



## APPLICATION

REZONING, USE PERMIT, ZONING MODIFICATION AND CONCURRENT VARIANCE

### Application checklist:

Page No.	Item	Completed/ Included in Submittal*
1	Project Information Sheet	<input type="checkbox"/>
2	Detailed process and instructions	N/A
5	Application Form	<input type="checkbox"/>
6	Authorization and Disclosure forms	<input type="checkbox"/>
	Additional requirements:	
9	Letter of Intent	<input type="checkbox"/>
9	Zoning Impact Analysis	<input type="checkbox"/>
9	Use Permit Analysis	<input type="checkbox"/>
10	Concurrent Variance Analysis	<input type="checkbox"/>
11	Environmental Site Analysis	<input type="checkbox"/>
12	Environmental Impact Report	<input type="checkbox"/> or N/A <input type="checkbox"/>
12	Traffic Impact Study	<input type="checkbox"/> or N/A <input type="checkbox"/>
12	Development of Regional Impact	<input type="checkbox"/> or N/A <input type="checkbox"/>
12	Chattahoochee River Corridor Certificate	<input type="checkbox"/> or N/A <input type="checkbox"/>
12	Public Participation Report	N/A
13	Survey, Site Plan and Legal Description	<input type="checkbox"/>
15	Meeting schedule	N/A
16	Fee schedule	N/A
17	Sign specifications	N/A
17	Sign-in sheet suggested format	N/A
N/A	Sign-in sheet from	<input type="checkbox"/>

### Provide also:

All the documents electronically (CD/DVD, thumb drive or via email)	<input type="checkbox"/>
Site plan: one (1) copy on 11"x17", two (2) large-scale copies	<input type="checkbox"/>

\* Incomplete applications will not be accepted.

Planner's initials: \_\_\_\_\_



Case No.:

Planner's initials: \_\_\_\_\_

### PROJECT INFORMATION SHEET

<b>PROPERTY</b>	Address(es):	
	Parcel Tax ID:	
	Land Lot(s):	District(s):
	Total acreage:	Council district:
	Current zoning:	Current use:
	Overlay district:	Future land use:

<b>APPLICATION</b>	Purpose of the application:	
	Check all that apply:	
	<input type="checkbox"/> Rezoning <input type="checkbox"/> Modification <input type="checkbox"/> Use permit(s) <input type="checkbox"/> Concurrent variance(s)	
	Detailed request (include Code/Ordinance Section No. for concurrent variances):	
	Applicant:	
	Applicant's address:	
Phone:		Email:

<b>OWNER</b>	Property owner:	
	Owner's address:	
	Phone:	Email:
	Signature (authorizing initiation of the process):	
<i>If the property is under contract and the owner is unavailable to sign, provide a copy of the contract</i>		

- TO BE FILLED OUT BY P&Z STAFF -

Pre-application meeting date:	Anticipated application date:
<b>ADDITIONAL INFORMATION NEEDED:</b>	

## DETAILED PROCESS & INSTRUCTIONS

The process for rezonings, zoning modifications and use permits is the same.

Legend: ☐ and o: action required by applicant

•: for information only

### Before the pre-application meeting:

- ☐ Read this application packet in its entirety;
- ☐ Consult the Zoning Ordinance and the development regulations in the City Code:  
<http://www.sandyspringsga.gov/city-services/urban-development/planning-and-zoning/zoning-ordinances>
- ☐ Fill out the first page of this application packet;
- ☐ Prepare a sketch plan of the proposed project (if applicable);
- ☐ Obtain written permission from the property owner to pursue the project. If the property is under contract, provide a copy of the contract at the pre-application meeting;
- ☐ Contact a planner at [pz@sandyspringsga.gov](mailto:pz@sandyspringsga.gov), 770-730-5600 to schedule the meeting.

### Pre-application meeting:

- ☐ The pre-application meeting must take place at least one month (but no more than three months) before the application filing date.

### After the pre-application meeting:

- ☐ Organize the First Community Meeting (CM1):
  - o Select a location as close to the site as possible, capable of holding a large audience, ADA accessible or with reasonable accommodation (see suggested locations on p.4);
  - o Confirm the proposed location, date and time with the lead planner.
- ☐ Order the signs to be posted on the subject property (see p.17).
- ☐ Advertise the CM1, at least **two weeks** prior to the meeting:
  - o Contact the surrounding HOAs by mail, email, phone or in person (P&Z can provide the contact info);
  - o Place signs on the subject property;
  - o Send postcards to property owners within 500' (P&Z can provide the contact info);
  - o Send a date-stamped picture of the sign once in place to the lead planner.
- Staff will post the Project Information Sheet on the City website for public information.

### First Community Meeting (CM1):

- ☐ Allocate at least 30 minutes to answer questions from the audience;
- ☐ Take notes and summarize the discussion, including the points of contention, use a sign-in sheet (see p.17).
- This meeting and the report are the applicant's responsibility. Staff may attend but will not intervene.

### Filing:

- ☐ Contact the lead planner prior to coming to the office
- ☐ Complete the rest of the application packet
- ☐ Bring a check to pay the fee (verify the amount with the lead planner beforehand; see p.16)
- Applications are due by 4:00pm on the **first Tuesday** of each month;
- No more than seven applications, all types included, will be accepted each month;
- Staff will initiate review and will send a confirmation letter, or ask for more information if needed (at which point the application may be placed on administrative hold);
- Staff will provide signs to be posted on the subject property;
- Note: Any concurrent variance requested at a later time, but not included in the original application, will have to be heard by the Board of Appeals as stipulated in Article XXII of the Zoning Ordinance.

After receiving the Initiation Letter:

- ☐ Organize and advertise the Second Community Meeting (CM2):
  - o Contact the lead planner to select a date (CM2 will be held at City Hall);
  - o Contact the surrounding HOAs by mail, email, phone or in person (P&Z can provide the contact info);
  - o Order signs and place on site at least **two weeks** prior to CM2; send a date-stamped picture to the lead planner;
  - o Send postcards to property owners within 500' (P&Z can provide the contact info) at least **two weeks** prior to CM2;
- Staff will post the application on the City website for public information.

Second Community Meeting (CM2):

- The CM2 will take place at City Hall. There may be other cases discussed at the same time, but they will be set up in a separate room;
- Be prepared to address the issues identified at CM1;
- This meeting is the applicant's responsibility. Staff may facilitate but will not intervene otherwise;
- ☐ Arrive 15 minutes before the meeting for set-up; bring your own equipment, including easels.
- ☐ Take notes and summarize the discussion, including the points of contention, and use a sign-in sheet.

Before the Planning Commission (PC) Meeting:

- Any revision to the application is due at least **one month** prior to the Planning Commission, to allow time for proper revision by staff and legal advertisement;
- The staff report, including the recommendation, will be posted on the City website one week prior to the PC;
- Staff will notify the property owners within 500' and will publish a legal ad in the newspaper.
- ☐ Place signs on site at least **two weeks** prior to PC meeting (at this time signs are provided by the City);
- ☐ Send a date-stamped picture of the sign once in place to the lead planner.

Planning Commission (PC) Meeting:

- Staff will briefly introduce your request and present their recommendation.
- You will have ten minutes to present your case to the PC, including any supporters speaking in favor of your request. You may save any remaining time for rebuttal to the opposition.
- The opposition will also have ten minutes to speak.
- The Planning Commission will discuss and formulate their recommendation for Mayor and City Council. They may recommend approval, approval with conditions, defer or deny the request. The PC may also defer the case for 30 days, to their next regularly scheduled meeting.

Before the Mayor and City Council (MCC) Meeting:

- No major revision will be accepted after the PC meeting, however you may request a deferral of the case.
- ☐ Submit the Public Participation Report to Staff, at least **seven (7) business days** prior to the MCC meeting.

Mayor and City Council (MCC) Meeting:

- The public hearing procedure will be similar to that of the PC meeting.
- The Mayor and City Council may approve, approve with conditions, defer or deny the request.

### Sequence of events

See p.15 for meeting schedule

Responsible Party	Week (approx.)	Activity & Timeframe
Applicant	-5	Pre-application meeting: Between one and three months prior to filing deadline
Applicant	-4	CM1 advertising: At least two weeks prior to the CM1
Applicant	-2	CM1: At least two weeks prior to filing the application
<b>Applicant</b>	<b>0</b>	<b>Filing: Before 4:00pm, 2<sup>nd</sup> Tuesday of the month</b>
City	1	Initial review and Initiation Letter: One week after the filing deadline
Applicant	2	CM2 advertising: At least two weeks prior to the CM2
Applicant	4	CM2: Approximately one month after the filing deadline
Applicant	6	Revised application, if necessary: At least one month prior to PC
City	8	Staff report production
City	9	Staff report posted on website: 2 <sup>nd</sup> Thursday of the month
City	10	Planning Commission meeting: 3 <sup>rd</sup> Thursday of the month
City	12	Staff report update
Applicant	13	Submit Public Participation Report
City	15	Mayor and City Council meeting: 3 <sup>rd</sup> Tuesday of the month
City	16	Decision Letter: A few days after MCC

Failure to complete any of these events within the above timeframe may result in an administrative hold, and the case will be rescheduled to the next filing cycle.

### Suggested locations for community meetings

District 1 Dunwoody Springs Elementary	District 2 Sandy Springs Middle School Ison Elementary North Springs Charter High School	District 3 Hitson Center Spalding Elementary Riverview High School Lake Forest Elementary
District 4 Woodland Elementary Hammond Park	District 5 Ridgeview Middle School High Point Elementary Hammond Park	District 6 Holy Innocents School Mt Vernon Baptist Heards Ferry Elementary

Note: It is the applicant's responsibility to secure a location for the CM1. The location must have the capacity to hold at least 20 people, and comply with ADA requirements (or can provide reasonable accommodations to disabled persons).



# APPLICATION FORM

Case No.:

Planner's initials: \_\_\_\_\_

<b>APPLICATION</b>	Purpose of the application:	
	Check all that apply:	
	<input type="checkbox"/> Rezoning	<input type="checkbox"/> Modification
	<input type="checkbox"/> Use permit(s)	<input type="checkbox"/> Concurrent variance(s)
	Detailed request (include Zoning Ordinance section No. for concurrent variances):	

<b>COMMUNITY MEETING 1 REPORT</b>	Date and location of CM1:	
	Beginning time:	End time:
	Summary of concerns discussed:	
	Does the application address the concerns discussed at the CM1? <input type="checkbox"/> Yes <input type="checkbox"/> No	
	Explain:	

- TO BE FILLED OUT BY P&Z STAFF -

Application date:	
CM1 date and time:	Location:
<b>OFFICIAL REQUEST (FOR PUBLICATION):</b>	



## AUTHORIZATION FORM – PART I

A- If the applicant is also the owner of the subject property, fill out the following section:

Owner sates under oath that he/she is the owner of the property described in the attached legal description, which is made part of this application.	
Owner's name:	Sworn and subscribed before me this  <div style="text-align: center;">           _____<sup>th</sup> day of _____ 20____         </div> Notary public:  Seal:          Commission expires:
Address:	
City, State, Zip Code:	
Email address:	
Phone number:	
Owner's signature:	

B- If the applicant is *not* the owner of the subject property, fill out the following section and check the appropriate statement:

Applicant states under oath that:	
<input type="checkbox"/> He/she is the executor or Attorney-in-Fact under a Power-of-Attorney for the owner ( <i>attach a copy of the contract</i> ); or <input type="checkbox"/> He/she has an option to purchase the subject property ( <i>attach a copy of the contract</i> ); or <input type="checkbox"/> He/she has an estate of years which permits the applicant to apply ( <i>attach a copy of the lease</i> )	
Applicant's name:	Sworn and subscribed before me this  <div style="text-align: center;">           _____<sup>th</sup> day of _____ 20____         </div> Notary public:  Seal:          Commission expires:
Company name:	
Address:	
City, State, Zip Code:	
Email address:	
Phone number:	
Applicant's signature:	



## AUTHORIZATION FORM – PART II

If an agent or attorney will represent the owner and/or the applicant, fill out the following section:

Agent's name:
Company:
Address:
City, State, Zip Code:
Email address:
Phone number:
Agent's signature:
Applicant's signature:

Sworn and subscribed before me this
<div>_____th day of _____ 20____</div>
Notary public:
Seal:
Commission expires:





## DISCLOSURE OF CONTRIBUTION FORM

Within the (2) years immediately preceding the filing of this zoning application have you made any campaign contributions aggregating \$250.00 or more or made gifts having an aggregate value of \$250.00 to the Mayor or any member of the City Council? ☐ Yes ☐ No

List all individuals or business entities which have an ownership interest in the property which is the subject of this application:


### Campaign Contributions:

Name of Government Official	Total Dollar Amount	Date of Contribution	Enumeration and Description of Gift Valued at \$250.00 or more

The undersigned acknowledges that this disclosure is made in accordance with the Official Code of Georgia, Section 36-67A-1 et. seq. Conflict of interest in zoning actions, and that the information set forth herein is true to the undersigned's best knowledge, information and belief.

Name:	
Signature:	Date:

Note: Each party involved in the application must sign an individual copy of this form.

## ADDITIONAL REQUIREMENTS

<b>Letter of Intent</b>
<b>Required for all cases</b>
Address the following in detail, on a separate sheet: <ol style="list-style-type: none"> <li>1. Requested zoning, modification, and/or use permit, and concurrent variances</li> <li>2. Factual details about the proposed use: <ul style="list-style-type: none"> <li>• Number and size of buildings, square footage of gross floor area of nonresidential uses</li> <li>• Type and number of residential units,</li> <li>• Number of employees and customers, hours of operation, number of classrooms, etc.</li> </ul> </li> <li>3. For rezonings to CUP, NUP and MIX districts, detail the proposed development standards</li> </ol>

<b>Zoning Impact Analysis (Sec. 28.4.2)</b>
<b>Required for rezoning and modification cases</b>
Address the following in detail, on a separate sheet: <ol style="list-style-type: none"> <li>a. Whether the proposed rezoning will permit a use that is suitable in view of the use and development of adjacent and nearby property;</li> <li>b. Whether the proposed rezoning will adversely affect the existing use or usability of adjacent or nearby property;</li> <li>c. Whether the property to be affected by the proposed rezoning has a reasonable economic use as currently zoned;</li> <li>d. Whether the proposed rezoning will result in a use which will or could cause an excessive burdensome use of existing streets, transportation facilities, utilities, or schools;</li> <li>e. Whether the proposed rezoning is in conformity with the policies and intent of the City's Comprehensive Plan;</li> <li>f. Whether there are other existing or changing conditions affecting the use and development of the property which give supporting grounds for either approval or disapproval of the proposed rezoning; and</li> <li>g. Whether the proposed rezoning will permit a land use which can be considered Environmentally Adverse to the natural resources, environment and citizens of the City.</li> </ol>

<b>Use Permit Analysis (Sec. 28.4.2)</b>
<b>Required for use permit cases</b>
<ol style="list-style-type: none"> <li>a. Address the following in detail, on a separate sheet: <ol style="list-style-type: none"> <li>1. Whether the proposed use is consistent with the Comprehensive Land Use Plan and/or Economic Development Revitalization plans adopted by the City Council;</li> <li>2. Compatibility with land uses and zoning districts in the vicinity of the property for which the Use Permit is proposed;</li> <li>3. Whether the proposed use may violate local, state and/or federal statutes, ordinances or regulations governing land development;</li> <li>4. The effect of the proposed use on traffic flow, vehicular and pedestrian, along adjoining streets;</li> <li>5. The location and number of off-street parking spaces;</li> <li>6. The amount and location of open space;</li> <li>7. Protective screening;</li> <li>8. Hours and manner of operation;</li> <li>9. Outdoor lighting; and</li> <li>10. Ingress and egress to the property.</li> </ol> </li> <li>b. Explain how the standards in Article XIX are or can be met.</li> </ol>

### **Concurrent Variance Analysis (Sec. 22.3.1)**

#### **Required for all cases with concurrent variances**

Explain in detail, on a separate sheet, and for each concurrent variance requested how:

- a. Relief, if granted, would be in harmony with, or, could be made to be in harmony with, the general purpose and intent of the Zoning Ordinance; or,
- b. The application of the particular provision of the Zoning Ordinance to a particular piece of property, due to extraordinary and exceptional conditions pertaining to that property because of its size, shape, or topography, would create an unnecessary hardship for the owner while causing no detriment to the public.
- c. Applicable to signs only: Conditions resulting from existing foliage or structures bring about a hardship where a sign meeting minimum letter size, square footage and height requirements cannot be read from an adjoining public road.

Note: The general purpose and intent of the Zoning Ordinance (Art.II, Sec.1) includes:

- Lessening congestion on the roads and streets;
- Securing safety from fire, flood, and other dangers; providing adequate light and air;
- Promoting the health and general welfare;
- Encouraging such distribution of population and such classification of land uses and utilization as will facilitate economic and adequate provisions for transportation, communications, roads, airports, water supply, drainage, sanitation, education, recreation and other public requirements;
- Promoting desirable living conditions;
- Protecting property against blight and depreciation,
- Encouraging the most appropriate use of land throughout the City of Sandy Springs.

Concurrent variances to the stream buffer requirements only (Dev. Reg. Sec.109-225(b)(3)) :

- a. Address the following in detail, on a separate sheet how:
  1. The property's shape, topography or other physical conditions existing at the time of the adoption of the ordinance from which this article is derived prevents land development unless a buffer variance is granted.
  2. Unusual circumstances when strict adherence to the minimal buffer requirements in this article would create an extreme hardship.
- b. Provide the following information:
  1. A site map that includes locations of all streams, wetlands, floodplain boundaries and other natural features, as determined by field survey;
  2. A description of the shape, size, topography, slope, soils, vegetation and other physical characteristics of the property;
  3. A detailed site plan that shows the locations of all existing and proposed structures and other impervious cover, the limits of all existing and proposed land disturbance, both inside and outside the buffer and setback. The exact area of the buffer to be affected is accurately and clearly indicated;
  4. Documentation of unusual hardship should the buffer be maintained;
  5. At least one alternative plan, which does not include a buffer or setback intrusion, or an explanation of why such a site plan is not possible;
  6. A calculation of the total area and length of the proposed intrusion;

7. A stormwater management site plan, if applicable; and
8. Proposed mitigation, if any, for the intrusion. If no mitigation is proposed, the request must include an explanation of why none is being proposed.

Additional concurrent variance requests will not be accepted after the application is filed; they may be presented to the Board of Appeals for consideration once a zoning action has taken place.

#### **Environmental Site Analysis (Sec. 28.4.3.1)**

##### **Required for all cases**

Address the following in detail, on a separate sheet:

- a. **Conformance with the Comprehensive Plan:** How the proposed rezoning or land use conforms to the City's Comprehensive Plan;
- b. **Environmental Impacts:** Indicate the presence or absence of the following and whether the proposed rezoning or land use will encroach or adversely affect any of the following:

Item	Suggested source of information
Wetlands	<ul style="list-style-type: none"> <li>• U. S. Fish and Wildlife Service, National Wetlands Inventory (<a href="http://wetlands.fws.gov/downloads.htm">http://wetlands.fws.gov/downloads.htm</a>)</li> <li>• Georgia Geologic Survey (404-656-3214)</li> <li>• Field observation and subsequent wetlands delineation/survey if applicable</li> </ul>
Floodplain	<ul style="list-style-type: none"> <li>• Federal Emergency Management Agency (<a href="http://www.fema.org">http://www.fema.org</a>)</li> <li>• Field observation and verification</li> </ul>
Streams and stream buffers	<ul style="list-style-type: none"> <li>• Field observation and verification</li> </ul>
Slopes exceeding 25% over a 10' rise	<ul style="list-style-type: none"> <li>• United States Geologic Survey Topographic Quadrangle Map</li> <li>• Field observation and verification</li> </ul>
Vegetation	<ul style="list-style-type: none"> <li>• United States Department of Agriculture, Nature Resource Conservation Service</li> <li>• Field observation</li> </ul>
Wildlife species (including fish)	<ul style="list-style-type: none"> <li>• United States Fish and Wildlife Service</li> <li>• Georgia Department of Natural Services, Wildlife Resources Division, Natural Heritage Program</li> <li>• Field Observation</li> </ul>
Archeological and Historical Sites	<ul style="list-style-type: none"> <li>• Historic Resources Survey</li> <li>• Georgia Department of Natural Resources, Historic Preservation Division</li> <li>• Field observation and verification</li> </ul>

- c. **Project Implementation Measures:** How the project implements each of the following measures, as applicable. Indicate the specific implementation measures requires to protect environmental site features that may be negatively impacted.
  1. Protection of environmentally sensitive areas (floodplains, slopes exceeding twenty-five percent (25%), river corridors);
  2. Protection of water quality;

3. Minimization of negative impacts on existing infrastructure;
4. Minimization of negative impacts on archeological/historically significant areas;
5. Minimization of negative impacts on Environmentally Stressed Communities;
6. Creation and preservation of green space and open space;
7. Protection of citizens from the negative impacts of noise and lighting;
8. Protection of parks and recreational green space;
9. Minimization of impacts to wildlife habitats.

#### **Environmental Impact Report (Sec. 28.4.3.2)**

Required for cases in **M-1, M-1A, or M-2** zoning districts only

- a. Address the following in detail, on a separate sheet:
  1. Conformance with the Comprehensive Plan;
  2. Impact on air quality of the surrounding area;
  3. Impact on water quality and resources, including surface water, ground water, floodplain, and wetlands;
  4. Impact on vegetation, fish, and wildlife species and habitats;
  5. Impact of thermal and explosive hazards on the surrounding area; and
  6. Impact of hazardous wastes on the surrounding area
- b. Cite all uses and quantities of any agents listed on the Federal Environmental Protection Agency Lists of Hazardous Wastes.
- c. Detail strategies to mitigate or avoid impacts listed above, as applicable.

#### **Traffic Impact Study (Sec. 28.4.4, Sec. 103-73(p))**

Required at the following **thresholds**:

Use:	Threshold:
Residential	300 dwelling units
Office	175,000 sq.ft.
Commercial	90,000 sq.ft.
Hotel	350 rooms
Industrial	300,000 sq.ft.
Mixed-use and uses not listed	300 peak hour trips

See Sec. 103-73(p) of the Development Regulations for specific requirements ([www.municode.com](http://www.municode.com))

#### **Development of Regional Impact Study (Sec. 28.4.5)**

Required for proposals that meet the latest **thresholds** set by the Atlanta Regional Commission;

See <http://atlantaregional.com/land-use/developments-of-regional-impact>

Note: Cases subject to DRI follow a special meeting schedule

#### **Chattahoochee River Corridor Certificate**

Required for properties located within the Chattahoochee River Corridor (within 2,000' from the river)

Contact Michael Barnett, Chief Environmental Compliance Officer, at 770 206-1572 or [mbarnett@sandyspringsga.gov](mailto:mbarnett@sandyspringsga.gov)

**Public Participation Report (Sec. 28.4.7.b)**Required for **all** cases

Must be submitted at least seven (7) business days prior to the MCC meeting

Include:

- a. List of all parties contacted (including sign-in sheets);
- b. Copies of the notification letters;
- c. Methods of notification employed;
- d. Dates and locations of all meetings;
- e. Summary of concerns and issues discussed;
- f. Summary of the applicant's response to these concerns and issues

**Survey and Plan (Sec. 28.5.2)**Required for **all** cases

Provide one (1) copy printed on 11"x17" paper, and two (2) copies printed to scale no larger than 30"x42"; also include in electronic package.

The survey and site plan must include, at a minimum, the following:

Basic Information	<input type="checkbox"/> Legal description (metes and bounds; can be included as a separate document);
	<input type="checkbox"/> Key and/or legend, site location map with North arrow, and scale;
	<input type="checkbox"/> Boundary survey of the subject property which includes dimensions along property lines that match the metes and bounds of the subject property's written legal description and clearly indicates the point of beginning;
	<input type="checkbox"/> Acreage of subject property;
	<input type="checkbox"/> Location of subject property land lot lines and identification of land lots;
	<input type="checkbox"/> Current zoning of the subject site and adjoining properties;
	<input type="checkbox"/> Layout and minimum lot size of proposed single family residential lots;
	<input type="checkbox"/> Topography (surveyed or City) on the subject site and adjacent property within two hundred (200) feet as required to assess runoff effects;
	<input type="checkbox"/> Location of overhead and underground electrical and pipeline transmission/conveyance lines;
	<input type="checkbox"/> Required and/or proposed setbacks;
Roads	<input type="checkbox"/> Existing and proposed new dedicated and future reserved rights-of-way of all streets, roads, and railroads adjacent to and on the subject property;
	<input type="checkbox"/> Posted speed of existing streets;
	<input type="checkbox"/> Proposed streets on the subject site;
	<input type="checkbox"/> Entrance site distance profile assuming the driver's eye at a height of 3.5 feet (see City's Development Regulations Ordinance);

Improvements	<ul style="list-style-type: none"> <li><input type="checkbox"/> Existing buildings with square footages and heights (stories), wells, driveways, fences, cell towers, and any other structures or improvements on the subject property;</li> <li><input type="checkbox"/> Existing buildings with square footages and heights (stories), wells, driveways, fences, cell towers, and any other structures or improvements on adjacent properties within four hundred (400) feet of the subject site based on the City's aerial photography or an acceptable substitute as approved by the Director;</li> <li><input type="checkbox"/> Location of proposed buildings (except single family residential lots) with total square footage; Required landscape strips, undisturbed buffers, and any other natural areas as required or proposed;</li> <li><input type="checkbox"/> Required and proposed parking spaces; and loading and unloading facilities;</li> <li><input type="checkbox"/> Development Statistics Summary Chart, with % of total site coverage:             <ul style="list-style-type: none"> <li><input type="checkbox"/> Total area of site (acres and sq. ft)</li> <li><input type="checkbox"/> Building footprints (sq. ft and %)</li> <li><input type="checkbox"/> Parking spaces provided (number and %)</li> <li><input type="checkbox"/> Total impervious surface (sq. ft and %)</li> <li><input type="checkbox"/> Landscaping (sq. ft and %)</li> <li><input type="checkbox"/> Undisturbed area, excluding landscaping (sq. ft and %)</li> <li><input type="checkbox"/> Flood plan (acres or sq. ft and %)</li> </ul> </li> </ul>																
Environmental	<ul style="list-style-type: none"> <li><input type="checkbox"/> 100 year flood plain horizontal limits and flood zone designations as shown on survey or Federal Emergency Management Agency Flood Insurance Rate Maps;</li> <li><input type="checkbox"/> Lakes, streams, and waters on the subject site and associated buffers;</li> <li><input type="checkbox"/> Proposed stormwater management facilities;</li> <li><input type="checkbox"/> Community wastewater facilities including preliminary areas reserved for septic drain fields and points of access;</li> <li><input type="checkbox"/> Availability of water system and sanitary sewer system;</li> <li><input type="checkbox"/> Tree lines, woodlands and open fields on the subject site;</li> <li><input type="checkbox"/> Wetlands shown on the GIS maps or survey.</li> <li><input type="checkbox"/> For stream buffer variances, include an Impervious Surface Chart including:             <table border="1" data-bbox="365 1276 1235 1453" style="margin-left: 40px; width: 100%;"> <thead> <tr> <th>Buffer/setback impacted</th> <th>Existing encroachment</th> <th>Proposed encroachment</th> <th>Change (sq. ft and %)</th> </tr> </thead> <tbody> <tr> <td>0'-25'</td> <td>20 sq. ft</td> <td>0 sq. ft</td> <td>-20 sq. ft (100%)</td> </tr> <tr> <td>25'-50'</td> <td>25 sq. ft</td> <td>50 sq. ft</td> <td>+25 sq. ft (50%)</td> </tr> <tr> <td>50'-75'</td> <td>100 sq. ft</td> <td>100 sq. ft</td> <td>0 sq. ft (0%)</td> </tr> </tbody> </table> </li> </ul>	Buffer/setback impacted	Existing encroachment	Proposed encroachment	Change (sq. ft and %)	0'-25'	20 sq. ft	0 sq. ft	-20 sq. ft (100%)	25'-50'	25 sq. ft	50 sq. ft	+25 sq. ft (50%)	50'-75'	100 sq. ft	100 sq. ft	0 sq. ft (0%)
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## MEETING SCHEDULE

*\*\*\*Schedule to be inserted once adopted by MCC\*\*\**

“Blackout dates” for CMI:

- Mayor and City Council meetings (usually first and third Tuesday of the month)
- Board of Appeals meetings (usually the second Tuesday of the month)
- Planning Commission meetings (usually the third Thursday of the month)
- Federal, State and City observed holidays
- Major Jewish holidays: Sukkot (October 17, 2016)
  - Hanukah (Dec. 7, 2015; Dec. 25, 2016)
  - Purim (March 24, 2016)
  - Passover (April 23-24, 2016)

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# FEE SCHEDULE

Type		Fee				
	To:	< 5 acres	5.1-10 acres	10.1-20 acres	20.1-100 acres	> 100 acres
Rezoning	AG-1, R-1, R-2, R-2A, R-3, R-3A, R-4, R-4A, R-5, R-5A	\$500	\$1,000	\$1,500	\$2,000	\$2,500 + \$40/acre*; Max: \$10,000
	R-6, TR, A, A-L, O-I, C-1, C-2, M-1A, M-1, M-2	\$750	\$1,500	\$2,000	\$2,500	\$2,000 + \$50/acre*; Max: \$10,000
	CUP, NUP, MHP	\$2,000 + \$50/acre*; Maximum fee: \$10,000				
	MIX	\$1,000 + \$50/acre*; Maximum fee: \$10,000				
Use permit	Mobile home	\$250				
	All others	\$500				
Modification		\$300 for first + \$100 each additional				
Revisions	Rezoning or use permit	\$150 each submittal				
	Modification	\$100 each submittal				
Concurrent variances	R-1, R-2, R-2A, R-3, R-3A, R-4, R4-A, R-5, R-5A, NUP, CUP, MHP	\$250 + \$50/additional request				
	AG-1, R-6, TR, A, A-L, O-I, C-1, C-2, M-1A, M-1, M-2, MIX and nonresidential uses in a residential district	\$250 + \$50/additional request				
	Signs	\$300 + \$100/additional request				
PC & MCC meeting signs	Min 1 sign/road frontage	\$25 each				

\* Additional cost per acre, fractions above 0.1 count as one acre for the purpose of calculating the fee.

## SIGN SPECIFICATIONS

### For Community Meetings:

- At least one (1) sign per road frontage;
- Signs must be removed within 48 hours after the meeting;
- Minimum 3'x3' in size, printed on durable material;
- Letters to be minimum 2" in height;
- Provide the following information:

<i>Case number</i> <i>Address of subject property</i> <i>Nature of the request</i>
<b>COMMUNITY MEETING</b> <i>Date and time of CM</i> <i>Location of CM</i>
<b>Applicant</b> <i>name</i> <i>phone</i>

Example:

<b>Case Z15-0123</b> 7840 Roswell Rd Rezoning from O-1 to R-5A
<b>COMMUNITY MEETING</b> January 1, 2016 at 7:00pm Eva Galambos Center 1111-A Roswell Rd
<b>Applicant</b> Excellent Developers, Inc. 770 730-5600

### For Planning Commission and Mayor and City Council:

TBD

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## SIGN-IN SHEET TEMPLATE

<i>Case number - Community Meeting</i> <i>Date, time and location</i>		
Name and Organization	Address	Email Address

Example:

Case Z15-0123 - Community Meeting January 1, 2016 at 7:00pm Eva Galambos Center		
Name and Organization	Address	Email Address
<i>John Smith,</i> <i>Greatest Subdivision HOA</i>	<i>1234 Best Street</i>	<i>johnsmith@something.com</i>