



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.brookhavenga.gov/ProjectPortal>



**PRE-APPLICATION FORM
 LAND USE PETITIONS AND VARIANCE PETITIONS**

Purpose & Process

A Pre-Application Meeting provides you the opportunity to present a conceptual plan and letter of intent to a representative of the Community Development Department. This meeting benefits you, the applicant, by receiving general comments on the feasibility of the plan, the process(es)/procedure(s) and fees required to process and review the application(s). To schedule a meeting contact a member of the Planning and Zoning Division by calling (404) 637 – 0500. This form will be completed during the pre-application meeting, and must be submitted at the same time you submit your application in order for your submittal to be deemed complete.

Applicant Name: _____ Phone: _____
 Applicant E-mail: _____ Fax: _____
 Representative Name: _____ Phone: _____
 Representative E-mail: _____ Fax: _____
 Site Address: _____ Parcel Size: _____
 Tax Parcel #: _____ City Council District: _____
 Existing Zoning and Case Number: _____ Proposed Zoning: _____
 Comprehensive Plan Character Area Map Designation: _____

Application Type: Rezoning Special Land Use Permit Variance Special Exception

Variance Type: Administrative Board of Appeals Stream Buffer

Overlay District: Peachtree Road Overlay Buford Highway Overlay

Additional Studies: Trip Generation Report Traffic Impact Study
 Development of Regional Impact Review Environmental Impact Review



Proposal Description: _____

Applicant Signature: _____ Date: _____

Planner Signature: _____ Date: _____