

FOR OFFICE USE ONLY
Date: _____ Permit #: _____

PLANNING & COMMUNITY DEVELOPMENT

eastpointcity.org

2757 East Point Street, East Point, GA 30344
 Phone: (404) 270-7029 Fax: (404) 209-5148

RESIDENTIAL INFILL SURVEY CHECKLIST
 ALL DOCUMENTS AND QUANTITIES ARE REQUIRED

Item #	Required Document	Number of Copies	Check <input type="checkbox"/>
1.	Neighborhood Comment Form	1 original	
2.	Survey Area Form	1 original	
3.	Proposed Design Specifications Form	1 original	
4.	Acknowledgement of Public Participation Form	1 original	
5.	Colored Pictures of all Thirteen (13) Surveyed Homes	1 original; no more than 2 pictures per page.	

REQUIRED ITEMS FOR RESIDENTIAL INFILL SURVEY AND PUBLIC PARTICIPATION PACKET:

Applications are available at the Department of Planning and Community Development or at www.eastpointcity.org. All application submittals must be done in person at 2757 East Point Street, East Point, GA 30344 between 8:00 a.m. and 3:00 p.m. Incomplete applications will not be accepted. Please refer to the information below for all documents needed for filing.

The applicant must meet with a City Planner to obtain “survey area” and “neighborhood association” information before submitting this packet.

1. **NEIGHBORHOOD COMMENT FORM:** Read the instructions on the form and then reach out to the neighborhood association president. The applicant needs to provide all materials necessary (plans, architectural renderings, site plan, etc.) for the neighborhood president to review their proposal.
2. **SURVEY AREA FORM:** Identify the scope of work and complete the appropriate columns as indicated. The survey area shall include thirteen (13) **single-family homes** consisting of: three (3) houses on each side, six (6) houses in the front and one (1) house in the rear. Total square footage data can be found by going to qPublic.net (Google Search: **Fulton County qPublic.net** or visit <https://qpublic.schneidercorp.com/Application.aspx?App=FultonCountyGA&Layer=Parcels&PageType=Search>). The bottom of this page needs to be notarized.
3. **PROPOSED DESIGN SPECIFICATIONS FORM:** Fill out all fields and refer to the Zoning Regulations (https://library.municode.com/ga/east_point/codes/zoning) in Chapter 4, Article J, Section 10-4091(5) to see the allowable building standards for your project.
4. **ACKNOWLEDGEMENT OF PUBLIC PARTICIPATION FORM:** This notarized document states that the applicant has done their due diligence in reaching out to the neighborhood association to gather public input thus fulfilling their public participation requirement.
5. **COLORED PICTURES OF THE 13 SURVEYED HOMES:** Clear and visible colored photos need to be submitted so that the reviewer can see which homes the applicant has surveyed. The applicant may submit no more than two pictures per page. **Make sure and label each photo with the correct address.**



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NEIGHBORHOOD COMMENT FORM

APPLICANT INSTRUCTIONS

First, fill out the **PROJECT DETAILS** and **APPLICANT** sections of this form. Then, contact the Neighborhood Association President and inform them that they need to circulate details of your proposed project around to the neighborhood and collect the neighbors' comments on this form. Finally, ask the president how they will like for you to deliver **and** pick-up this form (e.g., in-person, mail, e-mail, etc.).

PROJECT DETAILS

Address: _____

Project Description (Describe All Proposed Work): _____

APPLICANT

Name: _____ Phone: _____

Address: _____ E-mail: _____

City: _____ State: _____ Zip: _____ Fax: _____

NEIGHBORHOOD PRESIDENT INSTRUCTIONS

This form is intended to express the neighborhood association's level of support for the proposed project. The neighborhood president is tasked with gathering the applicant's project information and circulating it amongst members of the neighborhood. Write down as many comments from the neighbors as possible and attach additional sheets if necessary. This form is required for the applicant to apply for a building permit. Please make sure that you return this form back to the applicant in a timely manner. If you have any questions or concerns, call the Department of Planning and Community Development Planning Division at (404) 270-7029.

Neighborhood Association: _____ Ward: _____

Contact Name: _____ Signature: _____

Phone: _____ E-mail: _____

Meeting Type: Neighborhood Meeting Social Media Other: _____

Meeting Date: _____ Number of Attendees: _____ Did applicant present their project? Yes No

Comments: _____



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SURVEY AREA FORM

PROJECT DETAILS

Address: _____ Print Name: _____ Phone: _____

- Scope of Work (Check One):
- Siding Only (Columns A and B only)
 - Adding Square Footage (Columns A, B and C only)
 - New Single-Family Home (Columns A through H)

SURVEY AREA							
A	B	C	D	E	F	G	H
Address	Exterior Material Type	Total Square Feet	Orientation of Home (Home Faces What Street?)	Foundation Type	Front Porch or Stoop? (Y/N)	Garage or Carport? (Y/N)	Fireplace or Chimney? (Y/N)
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							
10.							
11.							
12.							
13.							
AVERAGE:							

NOTARIZATION

This notarized survey certifies that to the best of my knowledge, the information provided herein is true and accurate. I understand that failure to provide accurate information will result in the revocation of all permits related to this project.

Notary Signature: _____ Commission Expires: _____ (SEAL)



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PROPOSED DESIGN SPECIFICATIONS FORM

INSTRUCTIONS

Provide us details of your proposed project. All fields are required. Incomplete forms will not be accepted.

PROJECT DETAILS

Address: _____

Print Name: _____ Phone: _____

PROPOSED DESIGN SPECIFICATIONS

Exterior Material Type: Brick Stone Stucco Siding Other

 If **Siding**, What Type? _____

 If **Other**, What Type? _____

Total Square Feet: _____

Orientation of Home (Home Faces What Street?): _____

Foundation Type: Slab Crawl Basement Partial

Front Porch: No Yes

Front Stoop: No Yes

Garage: None Attached Detached
 Size: 1-car 2-car 3-car

Carport: None Attached Detached
 Size: 1-car 2-car 3-car

Fireplace None Internal External

Chimney None Internal External



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**APPLICANT ACKNOWLEDGEMENT FOR
PUBLIC PARTICIPATION**

ACKNOWLEDGEMENT

I/we acknowledge that I/we have received and understand the public participation requirements for meeting with interested citizens to advise residents of pending zoning, variance, special use permit, residential infill or subdivision of property applications and to allow citizens the opportunity to discuss concerns and provide input about project design or development.

Moreover, I/we attest that all information provided herein is true and correct to the best of my knowledge and belief.

APPLICANT SIGNATURE

If more than one applicant:

PRINT NAME

PRINT NAME

SIGNATURE

SIGNATURE

DATE

DATE

NOTARIZATION

NOTARY PUBLIC SIGNATURE

(SEAL)

COMMISSION EXPIRES

DATE