

REQUIRED ATTACHMENTS (The items below must be included with the application in order to be processed)

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| 1. Copies of recorded deeds describing each parcel included in this petition.
(Acquire a copy from the DeKalb County Recorder's office) | Attached | Not Attached | |
| 2. A site plan showing existing conditions and proposed improvements | Attached | Not Attached | |
| 3. Affidavits of ownership for all owners of the property included in this application who did not sign the application | Attached | Not Attached | Not Required |
| 4. A survey (as required by the Board of Zoning Appeals or staff) | Attached | Not Attached | Not Required |
| 5. Fee: \$200.00 (pay by check, cash or money order) once all items are provided to us. | Attached | Not Attached | Not Required |

CERTIFICATION: I certify and/or acknowledge that:

1. I am the owner or legal agent for the owner(s) of the property subject to this application;
2. The completed application will be reviewed not less than once by the city's planning/utility review committee prior to setting a date for the public hearing;
3. The applicant or the applicant's representative shall be present at the hearing;
4. The applicant is responsible for payment prior to the hearing of: (1) filing fees; (2) the cost of providing notice of the hearing to adjacent property owners; and (3) the cost of publication of a legal notice, as specified by city ordinance; and
5. Communication with any member of the Board of Zoning Appeals prior to the hearing with intent to influence the member's action on a matter pending before the Board is a violation of state law.
6. The information and documents provided in and with this application is to the best of my knowledge true and accurate.

_____/_____/_____ / _____ / _____
 Signature of Applicant or Owner Printed Name Date

OFFICE USE	<u>Date Received</u>	<u>Received By</u>	<u>Report and Meeting Dates</u>
Application	_____	Routing	_____
Filing Fee	Receipt: _____ \$ _____	Hearing	_____
Newspaper Notice	_____	Agenda	_____
Mail Receipts	_____	Staff Report	_____