

BOARD OF COMMISSIONERS

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DEPARTMENT OF PLANNING & DEVELOPMENT

JENNIFER RUTLEDGE, INTERIM DIRECTOR

PHONE: (770) 278-7100

planningandzoning@rockdalecountyga.gov

PROJECTS THAT REQUIRE A PRE-APPLICATION MEETING

- Rezoning
- Future Land Use Plan Amendment
- Special Use Permit
- Change in Conditions
- Variance
- Other submittals required by staff

APPLICATION SUBMITTAL REVIEW PROCESS

1. **Complete a Pre-Application Meeting Form** that contains a detailed description of the request. Attach additional sheets, if needed.
2. **Prepare a Concept Plan or General Layout** that conveys the proposed project. Minimum site plan requirements for a preapplication meeting include:
 - Property Address
 - Existing and proposed building locations and or lot design or layout
 - Gross and net density, building square footage, and building height.
 - Open space/common areas
 - Buffers and setbacks
 - Access driveways, sidewalks, and parking
 - Building floorplan (for certain Special Use Permits)
 - Anticipated stormwater management facility (locations)
 - Anticipate Septic Tank locations (where applicable)
3. **Submit the Pre-Application Meeting Form and Concept Plans via email** PlanningandZoning@RockdaleCountyGa.gov. Once reviewed, staff will contact the applicant to schedule the Pre-Application Meeting. Applicants will be provided with the option to schedule meetings virtually or in person.
4. **Attend the Pre-Application Meeting with Planning and Development Staff.** This meeting is intended to provide the applicant with feedback about the proposal, along with an overview of the applicant and review processes.
5. **Submit a signed Copy of the Pre-Application Meeting Form** with the formal application. When the applicant is prepared to submit the completed application for the development activity or zoning process, a copy of the signed Pre-Application form must be included with the submittal.

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PRE-APPLICATION MEETING FORM

Note: Once the Pre-Application Meeting is completed, staff will provide the applicant with a signed copy of this form. The signed copy must be submitted with your official zoning/variance application.

APPLICANT INFORMATION

NAME	
COMPANY	
MAILING ADDRESS	
CITY, STATE, ZIP CODE	
PHONE NUMBER	
EMAIL ADDRESS	

PROJECT SUMMARY

ADDRESS OF PROJECT	
NAME OF PROJECT	
APPLICATION TYPE Rezoning, Change in Conditions, Special Use Permit, Variance, Other	
DETAILED DESCRIPTION Include proposed use, existing structures, proposed structures	

Total Acreage of Property		Proposed Lot Sizes		Total Number of Units/Lots	
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PREAPPLICATION INFORMATION FORM SUBMITTAL CHECKLIST

- Completed Pre-Application Information Form
- One PDF digital version of Concept Plan

Pre-Application Meeting Date		Attendee(s) Printed Name (s)		Attendee(s) Signature(s)	
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