form** with the formal application. When the applicant is prepared to submit the full, complete application for the development activity or zoning process a copy of this form is required to be submitted.

### PRE-APPLICATION INFORMATION FORM SUBMITTAL CHECKLIST:

- Complete Pre-Application Information Form
- One PDF digital version of Concept Plans (Note: Individual PDF files may not exceed 25 MB. Large files should be separated into individual PDF files not exceeding 25 MB.)



# PRE-APPLICATION INFORMATION FORM

*This page must be completed by the Applicant.*

## APPLICANT

\_\_\_\_\_  
Name

\_\_\_\_\_  
Company

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
Suite/Apt. #

\_\_\_\_\_  
City, State

\_\_\_\_\_  
Zip Code

\_\_\_\_\_  
Primary Phone #

\_\_\_\_\_  
Alternate Phone #

\_\_\_\_\_  
E-mail

## PROJECT SUMMARY

\_\_\_\_\_  
Address of Project

\_\_\_\_\_  
Name of Project

\_\_\_\_\_  
Application Type (Rezoning, Building Permit, Land Disturbance, Variance, etc.)

\_\_\_\_\_  
Total Project Acreage

### Detailed Description (*Include Proposed Use(s) and Square Footage of Floor Area for each use:*)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

\_\_\_\_\_  
Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**NOTE:** This form must be signed by the Development Department and submitted with your application.

*For Internal Use Only:*

Pre-Application Meeting Date: \_\_\_\_\_

Staff Printed Name: \_\_\_\_\_ Signed: \_\_\_\_\_



## Redevelopment Assessment Form

(Applied to all existing structures except for Single-Family Detached Residential structures, as per Chamblee UDO Section 270-9)

PROPERTY ADDRESS: \_\_\_\_\_

Assessment Conducted on: \_\_\_\_\_ (Date) By: \_\_\_\_\_

PROJECT TYPE: (Check all that apply)

- Renovation
- Alteration
- Addition
- Repair
- Other \_\_\_\_\_

### THRESHOLD ASSESSMENT:

Total construction cost post renovation/improvement, cumulative: TCC = \_\_\_\_\_  
(Attach documentation for all improvements made over the last 3 years, see UDO Section 270-9.)

Fair Market Value of existing structure: FMV = \_\_\_\_\_  
(Attach DeKalb County Tax Assessor documentation for both entire site and individual building, or an appraisal from a certified appraiser.)

Percent calculation:  $X = TCC/FMV =$  \_\_\_\_\_

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**See Page 2 of this form for Redevelopment Thresholds Summary Table.**

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Mandatory compliance is not intended to result in total improvement costs greater than or equal to 125% of FMV value but applicant shall meet items in order of priority listed in Section 270-9 of the UDO until the 125% cap is met.

### Assessment: (Check one)

- Improvements not required because less than 40% improvement
- > 40%                       > 60%                       > 70%

Redevelopment Assessment Form, Page 2

**Redevelopment Thresholds Summary Table**

Code to be applied	Redevelopment costs as a percentage of the fair market value of the structure			
	Less than 40%	40% or more	60% or more	70% or more
Section 230-26 (Streetscape design)	Not mandatory	Mandatory	Mandatory	Mandatory
Section 250-7 (Parking)	Not mandatory	Not mandatory	Not mandatory	Mandatory
Section 230-27 Building architecture)	Not mandatory	Not mandatory	Mandatory	Mandatory
Section 230-29 (Storefront Streets)	Not mandatory	Not mandatory	Mandatory	Mandatory
<b>Remaining provisions of Chapter 230, Article 2 (Civic Design) not listed above</b>	Not mandatory	Not mandatory	Not mandatory	Mandatory
Section 250-21 (Dumpsters)	Not mandatory	Not mandatory	Mandatory	Mandatory
<b>Remaining provisions of Chapter 250 (Off-Street Parking and Loading Standards) not listed above</b>	Not mandatory	Not mandatory	Not mandatory	Mandatory
Section 320-21 (Off-street surface parking lot planting requirements)	Not mandatory	Not mandatory	Mandatory	Mandatory
<b>Remaining provisions of Chapter 320, Article 2 (Buffers) not listed above</b>	Not mandatory	Not mandatory	Not mandatory	Mandatory
Subsection 350-2(a)(1)b (Sidewalks crossing driveways)	Not mandatory	Not mandatory	Mandatory	Mandatory
Remainder of UDO	Not mandatory	Not mandatory	Not mandatory	Mandatory

## Rezoning/Land Use Amendment Site Plan Checklists

At a minimum, a rezoning request shall include the following\*:

1. Site Plan of Existing Conditions. The site plan must be to scale and include:

- Parcel boundaries
- North arrow
- Visual scale a minimum of 1"=100'
- Location of streams and lakes affecting the property
- Abutting streets, sidewalks, and rights-of-way
- Existing building footprints, and other existing impervious surfaces such as driveways and walkways
- Location of permanent ground signs
- Existing easements
- Required zoning setbacks
- Existing impervious surface area ratio calculation
- Existing open space calculation provided (if non-residential)
- Required zoning buffers
- Additional information as requested by Staff

2. *For applications involving proposed new construction:* Site Plan of Proposed Conditions. The site plan must be to-scale and include the following, clearly identified with dimensions and materials:

- Parcel boundaries
- North arrow
- Visual scale a minimum of 1"=100'
- Location of streams and lakes affecting the property
- Abutting streets, sidewalks, and rights-of-way
- Proposed building footprints, and other impervious surfaces such as driveways and walkways
- Location of permanent ground signs
- Easements
- Required zoning setbacks
- Impervious surface area ratio calculation
- Open space calculation provided (if non-residential)
- Required zoning buffers
- Required streetscape elements
- Additional information as requested by Staff