

# Pre-Application Review

## Community Development

4800 Ashford Dunwoody Road | Dunwoody, GA 30338

Pre-Application Review Application Requirements: Phone: (678) 382-6800 | Fax: (770) 396-4828

- \* Completed Pre-Application Review Application
- \* Electronic version of the entirety of your application submittal, saved as a single PDF file
- \* Complete and detailed site plan (2 copies, minimum size: 11' by 17') 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 remainder of site.
- \* Project Explanation Statement (attach other sheets as necessary):
  - Name/address of proposed project
  - Explanation of the intent of the application
  - Total acreage of project
  - Total number of lots, including acreage and zoning
- \* Other supporting materials, as needed, included but not limited to:
  - Site Photos
  - Elevation Renderings
  - Landscape Plans
  - 3-D Models

### Section 16-29. -Development Permits, Dunwoody Code of Ordinances

- (a) *Pre-application meeting. Before filing a land development application on a project for review and approval, the applicant must meet with the department to discuss the procedure for approval of a land development permit and the requirements as to the general layout of streets, parking, open space/lot coverage, street improvements, stormwater management, sewage, fire protection and similar matters, as well as the availability of existing services, including schools. The department and the applicant must review the applicant's stormwater management plans, inspection and maintenance requirements and water quality control requirements. The department may advise the applicant, when appropriate, to discuss the proposed project with those officials who must eventually approve those aspects of the project coming within their jurisdiction. This meeting will also allow city officials to discuss with the applicant the necessary regulations that will properly accomplish the project.*
- (b) *Complete applications.*
- (1) *In order to be deemed valid and complete, an application for a land-disturbance permit must include at least the following:*
- a. *Three copies and one electronic/digital copy of complete civil plans, which must include a site plan, a grading and stormwater management plan, a utility plan, a soil erosion, sedimentation and pollution control plan, a landscape plan, and a tree survey;*
  - b. *One hydrology report and completed stormwater quality site development review tool documentation;*
  - c. *An application signed by the owner of the property or a completed indemnification agreement signed by the owner of the property; and*
  - d. *Payment of the appropriate development review application fee.*
- (2) *A valid and complete application for a preliminary plat approval must include at least the following:*
- a. *Three copies of the preliminary plat site plan (and one electronic/digital copy) that is in conformance with the zoning of the property in effect at the time of the application, and a tree survey;*
  - b. *An application signed by the owner of the property or, if the application is not signed by the owner, a completed indemnification agreement signed by the owner of the property; and*
  - c. *Payment of the appropriate development review application fee.*

**PRE-APPLICATION  
REVIEW  
APPLICATION**



**Community Development**

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**\* Applicant Information:**

Company Name:	_____		
Contact Name:	_____		
Address:	_____		
Phone:	_____ Fax:	_____ Email:	_____

**\* Owner Information:**  Check here if same as applicant

Owner's Name:	_____		
Owner's Address:	_____		
Phone:	_____ Fax:	_____ Email:	_____

**\* Property Information:**

Property Address:	_____ Parcel ID:	_____
Description of Project:	_____	
_____		

**\* Applicant Affidavit:**

I hereby certify that 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 Dunwoody Zoning Ordinance. I certify that I, the applicant (if different), am authorized to act on the owner's behalf, pursuant to this application and associated actions.

Applicant's Name:	_____	
Applicant's Signature:	_____ Date:	_____

**\* Notary:**

Sworn to and subscribed before me this _____ Day of _____, 20_____
Notary Public: _____
Signature: _____
My Commission Expires: _____

## Additional Property Owner(s)

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**\* Property Owner (If Applicable):**

Signature: _____	Date: _____	
Address: _____		
Phone: _____	Fax: _____	Email: _____

**\* Property Owner (If Applicable):**

Signature: _____	Date: _____	
Address: _____		
Phone: _____	Fax: _____	Email: _____

**\* Property Owner (If Applicable):**

Signature: _____	Date: _____	
Address: _____		
Phone: _____	Fax: _____	Email: _____

# Additional Applicant



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### \* Applicant:

Signature: _____	Date: _____	
Address: _____		
Phone: _____	Fax: _____	Email: _____

### \* Applicant:

Signature: _____	Date: _____	
Address: _____		
Phone: _____	Fax: _____	Email: _____

### \* Applicant:

Signature: _____	Date: _____	
Address: _____		
Phone: _____	Fax: _____	Email: _____