

File No.: _____ Date of Completed Submittal: _____ By: _____

APPLICATION FOR A SPECIAL ADMINISTRATIVE PERMIT (SAP)
for R, R-G, RLC, C, O-I, and I Districts

(Private Property)

City of Atlanta, Bureau of Planning, Current Planning Division
55 Trinity Avenue, Suite 3350, Atlanta, Georgia 30303-0310
404/330-6145

APPLICANT _____

COMPANY _____

ADDRESS & _____

PHONE NO. _____

PROPERTY OWNER _____

ADDRESS & _____

PHONE NO. _____

ADDRESS OF PROPERTY _____

Zoning Classification _____ Land District _____ Land Lot _____ Council District _____ NPU _____

INSTRUCTIONS:

- **Submissions:** 1) **Project Summary:** Clearly describe the proposed improvements or outdoor event (indicate dates and number of expected attendees).
2) **Property Survey:** two (2) copies.
3) **Site Plan: Four (4) copies.** Additional plans or documents may be required at the discretion of the Director of the Bureau of Planning.
4) **Property Owner Authorization:** If applicant is not the property owner, notarized written consent of the property owner authorizing the filing of this request for an SAP is required. Submit attached *Property Owner Authorization* form if applicable.
5) **Notice to Applicants** form.
6) **Liability Insurance:** For outdoor events involving tents and stages, a copy of the liability insurance for the tent or stage is required.
- **Fees:** \$100.00 for all zoning districts except SPI Districts.

Payments are accepted in the form of a personal check, cashier's check, money order made payable to the "City of Atlanta". Payments may also be made in cash or by credit card.

I HEREBY AUTHORIZE CITY OF ATLANTA STAFF TO INSPECT THE PREMISES OF THE ABOVE DESCRIBED PROPERTY. I HERBY DEPOSE AND SAY THAT ALL STATEMENTS HEREIN AND ATTACHED STATEMENTS SUBMITTED ARE TRUE TO THE BEST OF MY KNOWLEDGE AND BELIEF.

Date _____ Signature of Applicant _____

The Atlanta City Code provides that the Director of the Bureau of Planning shall review and decide each request for Special Administrative permit within thirty (30) days of the filing of such request. (Atlanta Code Chapter 16, Section 16-25)

(FOR OFFICE USE ONLY)

The above request for Special Administrative Permit was _____ on _____. As part of the approval, the following variations were granted: _____

NOTARIZED AUTHORIZATION BY PROPERTY OWNER

(Required only if applicant is not the owner of the property subject to the application)

TYPE OF APPLICATION: _____

I, _____ SWEAR THAT I AM THE OWNER
owner(s) name

OF THE PROPERTY LOCATED AT: _____

AS SHOWN IN THE RECORDS OF _____ COUNTY, GEORGIA
WHICH IS THE SUBJECT MATTER OF THE ATTACHED APPLICATION. I AUTHORIZE
THE PERSON NAMED BELOW TO ACT AS THE APPLICANT IN THE PURSUIT OF THIS
APPLICATION.

NAME OF APPLICANT:

ADDRESS: _____

TELEPHONE: _____

Signature of Owner

Print Name of Owner

Personally Appeared
Before Me

Who Swears That The
Information Contained
In this Authorization
Is True and Correct
To The Best of His or Her
Knowledge and Belief.

Signature of Notary Public

Date

**NOTICE TO APPLICANTS
CONCERNING SPECIAL ADMINISTRATIVE PERMITS**

The applicant hereby acknowledges notification that in the process of design review in connection with the issuance of a Special Administrative Permit, the City of Atlanta Bureau of Planning will only review such documents as are deemed necessary for the approval of a project concept in compliance with the district regulations set forth in the City of Atlanta Zoning Code. Such documents may include, without limitation, the elevations of the structures proposed and site plans specifying the arrangement of such structures and other features of the project, but generally will not include a full set of construction drawings. This level of review is for the purpose of determining compliance with those sections of the Zoning Code applying to the district where the project is located or to be located and to allow the applicant the flexibility to receive approval for a project concept without the requirement that a full set of construction drawings, that would otherwise be necessary to obtain a building permit, be prepared, presented and reviewed.

It is the applicant's duty to ensure that all drawings or plans, that may be required for further permitting of the actual construction of the project, will result in a finished project that complies with the elevations, site plan and other plans on which the Special Administrative Permit was granted. The applicant is further notified that neither the Bureau of Buildings nor any of the other City of Atlanta agencies that review any other part of the overall project plans for compliance to building codes, zoning codes, the tree preservation, the riparian buffers ordinance, land disturbance regulations, drainage and sewer capacity or any other regulations in effect at the time of plan review have the authority to approve any changes to the exterior appearance of structures or site plans in a Special Administrative Permit. It is the responsibility of the applicant to ensure that any changes required, requested, or allowed by any other City agency or any other agency reviewing the plans during any part of the building permit process will not alter the exterior appearance of any structure or cause the relocation, rearrangement and/or reorientation of any feature of the site plan. Therefore, it is important for the applicant to be aware that even changes which may be in compliance with other codes, including without limitation, an increase to the height of the structure, whether resulting from changes to the foundation plan or the grading plan of the site, alterations to the interior layout of the structure that affect the location or size of exterior doors or windows, or changes to the method of construction for any floor of a structure or the roof of any structure, may affect the exterior appearance in a manner which could cause the finished structure to be out of compliance with the elevations approved by the Bureau of Planning. The applicant is further put on notice that the location of any feature specified on the site plan is not to be changed from that location which is specified on the site plan approved by the Bureau of Planning. This includes, without limitation, any such changes that might affect the setbacks of any structure, the orientation of structures or features on the lot, including, without limitation, accessory buildings, the location and size of driveways, walkways, fences, parking pads, parking spaces, loading zones and service areas. It shall be the responsibility of the applicant to ensure that any changes required by any agency reviewing plans for the project remain consistent with the site plan and elevations

Applicant's Initials _____

Special Administrative Permit Number _____

approved by the Bureau of Planning. It shall be the responsibility of the applicant, not the Bureau of Planning, to monitor any plan changes during the permitting of the project to be sure that such changes do not affect the elevations and site plan approved by the Bureau of Planning at the time of issuance of the Special Administrative Permit.

It is also the responsibility of the applicant to ensure that any changes made on site during the construction of the project, regardless of whether such changes are approved by a City building inspector, or representative of another City agency as being in compliance with the building codes or other applicable codes, do not result in a change to the exterior appearance of a structure or in a change to the site plan. The City of Atlanta Zoning Ordinance provides a process under which changes to the elevations and site plan in a Special Administrative Permit may be approved, however such approval is not guaranteed and the applicant is hereby notified that such changes are based on the application of the district regulations and not on the fact that a hardship, financial or otherwise may result if such permission is not given. The duty to adequately monitor the construction of the project to ensure compliance to the approved Special Administrative Permit and or any other City permit shall at all times be on the applicant, who assumes all risk of loss, financial or otherwise, from enforcement actions that result from the failure to comply with the Special Administrative Permit or any other City permit.

The applicant acknowledges that relief from any stop work order or other enforcement action, whether resulting from action taken by the Bureau of Planning staff, the Bureau of Buildings staff or by the staff of any other City agency, must be appealed within the time and in the manner provided by the City Code.

The applicant further acknowledges that the decision to apply to the Bureau of Planning for permission to alter the approved plans is not an appeal of a stop work order or other enforcement action. The applicant acknowledges that it is solely within their own discretion to choose a process to resolve any dispute arising from the interpretation of any ordinance, the issuance of a stop work order or any other enforcement action and that the resolution of any such matter shall be made in compliance with the City Code and other applicable laws. The applicant further acknowledges that no written or oral representation of any City officer, employee, agent or elected official can waive or modify the City Code.

Date _____

Applicant's Signature _____

Applicant's Name Printed _____

Special Administrative Permit Number _____