



CAMPBELL & BRANNON



Demystifying The Permitting Process

Continuing Education Class

www.campbellandbrannon.com/permitting

Introduction to our Instructors



C. Justice Choate, Jr.
Real Estate Attorney
Campbell & Brannon
Licensed in 2008



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Architect, REALTOR
Licensed in 2005

Agenda



Section 1 – When is a permit needed



Section 2 – Researching properties and basic information



Section 3 – How to protect your clients.

Heard this before?

“This seems newly renovated. Do you know if it was permitted”

“Oh, this attic is high enough to build out”

“This backyard is perfect for an ADU”

“I wanna build a workout shed beside our home”

“Can I add the ADU onto my existing garage?”

“You should consult a land-use attorney or architect - let me give you a couple of names.”



Demystifying the Permit Process

What we are covering today:

Part 1: Build 'By-Right' | Renovations, New Attics and ADUs

What will be offered in the future:

Part 2: SAP vs Variance

Part 3: Subdivisions

Learning Objectives for this CE

- **To understand when a permit is needed and basic zoning guidelines**
- **Researching properties and online resources**
- **You will better understand how to Protect your Clients**

The Permitting Process (Part 1)

Section A: When do I need a permit

Section B: History of Zoning / Atlanta

Section C: Zoning & Buildable area

Section D: Researching a Property

Section E: Applying for a permit & Resources

Section A: When do I need a permit?

FAQs about Zoning, Development, and Permitting Services

Do I need a permit?

If you are looking to build new, alter, add to, demolish, or change the use or layout of your property, you likely need approval from DCP and other agencies. The level of approval and permitting depends on your scope of work and your zoning district.

Commonly-permitted projects include:

- *New Construction*
- *Additions/Alterations*
- *Demolitions*
- *Accessory structures (Sheds and ADUs)*
- *Fences*
- *Decks and Porches*
- *Windows, Roofs, and Solar panels*
- *Tree removal*
- *Signs*
- *Subdivisions*
- *Work in Special Public Interest or Historic Districts*
- *Change in use or occupancy, tenant finishes, white box*

Section A: When do I need a permit?

DEPARTMENT OF CITY PLANNING

2021

THE PERMITTING PROCESS

COMMON STEPS TO GET A PERMIT WITH DCP. CHECK [ATLANTAGA.GOV/CITYPLANNING](https://atlantaga.gov/cityplanning) FOR APPLICATIONS & CHECKLISTS

1

Research your property

Check to see if you are in a special zoning, historic, or overlay district. If you are, additional approvals may be required prior to submitting for a building permit.
Use our interactive GIS tools to search property information.

2

Submit applications using our online permitting portal

Applications received after 5:00pm will be considered as the date of the next day's submission.
A maximum of 5 applications per applicant per day are permitted.

3

Completeness check by DCP staff and customer fee payment

Complete! Staff will initiate the review record which will show up in your portal dashboard.
Incomplete. Staff will communicate additional requirements, required actions, or next steps.
You will be notified when fees are due by email and can conveniently pay online.

Section A: When do I need a permit?

When is a building permit necessary?

1. Remember to consider your client's intentions for the property. If the tasks are minor—floor refinishing, repainting the dining room walls, or replacing the carpet, the need to discuss permitting is not top of mind.
2. When you know your client wants a 5 bedroom and the house only has 4, consider the need for a permit. If the home is in a historic district (e.g.: Inman Park, Druid Hills, etc..) there are limitations as to what can be done to the structure. Is a pool non-negotiable, even if it has to be built? These are all signs that a permit would be needed. Before a client makes an offer on a property discuss the potential need for the permit and connecting the buyer with a professional who can review the property to determine the feasibility and necessary steps to see the project to fruition.



Practice Point: Arming yourself with a strong arsenal of contractors, architects, and design professionals is essential to connecting clients with the appropriate people to determine if a permit is needed.

Section A: When do I need a permit?

When does a renovation require a new CO?

Danger in re-buying unpermitted work:

1. Open permits are a potential for review if the buyers either seek a new permit that brings review of the property back into or if a complaint is made against the property for a building or zoning violation.
2. If an open permit reveals a non-conforming violation, the buyer is responsible for bringing the property up to code. The work could include expense and time. A buyer should always review the county website and or make a direct inquiry of the owners as to their knowledge of open permits on the property.
3. If a property has an open permit, the buyers should determine the risk of additional work to bring the property into compliance.
4. Proper Due Diligence items for renovations/ new builds as it pertains to permits.
5. If a buyer determines that the property needs work which will require permitting or if the property has open permits that the buyer needs additional information to make an informed decision, ensure that the contract includes terms and timelines for the buyer to conduct their due diligence.

Section A: When do I need a permit?

Disclosures, language and / or exhibits to add to the contract

The following stipulations can be included in contracts when representing Buyers which provide for the Buyer's right to terminate for issues that must be addressed during due diligence.

- Example: Buyer's ability to construct a pool means that the buyer must have a permit which includes surface ratios and topography. These surveys almost always need more time than is typically agreed to in a typical due diligence period. You can write a special stipulation that provides for additional period of due diligence as it pertains to specific items.
- If acceptable to the Seller, it is the best practice to use the broad stipulation which allows a Buyer to terminate.
- If this is unacceptable to the Seller, the second narrow options still covers the great majority of issues which would potentially concern the Buyer.



Practice point: As with most advice to Buyers, we would recommend including a disclaimer that any list will not catch every items which might be objectionable. However, given that the Seller will not accept the broad stipulation, it will hopefully capture most items of concern.

If you know a property contains an item upon initial offer (for example you know the property has a stream which will limit the ability to build on the property you will need to edit accordingly.

Section A: When do I need a permit?

Broad Stipulations to Include in Initial Offers

- Buyer shall have the right to terminate the Purchase and Sale Agreement without penalty and with full refund of all Earnest Money if in Buyer's sole discretion any matters revealed by said survey are objectionable to Buyer.
- Buyer shall notify Seller of such termination for matters revealed by said survey no later than ___ days from Binding Agreement Date.

Narrow Survey Stipulation if above is unacceptable to Seller

- To the best of Seller's knowledge, there are no encroachments, easements, sewer lines, storm drainage lines, other utility lines not serving only the subject property, water buffers, flood zones, setback issues which would prevent the Buyer from constructing a NEW POOL / DOUBLE GARAGE / ADU on the Property.
- Should the Buyer obtain a recent survey of the Property which reveals any such item, Buyer shall have the right to terminate the Purchase and Sale Agreement without penalty.
- Buyer shall notify Seller of such termination no later than ___ days from Binding Agreement Date.

Section A: When do I need a permit?

ZONING FEES	FEE
Zoning Non-Conforming Verification Letter with Inspection	\$300
Zoning Non-Conforming Verification Letter with without Inspection	\$100
Zoning Verification for Business License	\$50
Zoning Verification Classification Letter	\$100
BUILDING PERMIT FEES	FEE
Building Permit (\$7 per \$1,000 of Cost of Construction)	\$7 Per \$1000
Technology Fee (per permit)	\$25
Permit Extension (each)	\$110
Change of Contractor/Record Change (each)	\$50

Refer to [Table 100 of the Appendix B for more information on building valuation](#)

ADDENDUM TO TABLE 100 (Building Valuation Date)	FEE
One (1) & Two (2) Family Residence - Carport (detached or Attached)	\$35
One (1) & Two (2) Family Residence - Garage (Detached or Attached)	\$55
One (1) & Two (2) Family Residence - Unfinished Basement / Attic	\$55
One (1) & Two (2) Family Residence - Basement / Attic Finish-Build Out	\$46
One (1) & Two (2) Family Residence - Deck / Balcony / Porch / Screened Porch	\$35

Section B: History of Zoning

Why Zoning? Historical Forces



Industrialization



Urbanization



Population Increase



Public Health



Urban Planning

Planning & Development



Automobile

Section B: History of Zoning

Zoning Tools

The image displays six distinct zoning tools arranged in a 2x3 grid. Each tool is represented by a small thumbnail image with a corresponding label below it. The tools include a comprehensive plan with a grid of photos, a zoning ordinance document, a colorful zoning map, a future land use map with various colored zones, a master plan document with a 'Berling' logo, and a strategic plan with a 3D city model.

Comprehensive Plan

Zoning Ordinance

Zoning Map

Future Land Use Map (FLUM)

Master Plans
Planning & Development

Strategic Plans

Section B: History of Zoning



Ponce City Market 2016-2017

We launched at our first location in Old Fourth Ward in May 2016. The space served as an incubator, workspace and meeting place for residents, visitors, design professionals and urbanists to connect.

atlcitystudio.org

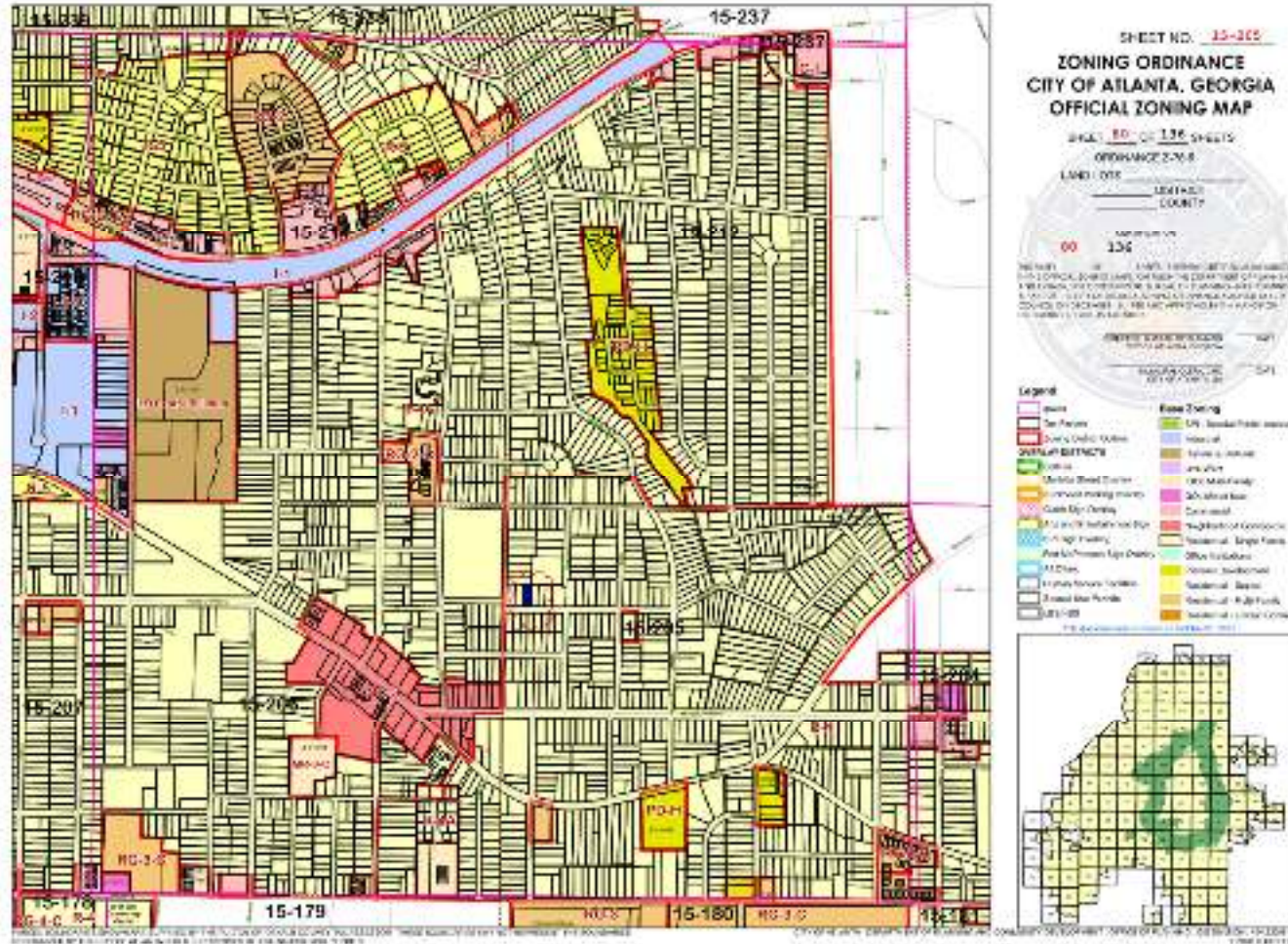


Cascade Heights 2017-2019

Our second location was in Southwest Atlanta. We partnered with the Cascade Heights Community Development Corporation to move the studio to Southwest Atlanta. Check out our work in the neighborhood at historiccascadeheights.com



Section C: Zoning & Buildable Area



Section C: Zoning & Buildable Area



The map displays a grid of property parcels along Douglas St SE. Parcel numbers are visible on several lots, including 2088, 2097, 2103, 2107, 2113, 2117, 2121, 2129, 2139, 2140, 2141, 2142, 2143, 2144, 2145, 2146, 2147, 2148, 2149, 2150, 2151, 2152, 2153, 2154, 2155, 2156, 2157, 2158, 2159, 2160, 2161, 2162, 2163, 2164, 2165, 2166, 2167, 2168, 2169, 2170, 2171, 2172, 2173, 2174, 2175, 2176, 2177, 2178, 2179, 2180, 2181, 2182, 2183, 2184, 2185, 2186, 2187, 2188, 2189, 2190, 2191, 2192, 2193, 2194, 2195, 2196, 2197, 2198, 2199, 2200, 2201, 2202, 2203, 2204, 2205, 2206, 2207, 2208, 2209, 2210, 2211, 2212, 2213, 2214, 2215, 2216, 2217, 2218, 2219, 2220, 2221, 2222, 2223, 2224, 2225, 2226, 2227, 2228, 2229, 2230, 2231, 2232, 2233, 2234, 2235, 2236, 2237, 2238, 2239, 2240, 2241, 2242, 2243, 2244, 2245, 2246, 2247, 2248, 2249, 2250, 2251, 2252, 2253, 2254, 2255, 2256, 2257, 2258, 2259, 2260, 2261, 2262, 2263, 2264, 2265, 2266, 2267, 2268, 2269, 2270, 2271, 2272, 2273, 2274, 2275, 2276, 2277, 2278, 2279, 2280, 2281, 2282, 2283, 2284, 2285, 2286, 2287, 2288, 2289, 2290, 2291, 2292, 2293, 2294, 2295, 2296, 2297, 2298, 2299, 2300. A specific parcel is highlighted in blue with the number 66. The map also shows building footprints and street names Douglas St SE.

Property Information

Parcel ID: 15 205 03 036
Owner: BOWMAN LAURA
Address: 66 DOUGLAS ST SE
Sub or Condo Name:
Fulton County Tax Assessor
DeKalb County Tax Assessor
Full Address: 66 DOUGLAS ST SE
Land/Lot & District: 15-205
Cadastral PDF [More Info](#)
City Council District: 5
NPI: 0
Neighborhood: Kirkwood

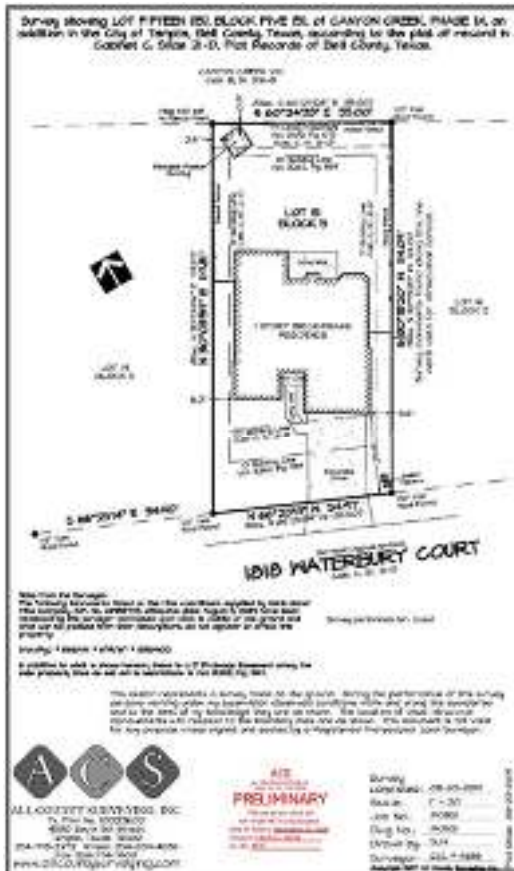
LandUse Planning

Zoning:
Zoning Classification: R-1
Zoning Description: [More Info](#)
Zoning Map: [More Info](#)
Mylar with old Zoning: [More Info](#)
Mylar with old Zoning 2

LandUse Futures:
Land Use Code: SFR
Land Use Description: Single-Family Residential DENSITY

Esri Community Maps Contributors, City of Atlanta, © OpenStreetMap, Microsoft, Esri, LLC. esri

Section C: Zoning & Buildable Area



Metes and Bounds Survey



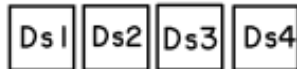
Trees, Topography & Utilities

Section C: Zoning & Buildable Area

LOT AREA: OWNER/CONTACT:
9550 sf.
0.219 ACRES

NO GRADED SLOPE SHALL EXCEED 3H:1V

ON ALL DISTURBED AREAS



DISTURBED AREA = 5625 sf.
0.129 ACRES

ZONING INFORMATION:

CLASSIFICATION: R-75
SETBACKS: FRONT – 30 FEET
 SIDE – 7.5 FEET
 REAR – 40 FEET
MINIMUM LOT AREA – 10,000 sf.
MINIMUM LOT WIDTH – 75 FEET
MAXIMUM LOT COVERAGE – 35%
MINIMUM FLOOR AREA – 1600 sf.
MAXIMUM BUILDING HEIGHT – 35 FEET

EXISTING LOT COVERAGE:

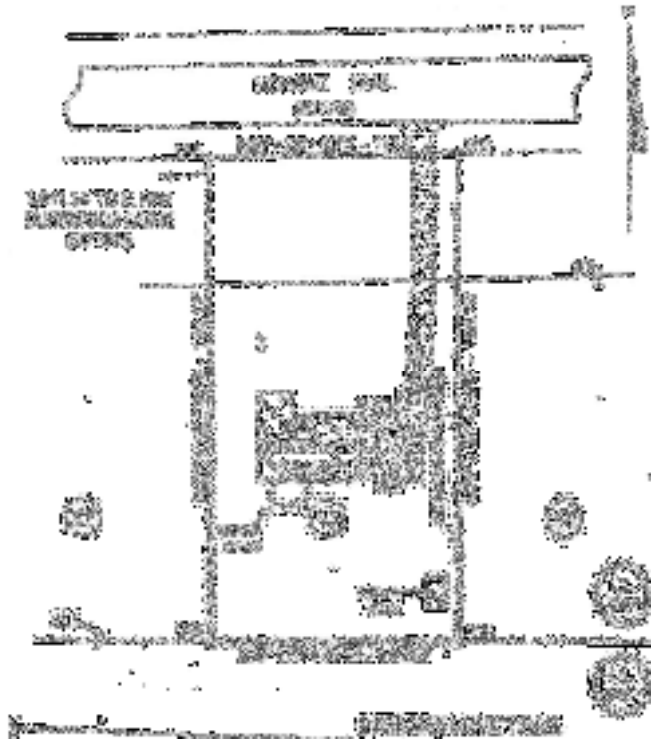
HOUSE = 1420 sf.
DRIVEWAY = 1130 sf.
FRONT WALK = 287 sf.
FRONT PORCH = 24 sf.
REAR DECK = 340 sf.
OUT BUILDING = 89 sf.
STONE WALKS = 163 sf.

TOTAL = 3453 sf.

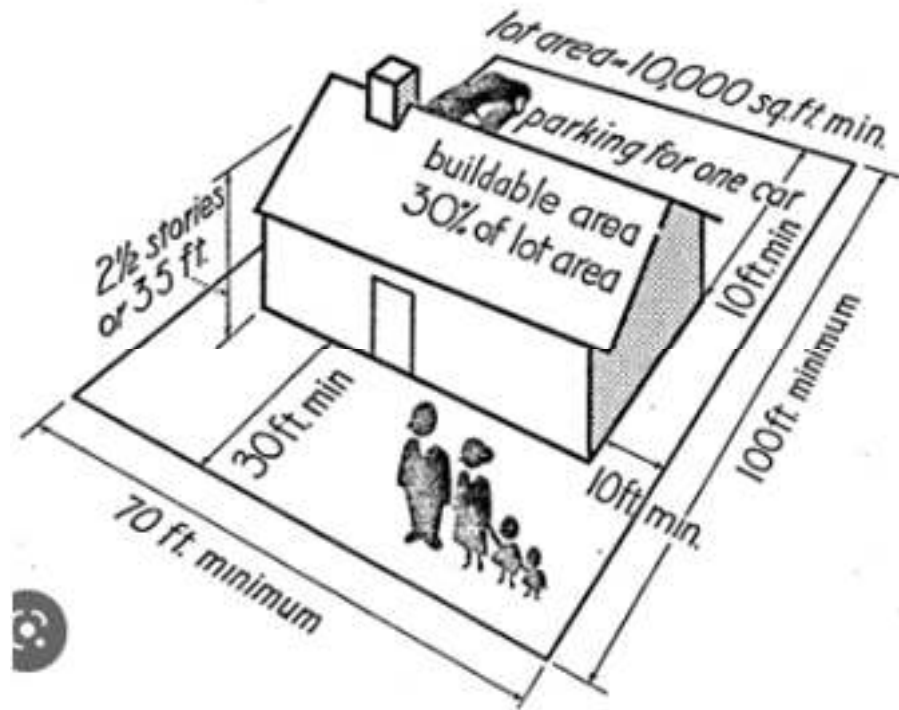
LOT COVERAGE = 36.16%

ALL EXISTING LOT COVERAGE TO REMAIN

Section C: Zoning & Buildable Area



Metes and Bounds Survey



Section C: Zoning & Buildable Area

Summary of Zoning Regulations in R Districts

	R-1	R-2	R-2A	R-2B	R-3	R-3A	R-4	R-4A	R-4B	R-5	
MINIMUM SETBACKS	FRONT	60 ft.	60 ft.	60 ft.	50 ft.	50 ft.	50 ft.	35 ft.	30 ft.	20 ft.	30 ft.
	SIDE^a	25 ft.	15 ft.	15 ft.	10 ft.	10 ft.	10 ft.	7 ft.	7 ft.	5 ft.	7 ft. ^c
	REAR	35 ft.	30 ft.	30 ft.	20 ft.	20 ft.	15 ft.	15 ft.	15 ft.	5 ft.	7 ft. ^c
LOT REQUIREMENTS	LOT AREA	2 acres	1 acre	30,000 sq.ft.	28,000 sq.ft.	18,000 sq.ft.	13,500 sq.ft.	9,000 sq.ft.	7,500 sq.ft.	2,800 sq.ft.	7,500 sq.ft.
	MINIMUM STREET FRONTAGE^b	200 ft.	150 ft.	100 ft.	100 ft.	100 ft.	85 ft.	70 ft.	50 ft.	40 ft.	50 ft. ^c
	MINIMUM LOT COVERAGE	20%	20%	30%	40%	40%	40%	30%	30%	30%	30%
	MINIMUM LOT AREA PER RESIDENTIAL UNIT	8,271	9,301	4,201	4,901	9,901	6,601	9,301	9,301 ^d	6,371 ^d	300 sq.ft./res. unit 16,475 sq.ft.
	MINIMUM NUMBER OF RESIDENTIAL UNITS PER LOT	3	3	3	2	2	1	1	1	3	300 sq.ft./res. unit 16,475 sq.ft.

Setback Distance from the property line to the nearest part of the applicable building, structure, or sign, measured perpendicular to the property line.

Frontage Length of the shortest property line that adjoins a public street. Also known as the width of the lot.

Lot coverage ratio A number which, when multiplied by the gross square footage of a lot, results in the total square footage of heated or air conditioned space.

Setback or "buildable area" refers to the area within a lot, including finished or unfinished basement space, walkways, and accessory structures, including garages.

Lot coverage Total area of the lot that is covered by the footprint of single and attached dwellings including hot tubs, guest houses, garages and outdoor decks, as well as all structures to support bus driveways, walkways, porches, decks, tennis courts, and parking spaces.

Read the complete Ordinance regarding zoning regulations at www.ci.marysville.or.us.

Section C: Zoning & Buildable Area

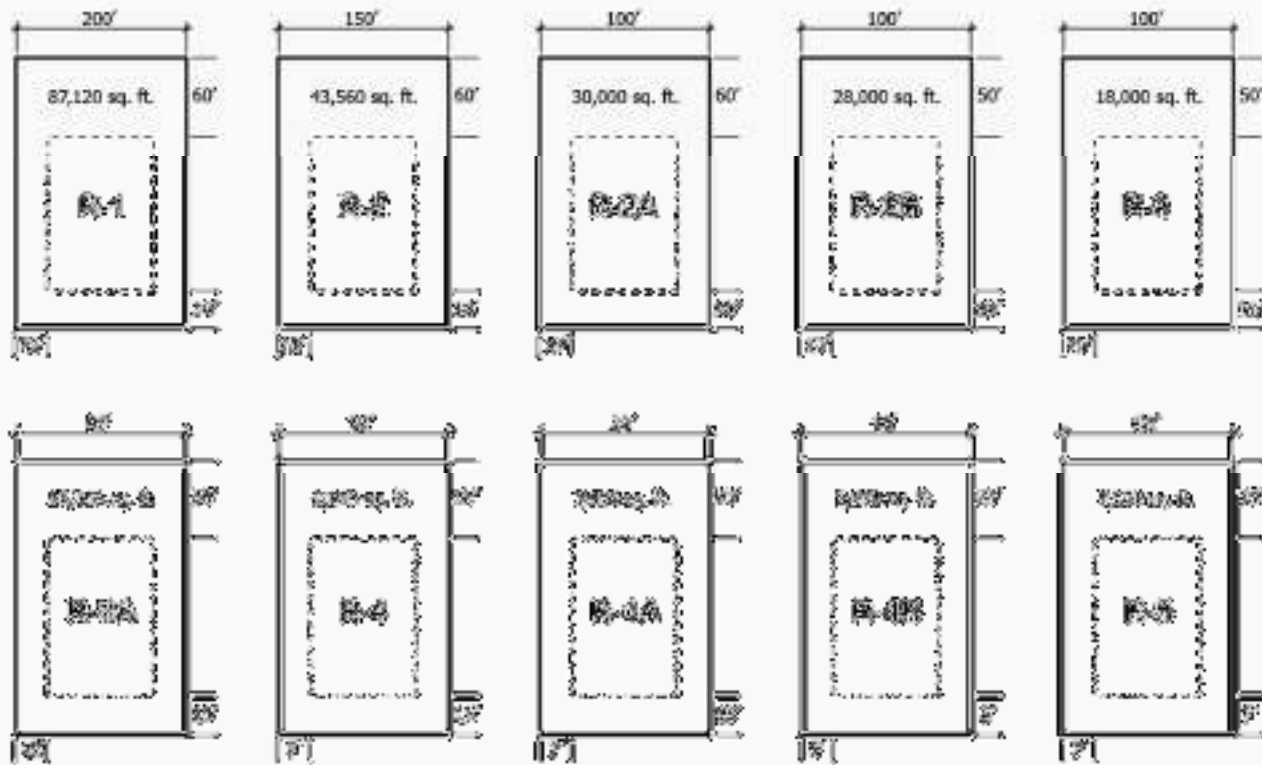
PRACTICE POINT: If a survey indicates that the property is over the current building setback lines, the property might be grandfathered. This means that the violation does not need to be corrected, but it does not your ability to replace the non-conforming structure in the same location.

Often, older structures that are outside of the building setback lines (example: garages that abut the property line) can only be maintained. Renovation or addition to the structure that is built outside of the building setback line could require a variance.

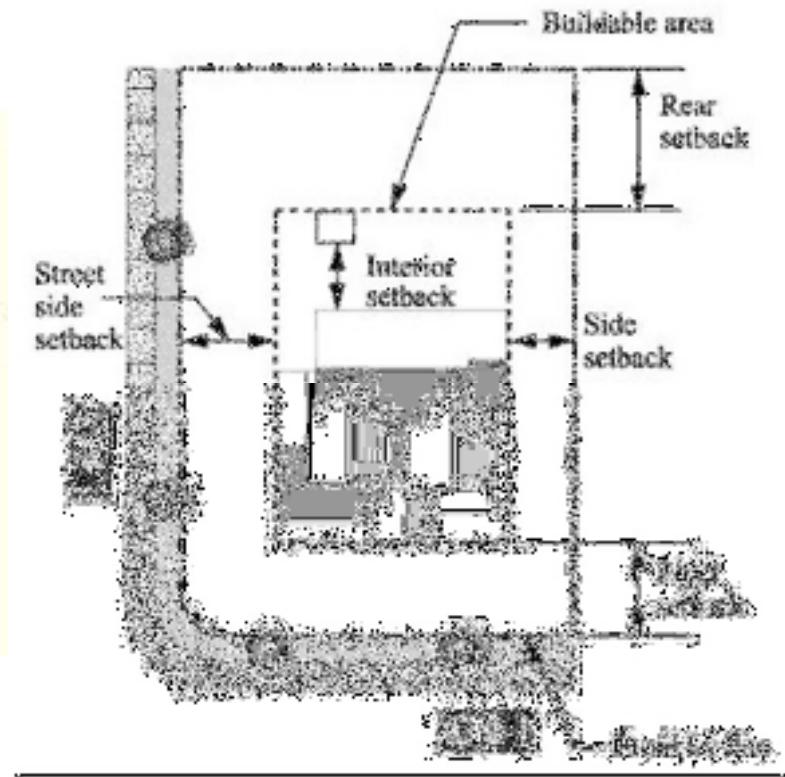
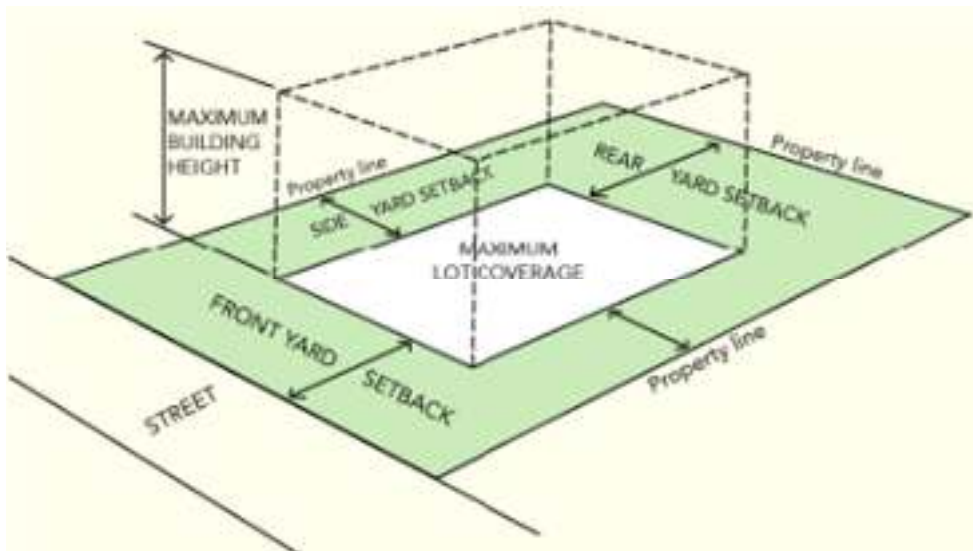
As the building setback violation relates to title insurance, your title insurance does not provide coverage for setback violations that made known to you through the purchase of a new survey.

Section C: Zoning & Buildable Area

MINIMUM RESIDENTIAL LOT REQUIREMENTS



Section C: Zoning & Buildable Area



Section C: Zoning & Buildable Area

Summary of Zoning Regulations in R Districts

		RD-1	RD-2	RD-3	RD-4	RD-5	RD-6	RD-7	RD-8	RD-9	RD-10
MINIMUM LOT AREA	Residential	20,000	6,000	4,000	2,000	1,500	1,000	750	500	250	100
	Commercial	20,000	15,000	10,000	5,000	3,000	2,000	1,500	1,000	500	200
	Industrial	20,000	15,000	10,000	5,000	3,000	2,000	1,500	1,000	500	200
LOT SUBDIVISIONS	Residential	2	2	2	2	2	2	2	2	2	2
	Commercial	2	2	2	2	2	2	2	2	2	2
	Industrial	2	2	2	2	2	2	2	2	2	2
	Office	2	2	2	2	2	2	2	2	2	2
	Public	2	2	2	2	2	2	2	2	2	2

Street: Distance from the property line to the nearest part of the applicable building, structure, or sign, measured perpendicular to the property line.

Frontage: Length of the street property line that adjoins a public street. Also known as the width of the lot.

Floor area ratio (FAR): A number which, when multiplied by the gross square footage of the lot, results in the total amount of lot area or air conditioned space (footage of "buildable") which may be built on a lot, excluding finished or unfinished basement space, attic space, and accessory structures, including porches.

Lot coverage: Total area of the lot that is covered by the footprint of one or more accessory structures including houses, guest houses, garages, and swimming pools, as well as all porches, decks, patios, walkways, patios, drives, tennis courts, and parking spaces.

Land area: Total area of the lot, including all areas within the property boundaries.

Section C: Zoning & Buildable Area



Floor Area Ratio

[flôr 'er-ē-a 'rā-shē-ō]

The relationship between the total amount of usable floor area that a building has and the total area of the lot on which the building stands.

Section C: Zoning & Buildable Area

Attic / New Square Footage

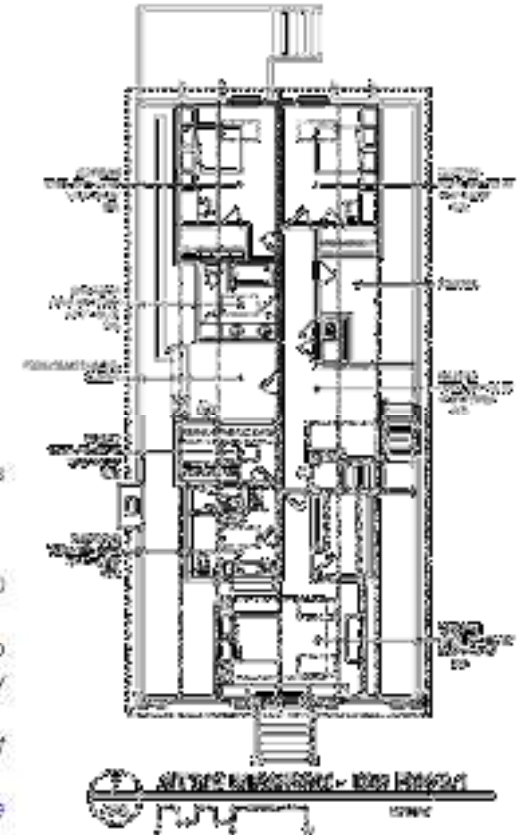


R305.1 Minimum height.

Habitable space, hallways and portions of basements containing these spaces shall have a ceiling height of not less than 7 feet (2134 mm). Bedrooms, toilet rooms and laundry rooms shall have a ceiling height of not less than 6 feet 8 inches (2032 mm).

Exceptions:

1. For rooms with sloped ceilings, the required floor area of the room shall have a ceiling height of not less than 5 feet (1524 mm) and not less than 50 percent of the required floor area shall have a ceiling height of not less than 7 feet (2134 mm).
2. The ceiling height above bathroom and toilet room fixtures shall be such that the fixture is capable of being used for its intended purpose. A shower or tub equipped with a showerhead shall have a ceiling height of not less than 6 feet 8 inches (2032 mm) above an area of not less than 30 inches (762 mm) by 30 inches (762 mm) at the showerhead.
3. Beams, girders, ducts or other obstructions in basements containing habitable space shall be permitted to project to within 6 feet 4 inches (1931 mm) of the finished floor.
4. Beams and girders spaced apart not less than 36 inches (914 mm) in clear finished width shall project not more than 78 inches (1981 mm) from the finished floor.



Section C: Zoning & Buildable Area

An **accessory structure** (without a kitchen) is subject to the following regulations: shall not exceed 20 feet in height, shall not cover more than 25 percent of the area of the rear yard, and shall not contain a total floor area greater than 30 percent of the main structure.

The size of the accessory structure may be increased through BZA action. However it must NOT have a kitchen.

An **Accessory Dwelling Unit** (with a kitchen) is subject to the following regulations: shall not exceed 20 feet in height and having a floor area of 750 square feet.

The size of an accessory dwelling unit may **not** be varied by the BZA.

Again, you may apply to the BZA to increase the size of an **accessory structure** (without a kitchen) if you so choose. However, the size of an accessory dwelling unit cannot be varied.

Feel free to reach out if you have any clarifying questions/concerns.

Regards,

Tamaria Letang, AICP

Project Manager | Development Services Division

City of Atlanta | Office of Zoning and Development

55 Trinity Avenue SW, 3rd FL, Suite 3350 | Atlanta, GA 30303

p: 470.755.1245 | e-fax: 404.589.5533 | e: TLetang@atlantaga.gov

Section D: Researching a Property

DEPARTMENT OF CITY PLANNING

2023

THE PERMITTING PROCESS

COMMON STEPS TO GET A PERMIT WITH DCP. CHECK [ATLANTAGA.GOV/CITYPLANNING](https://atlantaga.gov/cityplanning) FOR APPLICATIONS & CHECKLISTS

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Research your property

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Incomplete. Staff will communicate additional requirements, required actions, or next steps.
You will be notified when fees are due by email and can conveniently pay online.

Section D: Researching a Property

Step One | MLS / Realist Establish address Jurisdiction, City & County

911 Paoli Ave Se, Atlanta, GA 30316-2207, Dekalb County 

APN 15-146-10-127 CLIP 2129303803 [Print](#) [Email](#) [Customize View](#) [ValueMap](#)

[< BACK](#) [PROPERTY DETAILS](#) [COMPARABLES](#) [MARKET TRENDS](#) [NEIGHBORS](#) [NEIGHBORHOOD PROFILE](#) [ASSESSOR MAP](#) [FLOOD MAP](#)



MLS Beds	4	MLS Full Baths	3	Half Baths	1	MLS Sale Price	\$726,000	MLS Sale Date	03/11/2022	MLS Sq Ft	2,613	Lot Sq Ft	8,712	Yr Built	2015	Type	SFR
----------	---	----------------	---	------------	---	----------------	-----------	---------------	------------	-----------	-------	-----------	-------	----------	------	------	-----

▼ Owner Information

Owner Name	Stentford Jared E	Tax Billing City & State	Atlanta, GA
Owner Name 2	Summers Mallory	Tax Billing Zip	30316
Tax Billing Address	911 Paoli Ave Se	Tax Billing Zip-4	2207

Section D: Researching a Property

gis.atlantaga.gov

Popular Apps



PROPERTY INFO

Quick access to parcel details, zoning, and existing land use information for properties of interest. Access tax assessor information for Fulton and DeKalb counties and view cadastral maps.



PLANNING VIEWER

A more comprehensive tool than Property Info. Find detailed information about parcels, zoning, rezoning cases, land use, plats, and more. View dozens of different map layers and district boundaries.

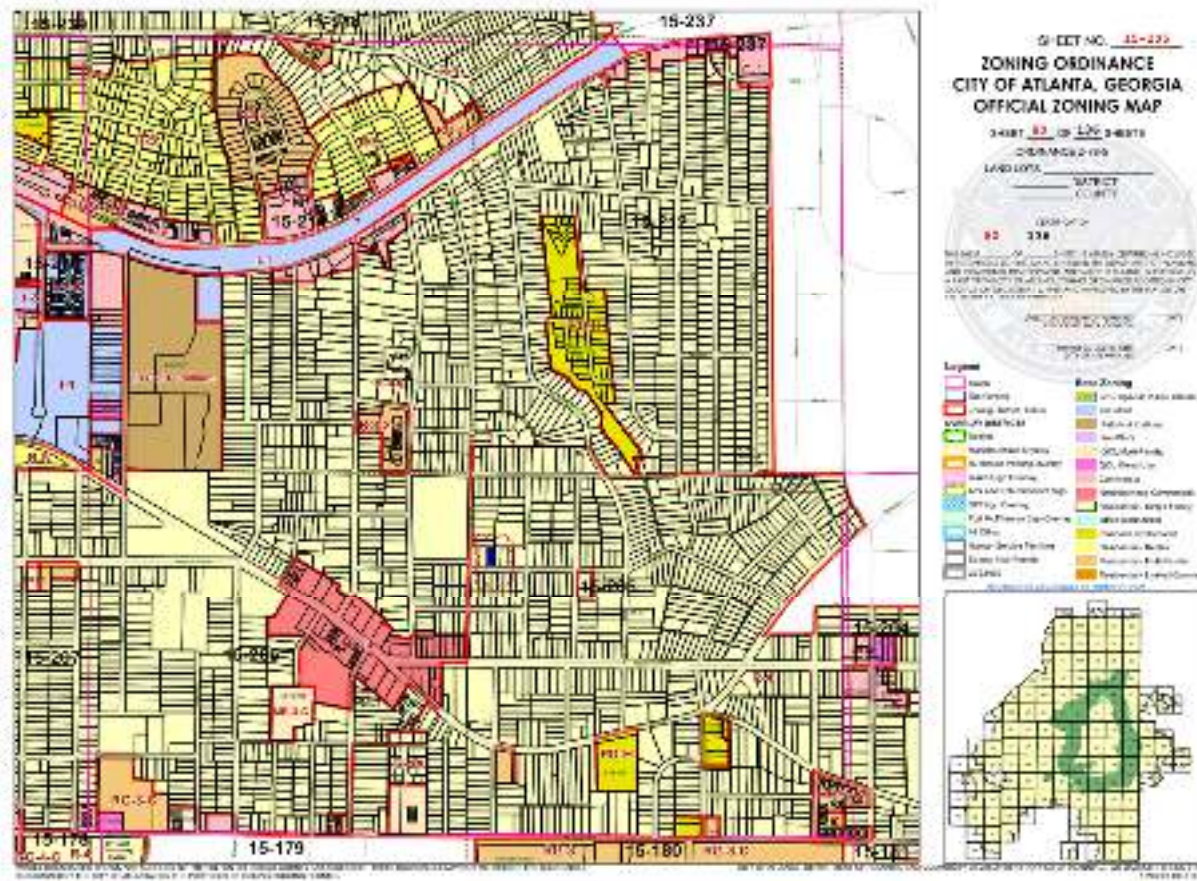


MAILING LABEL GENERATOR

Select parcels of interest and create a mailing list to send important notices to targeted residents and businesses. This application generates maps or spreadsheets with address, parcel, and owner information.

Section D: Researching a Property

gis.atlantaga.gov | Establish Zoning



Section D: Researching a Property

Municode.com

The screenshot displays the Municode.com website interface. At the top, the browser address bar shows the URL: https://library.municode.com/ga/atlanta/codes/code_of_ordinances?nodeId=PTIIICORANDPCO_PT16ZO. Below the address bar, there are navigation links for Maps, KK-RealEstate, Housing Choice Voucher, ropbox Link, JamestownEmail, and Wells Fargo Bank. The main header features the City of Atlanta logo and a search bar with the text "Search or jump to". To the right of the search bar is a "NOTIFICATIONS" button. Below the header, the breadcrumb trail reads: Atlanta, Georgia - Code of Ordinances > PART II - CODE OF ORDINANCES—LAND D... > Part 16 - ZONING. A sidebar on the left shows a tree view of the code structure, with "Part 16 - ZONING" selected. The main content area displays the following text:

VERSION: NOV 22, 2022 [CURRENT] +

- Part 16 - ZONING
 - CHAPTER 1. - INTRODUCTION
 - CHAPTER 2. - OFFICIAL ZONING MAP AND APPLICATION OF REGULATIONS
 - CHAPTER 3. - R-1 SINGLE-FAMILY RESIDENTIAL DISTRICT REGULATIONS
 - CHAPTER 4. - R-2 SINGLE-FAMILY RESIDENTIAL DISTRICT REGULATIONS
 - CHAPTER 4A. - R-2A SINGLE-FAMILY RESIDENTIAL DISTRICT REGULATIONS
 - CHAPTER 4B. - R-2B SINGLE-FAMILY RESIDENTIAL DISTRICT REGULATIONS
 - CHAPTER 5. - R-3 SINGLE-FAMILY RESIDENTIAL DISTRICT REGULATIONS
 - CHAPTER 5A. - R-3A SINGLE-FAMILY RESIDENTIAL DISTRICT REGULATIONS

Sec. 15-12.001. - Separability of provisions.

Part 16 - ZONING

CHAPTER 1. - INTRODUCTION

Sec. 15-01.001. - Repeal of 1975 Zoning Ordinance, as amended; adoption of 1980 ordinance in lieu thereof.

Sec. 15-01.002. - Authority.

Sec. 15-01.003. - Purposes.

Sec. 15-01.004. - Title.

CHAPTER 2. - OFFICIAL ZONING MAP AND APPLICATION OF REGULATIONS

Sec. 15-02.001. - Official zoning map.

Sec. 15-02.002. - General districts established.

Sec. 15-02.003. - Conditional zoning.

Sec. 15-02.004. - Special public interest district maps, historic and cultural conservation district maps, parking space plan map.

Sec. 15-02.005. - Authentication; location for public inspection.

Sec. 15-02.006. - Recording amendments to official zoning map.

Sec. 15-02.007. - Unauthorized changes in official zoning map.

Sec. 15-02.008. - Replacement of official zoning map.

Sec. 15-02.009. - Effect of termination of board order.

Section D: Researching a Property

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Atlanta, Georgia Code of Ordinances / PART III - CODE OF ORDINANCES / Part 16 - ZONING / CHAPTER 6 - R-4 SINGLE-FAMILY RESIDENTIAL DISTRICT REGULATIONS

VERSION: NOV 22, 2022 (CURRENT) -

- CHAPTER 6 - R-2 SINGLE-FAMILY RESIDENTIAL DISTRICT REGULATIONS
- CHAPTER 6A - R-2A SINGLE-FAMILY RESIDENTIAL DISTRICT REGULATIONS
- CHAPTER 6B - R-2B SINGLE-FAMILY RESIDENTIAL DISTRICT REGULATIONS
- CHAPTER 6C - R-2C SINGLE-FAMILY RESIDENTIAL DISTRICT REGULATIONS
- CHAPTER 6D - R-2D SINGLE-FAMILY RESIDENTIAL DISTRICT REGULATIONS
- CHAPTER 6E - R-2E SINGLE-FAMILY RESIDENTIAL DISTRICT REGULATIONS
- CHAPTER 6F - R-2F SINGLE-FAMILY RESIDENTIAL DISTRICT REGULATIONS
- CHAPTER 6G - R-2G SINGLE-FAMILY RESIDENTIAL DISTRICT REGULATIONS
- CHAPTER 6H - R-2H SINGLE-FAMILY RESIDENTIAL DISTRICT REGULATIONS
- CHAPTER 6I - R-2I SINGLE-FAMILY RESIDENTIAL DISTRICT REGULATIONS
- CHAPTER 6J - R-2J SINGLE-FAMILY RESIDENTIAL DISTRICT REGULATIONS
- CHAPTER 6K - R-2K SINGLE-FAMILY RESIDENTIAL DISTRICT REGULATIONS
- CHAPTER 6L - R-2L SINGLE-FAMILY RESIDENTIAL DISTRICT REGULATIONS
- CHAPTER 6M - R-2M SINGLE-FAMILY RESIDENTIAL DISTRICT REGULATIONS
- CHAPTER 6N - R-2N SINGLE-FAMILY RESIDENTIAL DISTRICT REGULATIONS
- CHAPTER 6O - R-2O SINGLE-FAMILY RESIDENTIAL DISTRICT REGULATIONS
- CHAPTER 6P - R-2P SINGLE-FAMILY RESIDENTIAL DISTRICT REGULATIONS
- CHAPTER 6Q - R-2Q SINGLE-FAMILY RESIDENTIAL DISTRICT REGULATIONS
- CHAPTER 6R - R-2R SINGLE-FAMILY RESIDENTIAL DISTRICT REGULATIONS
- CHAPTER 6S - R-2S SINGLE-FAMILY RESIDENTIAL DISTRICT REGULATIONS
- CHAPTER 6T - R-2T SINGLE-FAMILY RESIDENTIAL DISTRICT REGULATIONS
- CHAPTER 6U - R-2U SINGLE-FAMILY RESIDENTIAL DISTRICT REGULATIONS
- CHAPTER 6V - R-2V SINGLE-FAMILY RESIDENTIAL DISTRICT REGULATIONS
- CHAPTER 6W - R-2W SINGLE-FAMILY RESIDENTIAL DISTRICT REGULATIONS
- CHAPTER 6X - R-2X SINGLE-FAMILY RESIDENTIAL DISTRICT REGULATIONS
- CHAPTER 6Y - R-2Y SINGLE-FAMILY RESIDENTIAL DISTRICT REGULATIONS
- CHAPTER 6Z - R-2Z SINGLE-FAMILY RESIDENTIAL DISTRICT REGULATIONS
- CHAPTER 6 - R-4 SINGLE-FAMILY RESIDENTIAL DISTRICT REGULATIONS
- CHAPTER 6A - R-4A SINGLE-FAMILY RESIDENTIAL DISTRICT REGULATIONS
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- CHAPTER 6Y - R-4Y SINGLE-FAMILY RESIDENTIAL DISTRICT REGULATIONS
- CHAPTER 6Z - R-4Z SINGLE-FAMILY RESIDENTIAL DISTRICT REGULATIONS

Sec. 16-06.001 - Scope of provisions

Sec. 16-06.002 - Statement of intent

Sec. 16-06.006 - Transitional uses, structures, requirements

None

(Code 1977, § 16-06.006)

Sec. 16-06.007 - Minimum lot requirements

The following minimum lot requirements shall apply to all uses approved by special permits as well as permitted uses:

- (1) Churches, temples, synagogues, mosques and similar religious facilities, except when authorized by a special permit.
- (2) Single-family detached dwellings and all other uses: Every lot shall have an area of not less than 9,000 square feet and a frontage of not less than 70 feet.
- (3) If a lot has less area or width than herein required and was a lot of record on the effective date of this part, that lot shall be used only for a single-family dwelling.

(Code 1977, § 16-06.007, Ord. No. 2005-21, §§ 1, 2, 3-25-05)

Sec. 16-06.008 - Minimum yard requirements

The following minimum yard requirements shall apply to all uses approved by special permits as well as permitted uses:

- (1) Front yard: There shall be a front yard having a depth of not less than 35 feet.
- (2) Side yard: There shall be two side yards, one on each side of the main building, each having a width of not less than seven feet.

Section D: Researching a Property

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4

Zoning or Historic Preservation review

Staff will review your submitted materials for code compliance.

Comments for revisions will be handled through the online portal and responses can be uploaded directly to your project through the portal.

5

Plans routed for review

In most cases, once Zoning review is complete, DCP staff will route the project for review by other agencies, such as the Building and Arborist reviewers or other agencies, like Site Development or Traffic Engineering. From a handful of project scopes, zoning review will run parallel to the other review types.

Section D: Researching a Property

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Zoning and Non-Conforming Use Verification

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Zoning Verification

Interested parties can request official documentation of the zoning on a subject parcel through the following processes. If it is determined by the Office of Zoning & Development the current property is non-conforming, applicants will be directed to the non-conforming zoning verification process listed below.

ZONING VERIFICATION LETTER

A Zoning Verification Letter is official documentation of a property's current zoning classification issued by the City of Atlanta's Department of City Planning - Office of Zoning & Development. The letter content will vary depending on the availability of zoning records for the specific property and represents the status of the subject property as of the date the letter is issued. Any subsequent changes to the property, or changes that occurred with no record contained in the city's file, are not reflected.

What is included:

A verification letter will verify the zone district where the subject property is located.

- Confirmation of address
- Confirmed zoning district
- Any applicable overlay zone, planned development, historic, landmark or special public interest district (e.g., Beltline)
- Existence of an approved or recorded regulatory plan and/or any applicable conditions with corresponding ordinances

A zoning verification letter will NOT include:

- Confirmation of ROW widening, utility or other easements; building permits or certificates of occupancy; building or fire

Section D: Researching a Property

PRACTICE POINT: Knowing the zoning classification can be of great importance to your buyer client and even your listings.

- If your seller has a property with three units, confirm that the tax card reflects three separate units on the property before listing it as a tri-plex. **Older multi-family properties might have more units than the tax card reflects and than the current zoning allows. If the zoning does not allow the number of units in the property this could affect a buyer's ability to obtain financing on the property.

Section D: Researching a Property

PRACTICE POINT: Knowing the zoning classification can be of great importance to your buyer client when purchasing raw land to develop .

- Confirming your buyer can construct a structure allowed by current zoning ordinances will affect a buyer's decisions and use of your time! Some lots and neighborhoods have recently been affected by changes to the zoning ordinances. It is possible that the tax card does not reflect the current zoning ordinance. If there is any confusion, you must request confirmation of the zoning
 - If the zoning is in question, you must provide additional time for clarification. If the seller objects, the buyer can offer up additional earnest money to conduct further investigation.

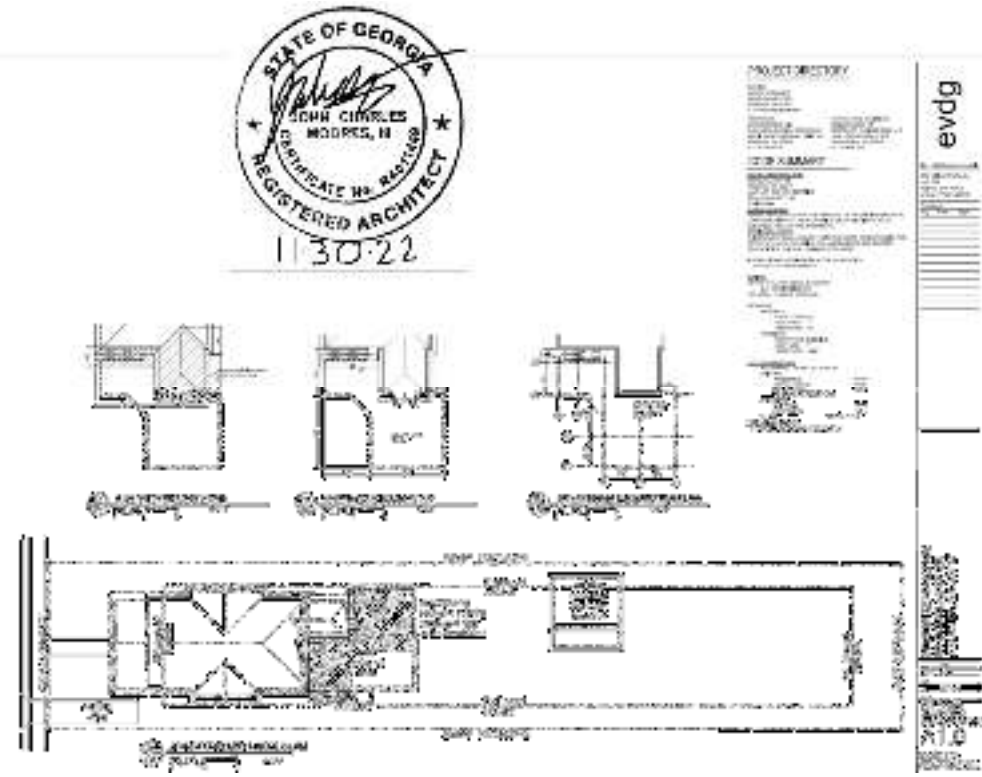
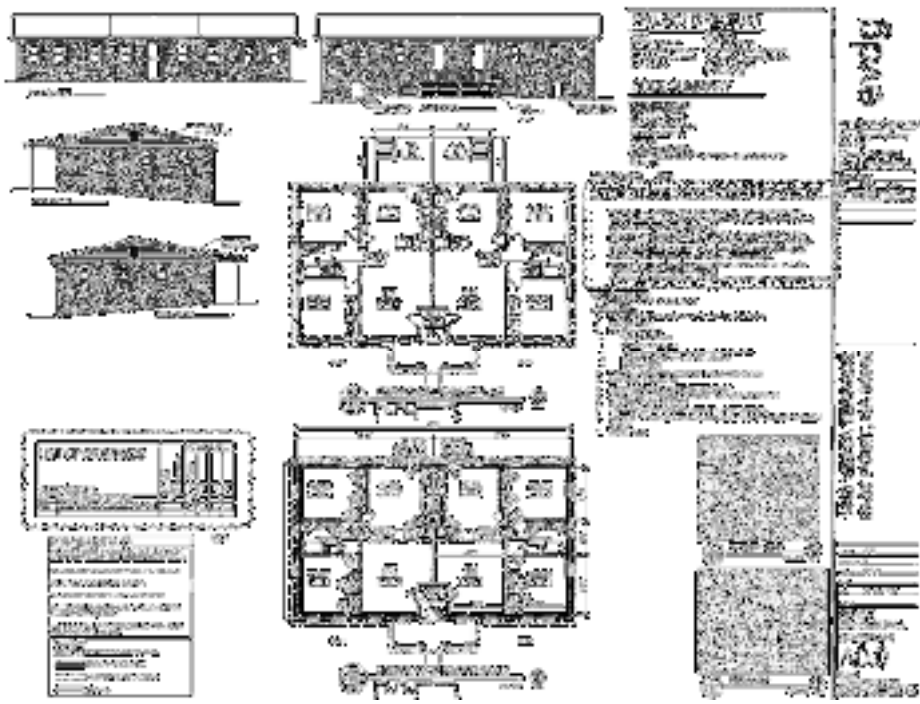
Section D: Researching a Property

Summary:

At this point you have:

1. Verified the agency having jurisdiction (city and county)
2. Confirmed zoning designation
3. Understand the site limitations
4. Determine the buildable area

Section E: Applying for a Permit & Resources



Section E: Applying for a Permit & Resources

6

Agency review and plan revisions

DCP and other agency staff will review your submitted materials for code compliance.

Any comments or approvals will be noted in the online permitting portal and marked-up drawings for revisions available for download. Applicant responses can be uploaded directly to your project through the portal.

7

Review complete and final customer fee payment

Once all reviews are complete, DCP staff will assemble the final permit package, request supplemental permit requirements like contractor's licenses, and invoice any final fees.

You will be notified when fees are due by email and can conveniently pay online.

8

Permit issued and approved plan retrieval

Approval letters or stamped plans will be digitally signed off by DCP staff and uploaded to the permitting portal available for your download. Be sure to have hard copies on site for downstream inspections!



Section E: Applying for a Permit & Resources

The screenshot displays the Georgia Professional Licensing website. The header includes the Georgia Secretary of State Brad Raffensperger's seal and the text "PROFESSIONAL LICENSING GEORGIA SECRETARY OF STATE BRAD RAFFENSPERGER CORPORATIONS • ELECTIONS • LICENSING • CHARITIES".

Search for a Professional License

Welcome to the LookUp Function

- Please enter search criteria to start your search. Do provide local, Relevant, and more.
- If you have partial information, search for it. It could be the partial data entered to search. For example, if you
- Click here to search for a Profile instead of a person.
- Click here to search and submit a new entry against a person.
- Click here to search a person and update an individual person.

Search Criteria

Profession: [RA]
License Type: [AJ]
LICENSING:

Licensee Details

Licensee Information

Name: John Charles Moores, III
Address:
Atlanta GA 30308

Primary Source License Information

Lic #:	RA011449	Profession:	Architect / Interior Designer	Type:	Registered Architect
Secondary:		Method:	Examination	Status:	Active
Issued:	8/29/2005	Expires:	8/30/2023	Last Renewal Date:	3/31/2021

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Section E: Applying for a Permit & Resources

cityofindianapolis.gov/governance/departments/city-planning/zoning-development-permitting-services/online-permitting


Maps | ID-RedState | Housing Choice Voucher | copbot link | JamesonEmail | Wells Fargo Bank

- City Planning
 - + About DCP
 - Contacts
 - + Economic Development
 - + Historic Preservation
 - + Housing
 - + Impact Fees
 - + Inspections & Code Enforcement
 - Maps and GIS
 - + Metrics & Reporting
 - + Nature & Urban Ecology
 - + Neighborhood Planning LAMB
 - + Ordinances & Regulations
 - + Plans & Studies
 - + Projects & Initiatives
 - + Public Meetings, Boards & Commissions

[Government](#) > [Business](#) > [City Planning](#) > [Zoning, Development & Permitting Services](#)

Online Permitting

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Online Permitting for Convenience, Accountability, and Safety

DCP offers a range of online and virtual solutions for all your application and permitting needs. As our services evolved to digital platforms early in 2020, we will continue to offer those services digitally when City/Staff fully reopens and few applicants will be accepted in person as hard copies. If you have questions on how to request inspections or submit code complaints digitally, visit our [Inspections & Code Enforcement](#) page.

As of December 1st, 2021, we've implemented improvements to our online submission and review process to better serve you with a new portal for multi-family applications. Read more about the changes, find user guides, and frequently asked questions below.

PHASING REQUIREMENTS EFFECTIVE 6/1/2022

Effective June 1st, 2022, the following requirements apply to all phasing projects:

Section E: Applying for a Permit & Resources

5

Plans routed for review

In most cases, once Zoning review is complete, DCP staff will route the project for review by other agencies, such as the Building and Arborist reviewers or other agencies, like Site Development or Traffic Engineering. From a handful of project scopes, zoning review will run parallel to the other review types.

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Section E: Applying for a Permit & Resources

url: https://www.ci.milpitas.ca.gov/government/departments/city-planning/zoning-development-and-permitting-services/applications-forms-and-checklists


City Planning

- About DCP
- Contacts
- Economic Development
- Historic Preservation
- Housing
- Impact Fees
- Inspections & Code Enforcement
- Maps and GIS
- Metrics & Reporting
- Nature & Urban Ecology
- Neighborhood Planning Units
- Ordinances & Regulations
- Plan & Studies
- Projects & Initiatives
- Public Meetings, Boards & Commissions

Government > Departments > City Planning > Zoning, Development & Permitting Services >

Applications, Forms, and Checklists

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It's not paperwork if it's paperless!

In an effort to make our services more accessible to all, we're working to digitize our applications, forms, and checklists for our Zoning, Development, and Permitting Services. The materials below are organized by popularity and project type for ease of search. To learn more about the review and permitting process and which forms you may need, visit our page about [Getting Started with Zoning, Development, and Permitting Services](#). If you need more assistance to find what you need, please [contact me](#) or [call 950.8267](#).

Customers will need to make all requests for zoning verification letters online through the Access Citizen Access portal, including non-conforming verification letters.

***NOTE: Payment will no longer be accepted by mail. Payment accepted online ONLY.**

Submit requests via [Access Citizen Access portal](#). Applications can be found under Create > Create Planning Application > Select Digital Submission > Online Planning Application with button in Access Citizen Access. A PLM/ONLINE application number will be generated when substantial is complete.

Section E: Applying for a Permit & Resources

The screenshot shows the City of Atlanta Online permitting portal dashboard. At the top left is the City of Atlanta seal. The main header reads "City of Atlanta Online permitting portal". Below this is a navigation menu with "Home", "Search", "Create", "Schedule", and "Estimate". The "Create" menu is open, showing options for "Create Building Application", "Create Planning Application", "Create Enforcement Application", and "Create Fire Application". To the right of the menu is a search bar and a user profile section for "John Moore" with links for "Collections (0)", "Account Management", and "Logout". Below the navigation is a "My Collection (0)" section with a "View Collections" link. The main content area displays the message "You do not have any collections right now."



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Thank you

Questions? attorneys@cb.law
