



All Community Development permit applications are submitted through the PROJECT PORTAL link below. You will need to create an account and once you receive confirmation, you will be able to fill out the application and upload any supporting documents. THE APPLICATIONS AND CHECKLISTS PROVIDED HERE ARE FOR REFERENCE ONLY.

<https://cityworks.brookhavgov.gov/ProjectPortal>



Minor Modification Permit Application Checklist

(Incomplete applications will not be accepted)

- ☐ Pre-application meeting (A staff-signed pre-application form must be submitted with 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)
- ☐ 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.

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.*