

Zoning Permit FAQ

1. What types of projects require a Zoning Permit?

A zoning permit is required for projects as large as the construction of a new house to projects as small as installing a fence. This can also include new additions to a house, sheds, patios, decks, changes to driveways, etc.

In the case of a temporary use, a zoning permit can cover a broad range of applications and is necessary whenever a short-term, seasonal or intermittent use is proposed.

Also, please know that any driveway construction/alterations/expansions may require a separate permit from Public Works.

2. How do I apply for a Zoning Permit?

Zoning permit application forms are available [online](#) and in our office at 120 W. Dougherty St, Athens, GA 30601.

Complete the application and bring the form, along with all other necessary information, to our office and a member of our staff will initiate the review.

3. How much does a zoning permit cost?*

- *New single family & additions over 50%: \$80.00*
- *All other work: \$25.00*
- *Environmental Areas Permit: \$25.00*
- *Changes to Approved Permit Plans: \$55.00*

4. How long does it take to review?

We strive to complete our review of Zoning Permits within 72 hours.

In order to complete our review within 72 hours we must have all the required information. Please understand that submittal of incomplete information may lead to your permit application being returned.

5. What kinds of information do I need to provide along with my application?

The required information varies depending on the scope of your proposed project, but you can always count on needing to provide a site plan drawn to scale. The site plan should show anything that exists on the property, from structures and driveways to streams and ponds, and what is proposed to be constructed, altered, repaired etc. on the site.

A good guide for determining what type of information we will be looking for in our review is in the bullet point list below*:

- Property boundary lines
- All existing & proposed structures & buildings
- All roads (labeled) adjacent to the property
- Future right-of-way line
- Transportation Corridor Concept Map Projects
- Setback lines
- Percent of lot coverage
- Environmental areas
- Building height
- Location, type & output of all exterior lighting
- Proposed driveways / curb cuts
- Drive aisle width
- Parking spaces
- Sidewalks (existing/proposed)
- Street trees (existing/proposed)

Keep in mind that plans for the construction of a new single-family dwelling or additions of 50% or more to an existing dwelling must be prepared by a licensed architect, landscape architect, engineer or surveyor.

***see additional resources on the back of this page**

6. What do I do once my zoning permit is approved?

If a zoning permit is associated with the construction or placement of some sort of structure, that type of work will typically require a building permit.

Building permits are issued from the Building Inspections Department located across the lobby from our office. You will need to provide the Building Inspections Department with a copy of your approved zoning permit.

Keep in mind that zoning permits are valid for 6 months so if you don't begin the work during that time period, you should reapply.

***Fees are subject to change**

Additional Resources

In order to create a site plan, you can use one of the following:

- A plat of your address (which will be the most accurate), or
- The [Athens-Clarke County GIS Viewer](#)

What if I don't have a plat of my address?

Search for your address on qPublic (qpublic.net). Look under Sales on your address and there might be a Plat Book and Page number listed. You can use this information to find a Plat/Deed at the courthouse (325 East Washington Street) that shows an accurate map of your property.

Sales

Sale Date	Deed Book / Page	Plat Book / Page	Sale Price	Reason
3/1/2021	5141 453	G 44F	\$92,000	Fair Market - Improved
11/12/2018	4792 309	G 44F	\$1	Family/corporate/unusable
10/21/2013	4161 530		\$0	Family/corporate/unusable
5/2/2007	3313 3		\$80,150	Fair Market - Improved

What if I can't find a plat?

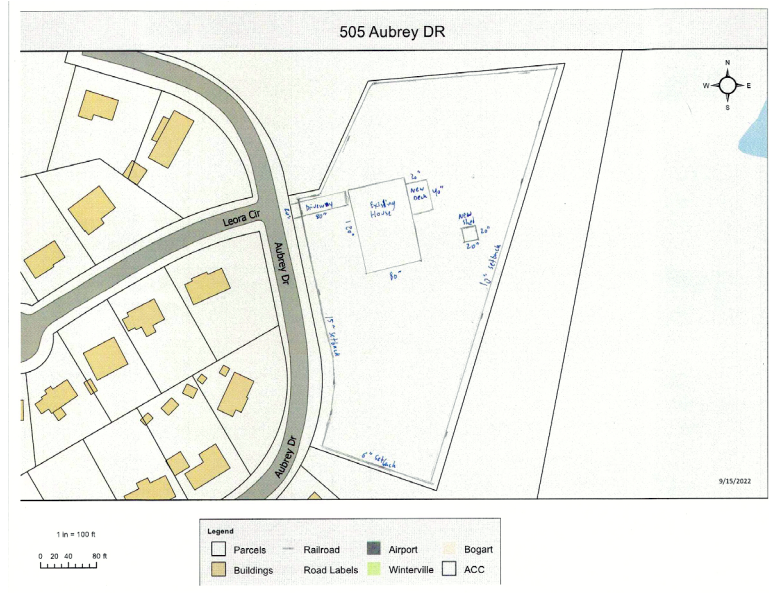
The next best option is to use our GIS Viewer (found at enigma.accgov.com/gis-viewer/). There are drawing tools and it allows you to print an image to the proper scale. You can also print a map of your property from the GIS Viewer and draw your site plan by hand, if you prefer. See the examples to the right for reference.

You can refer to a walkthrough on how to use the GIS Viewer here: <https://www.accgov.com/DocumentCenter/View/87946/GISViewerHowTo>

If the GIS Viewer is experiencing technical issues, please email Amy Saxton (Amy.Saxton@accgov.com)

Site Plan Examples

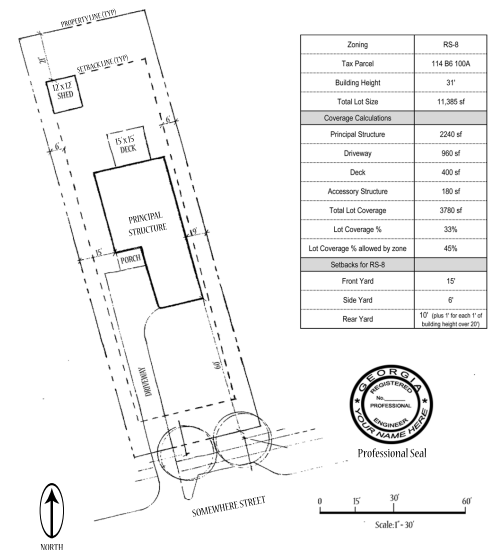
Less Complicated



Hand drawn site plan made using Athens-Clarke County GIS Viewer

More Complicated

RESIDENTIAL SITE PLAN EXAMPLE



If you need help creating your site plan, staff can provide assistance. Please contact the Planning Department and schedule an appointment. Email: planning@accgov.com Phone: 706-613-3515