

City of Atlanta  
 Department of Planning and Community Development  
 Office of Zoning and Development, Suite 3350  
 (404) 330-6145

**SPECIAL USE APPLICATION  
 APPLICANT'S CHECKLIST**

		Check <input checked="" type="checkbox"/>
Application Form	1 original with notarized signatures	
Authorization to Inspect Premises	1 original copy	
Documented Impact Analysis	1 original	
Property Description	1 Legal Description	
Site Plan	Recent Site Plan 18 copies of site plan folded to 11"x 14" preferred size 24"x 36" (scaled)	
Tree Preservation	1 original copy (required if trees are being replaced)	
Floor Plan (Personal Care Home <b>ONLY</b> )	18 copies; if applicable	
Zoning Review Board Schedule		

**INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED**

**Applications are accepted during normal desk hours  
 Monday from 8:30 a.m. – 2:00 p.m.  
 Tuesday-Thursday from 8:30 a.m. – 2:00 p.m.**

On the last day of the application period (**closing day**), applicants must sign in at the Office of Zoning and Development by **2:00 p.m.** to ensure processing and scheduling for the corresponding public hearing date.

- A. **SUMMARY OF PROPOSED PROJECT:** Check the applicable request. In addition, a detailed written Documented Impact Analysis is required.
- B. **IMPACT ANALYSIS:** Type or legibly print on a separate piece of paper a complete and descriptive response detailing the following:
1. Ingress and Egress:
    - a. How will employee and client vehicles enter and leave the property?
    - b. How will emergency vehicles (fire, police, and ambulance) gain access to the property?
    - c. Will the way in which vehicles enter and leave the property cause traffic congestion? Why or why not?
  2. Off-street parking and loading:
    - a. How will the operator of the facility dispose of refuse and garbage? What kind of containers would be used? Will the City or a private garbage disposal service be used? How often will the service pick up garbage?
    - b. How will products and supplies be delivered to the facility?
    - c. Where and how will service personnel (such as electric and gas maintenance personnel) park their vehicles and gain access to the property for routine maintenance?
    - d. How will employees and clients park their vehicles and gain access to the property.
  3. Buffering and Screening:
    - a. How will adjoining properties be buffered or screened from any noise or glare from the lights that might be generated from the facility?
    - b. How many vehicles will travel to and from the facility every day? Are you planning to make any road improvements to accommodate heavy traffic to and from the facility?
  4. Hours and Manner of Operation:
    - a. Proposed use of site? Please state exactly and in detail what is intended to be done on, or with the property.
    - b. What will be the hours and the days of the week during which the facility will be open?
    - c. How many employees will be employed at the facility? Include the number of shifts and number of employees per shift.
    - d. How many clients will be served by the facility, and what will be their ages?
    - e. Will you offer meals; and if so, when will they be offered?
    - f. Will there be any other special programs offered at the facility; and if so, will they cause vehicles to park at or on the site?
  5. Duration of Special Use Permit?
    - a. How long would you like the special use permit to last (for example: 3 years, 5 years, indefinitely, etc.)?
  6. Tree Preservation and Replacement:
    - a. Will any trees be damaged or cut down to accommodate renovation or new construction at the facility? If so, how will recompense for the trees be furnished? (Please consult with the City Arborist, (404) 330-6874.
  7. Required Yards and Open Spaces:
    - a. Will there be any additions to the existing facility structure, and if so, would they encroach into any required yard setbacks or required open space? (Please consult with the Office of Zoning and Development staff to find out the yard setback requirements or open space requirements for the property.)

- C. **PROPERTY DESCRIPTION:** Submit a copy of a recent plat of survey prepared by an engineer or land surveyor registered in the State of Georgia. In addition, a written legal description must be submitted. In cases involving more than one contiguous property, a consolidated legal description of the property must be submitted.
- D. **SITE PLAN:** This application must be accompanied by a detailed site plan which shows the following: 1) exact lot dimensions, 2) adjoining street (s), 3) location and dimensions of buildings and structures, 4) location of entrances to buildings, 5) any changes to be made to the site, 6) the specific use of each building and structure, 7) size and location of parking spaces, driveways and/or curb cuts, 8) location of mature trees 9) north arrow, and 10) scale.

The site plan must be prepared, signed and sealed by a State of Georgia registered architect, engineer, or landscape architect, or by a planner who holds membership in the American Planning Association. The person who prepares the site plan must indicate the following on the site plan:

- a. His or her state registration number,
  - b. The following statement: "I am familiar with the City of Atlanta Zoning Ordinance, including revisions, and I certify that to the best of my ability, these plans are accurate and comply with the general and district regulations of the zoning ordinance", and
  - c. His or her original signature.
- E. **FLOOR PLAN (PERSONAL CARE HOMES ONLY):** Submit a floor plan showing the room layout of personal care homes, drawn to scale. All personal care homes must provide at least 80 square feet of personal living space per resident or that amount required by the State of Georgia for the licensing of personal care homes, whichever is greater.
- F. **TREE PRESERVATION:** If any trees will be damaged or removed, please consult the City Arborist, (404) 330-6150, in accordance with the City's Tree Ordinance.
- G. **SUBMITTAL SCHEDULE AND HEARING DATES:** Refer to attached Zoning Review Board Schedule.
- H. **MEETING WITH NEIGHBORHOOD PLANNING UNIT (NPU):** You must contact the appropriate Neighborhood Planning Unit (NPU) within five business days after filing your special use to appear before them prior to the public hearing of the Zoning Review Board. The name and phone number of the contact for the NPU will be provided at the time that you file your application.
- I. **FEES:** All special use applications require a fee of \$400.00. Checks should be made payable to the City of Atlanta.

**SPEICAL USE APPLICATION**

**DATE FILED** \_\_\_\_\_

**APPLICATION NUMBER** \_\_\_\_\_

I hereby request that the property described in this application be granted a special use permit.

**SUMMARY OF PROPOSED PROJECT.** What kind of special use would you be operating? Select from the list below.

- personal care home
- assisted living facility
- other: (describe): \_\_\_\_\_
- rehabilitation center
- nursing home
- day care center
- church

Applicant Name \_\_\_\_\_  
Last Name First Name M.I.

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Sworn to and subscribed before me this the \_\_\_\_\_ Day of \_\_\_\_\_ 2 \_\_\_\_\_

\_\_\_\_\_  
NOTARY PUBLIC

(SEAL)

**DESCRIPTION OF PROPERTY**

Address of Property \_\_\_\_\_ Street Name \_\_\_\_\_

Parcel ID Number \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

The subject property fronts \_\_\_\_\_ feet on the \_\_\_\_\_ side of \_\_\_\_\_

Depth: \_\_\_\_\_ Area: \_\_\_\_\_ Land Lot: \_\_\_\_\_ Land District: \_\_\_\_\_ - \_\_\_\_\_ County, GA.

Property is zoned: \_\_\_\_\_ Council District: \_\_\_\_\_ Neighborhood Planning Unit: \_\_\_\_\_

**PROPERTY OWNER**

---

**Owner states under oath that he/she is the owner of the property described in the attached legal description, which is made part of this application.**

\_\_\_\_\_  
TYPE OR PRINT OWNER'S NAME

\_\_\_\_\_  
ADDRESS

\_\_\_\_\_  
CITY & STATE                      ZIP CODE

\_\_\_\_\_  
OWNER'S SIGNATURE

\_\_\_\_\_  
PHONE NUMBER

---

**AUTHORIZATION BY PROPERTY OWNER**

(Required if person filing application is **not** the owner of the subject property or Applicant for the proposed rezoning)

I, \_\_\_\_\_ (Owner's Name) swear and affirm that I am the owner of property at \_\_\_\_\_ (Property address). As shown in the records of \_\_\_\_\_ County, Georgia, which is the subject matter of the attached application. I authorize \_\_\_\_\_ to file this application.

Sworn to and subscribed before me this the

\_\_\_\_\_ Day of \_\_\_\_\_ 2 \_\_\_\_\_

\_\_\_\_\_  
NOTARY PUBLIC

(SEAL)

**AUTHORIZATION TO INSPECT PREMISES**

With the signature below, I authorize the staff of the Office of Zoning and Development of the City of Atlanta to inspect the premises, which are the subject of this special use permit application.

I swear and affirm that the information contained in this application is true and accurate to the best of my knowledge and belief.

\_\_\_\_\_  
Owner or Agent of Owner (Applicant)

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 2\_\_\_\_.

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
Commission Expires

(SEAL)

**ATTORNEY AT LAW**

---

**I swear and affirm, as an attorney at law, that I have been authorized by the owner of the property subject to the proposed special use permit to file this application.**

\_\_\_\_\_  
TYPE OR PRINT ATTORNEY'S NAME

\_\_\_\_\_  
ADDRESS

\_\_\_\_\_  
CITY & STATE

\_\_\_\_\_  
ZIP CODE

\_\_\_\_\_  
ATTORNEY'S SIGNATURE

Sworn to and subscribed before me this the

\_\_\_\_\_ Day of \_\_\_\_\_ 2 \_\_\_\_\_

\_\_\_\_\_  
NOTARY PUBLIC

\_\_\_\_\_  
COMMISSION EXPIRES

(SEAL)

# SITE PLAN REQUIREMENTS

All site plans must be folded to no larger than 11" x 14".

**ALL SITE PLANS** shall include the following:

- Property lines of all lots
- Adjoining streets w/street names, adjoin alleys
- Professional's signature, seal, or registration number
- Scale, north arrow, date, and revision date(s)
- Site Plan Specifications (show all applicable specifications on the site plan in chart form – see attached sheet)

Include as Applicable:

- Sidewalks (required for all new construction)
  - Show tree, landscaped strips, and street furniture (including street lights)
- Footprints (outlines) of existing and proposed buildings, structures, and additions
- Building entrance locations
  - Show striping of parking structures, and loading spaces and areas
  - Show landscaping of parking lots
- Curb cuts, driveways (indicate one-way or two-way), parking pads, turnarounds
- Bicycle/moped spaces or racks
- Van, shuttle bus, taxicab parking spaces or waiting areas
- Location and dimensions of landscaped buffers and landscaping screens
- Front, side, rear yard setbacks (dimensioned)
- Recreation facilities such as pools
- Location of dumpsters & garbage cans
- Crosswalk paving and driveway medians and refuge areas

Specifications for Rezoning Site Plans

- All items listed under **ALL SITE PLANS**
- Professional's certification (see Sec. 16-02.003(5))
- Note: Tree Replacement Plan is required in addition to site plan

Specifications for Planned Development Site Plans

- All items listed under **ALL SITE PLANS**
- Proposed lot sizes in square feet
- Vicinity map at a scale of not less than 1" equals 2000 feet
- Existing and proposed roads (dimensioned, including rights-of-ways)
- Easements and utilities
- Watercourses and their names
- Any bridges and culverts
- Present use of any structure
- Existing topography with a maximum of 5-foot contour intervals at a minimum scale of 1" equals 50 feet
- Design of bridges or culverts (if applicable)
- Flood plains, flood hazard districts, and floodways as adopted by the City of Atlanta

\*PD site plan requirements are established by Sec. 16-19.005 of the Zoning Ordinance

\*Submit any calculations on separate sheet

1. Zoning classifications – current and proposed
2. Square footage of buildings and structures
3. Square footage and use of accessory space
4. Number of dwelling units
5. Height of buildings and structure in feet

6. Net land area
7. Gross land area
8. Floor area ratio (FAR) – maximum allowed and proposed
9. Total open space (TOS) or lot coverage – minimum required and proposed
10. Usable open space (UOS) or lot coverage – minimum required and proposed
11. Number of parking and loading spaces – minimum required and proposed
  - a. Churches: square footage of largest assembly space or number of fixed seats or total bench length
  - b. Hotels/Motels: Number of employees; square footage of restaurant/lounge area; square footage of convention areas
  - c. Nursing Homes: Number of beds
  - d. Schools: Number of classrooms
  - e. SROs: Number of dwelling units and employees
  - f. Other uses: square footage of structures

**MAY BE REQUESTED BY STAFF**

- Building elevations
- Transitional yards and transitional height plane drawings
- Shadow studies and documents

<b>APPLICATION PERIOD</b>	<b>ZONING REVIEW BOARD PUBLIC HEARING</b>	<b>ZONING COMMITTEE</b>	<b>CITY COUNCIL</b>
September 28, 2016 – November 1, 2016	January 5, 2017 or January 12, 2017	January 25, 2017	February 6, 2017
November 2, 2016 – December 6, 2016	February 2, 2017 or February 9, 2017	March 1, 2017	March 6, 2017
December 7, 2016 – January 3, 2017	March 2, 2017 or March 9, 2017	March 29, 2017	April 17, 2017
January 4, 2017 – February 7, 2017	April 6, 2017 or April 13, 2017	April 26, 2017	May 1, 2017
February 8, 2017 – March 7, 2017	May 4, 2017 or May 11, 2017	May 24, 2017	June 5, 2017
March 8, 2017 – April 4, 2017	June 1, 2017 or June 8, 2017	June 28, 2017	July 3, 2017
April 5, 2017 – May 2, 2017	July 6, 2017 or July 13, 2017	July 26, 2017	August 21, 2017
May 3, 2017 – June 6, 2017	August 3, 2017 or August 10, 2017	August 30, 2017	September 5, 2017
June 7, 2017 – July 5, 2017	September 7, 2017 or September 14, 2017	September 27, 2017	October 2, 2017
July 6, 2017 – August 1, 2017	October 5, 2017 or October 12, 2017	October 25, 2017	November 6, 2017
August 2, 2017 – September 5, 2017	November 2, 2017 or November 9, 2017	November 29, 2017	December 4, 2017
September 6, 2017 – October 3, 2017	December 7, 2017 or December 14, 2017	TBD	TBD

**APPLICATIONS ARE ACCEPTED MONDAY – THURSDAY UNTIL 2:00 PM**

**Keyetta M. Holmes, AICP, Secretary to the Zoning Review Board – Office of Zoning and Development  
(404) 330-6145**