

### APPLICATION FOR A SPECIAL ADMINISTRATIVE PERMIT (SAP)

For SPI, Beltline, LW, MR, MRC, NC, I-Mix Zoning Districts & Unified Development Plans File No.:

City of Atlanta. Office of Zoning and Development (404-330-6145)

APPLICANT (name)	
ADDRESS	
PHONE NOEMAIL	DATE STAMP
PROPERTY LANDOWNER	RECEIVED BY OFFICE OF ZONING
ADDRESS	AND DEVELOPMENT
PHONE NOEMAIL	AND DEVELOT MENT
ADDRESS OF PROPERTY	 
Land District Land Lot Council District NPU	
Is property within the BeltLine Overlay District? Yes No Zoning Classification	
Is Inclusionary Zoning applicable to this project? Yes \(\bigcap\) No \(\bigcap\) Is this a Unified Development Pla	
Submittal Checklist (See detailed checklist on page 2):           □ Project Summary: Provide cover letter describing new construction, alterations, repairs of existing structures and/or the site. Requests for administrative variations must be accompanied.           □ Property Survey: Submit one (1) copy. Lot consolidation, re-platting or subdivision may be removed.           □ Site Plan (released for construction and sealed) and Building Elevations:           a. Initial Submission: One (1) site plan & One (1) set of elevations.           b. Other information: Copies of applicable Rezoning Legislation, Special Use Permit and an Exception. Note: additional plans or documents may be required at the discretion of the Companied of the C	d by a written justification for each. quired prior to approval of SAP.  ny letters for Variance or Special office of Zoning and Development.
Fees (non-refundable): Payable to the "City of Atlanta" in the form of cash, credit card, personal or o	cashier check, or money order.
<ul> <li>□ Exterior demo, outdoor dining new/expansion, or non-expansion: \$250.</li> <li>□ Developments 50,000 to 250,000 sq.ft. of floor area: \$1,000.</li> <li>□ Developments ≥</li> </ul>	50,000 sq.ft. of floor area: \$500. 250,000 sq.ft. of floor area: \$1,500.
I HEREBY AUTHORIZE CITY STAFF TO INSPECT PREMISES OF ABOVE DESCRIBED PROPE ALL STATEMENTS HEREIN ATTACHED & SUBMITTED ARE TRUE TO THE BEST OF MY KNOV	
Date Signature of Applicant	

### Additional Submittal Requirements (as applicable):

- SAP Hearings: \*Please note that <u>ALL</u> SAP applications are required to be placed on an agenda and heard at a public hearing PRIOR to City approval, in accordance with Georgia Open Meetings Act O.C.G.A. 50-14-1. See the schedule for closing dates.
- <u>Inclusionary Zoning</u>: All new or conversion multifamily residential rental projects with 10 or more units in the Beltline Overlay District OR Westside & Westside Park Affordable Workforce Housing Overlay Districts must complete and submit the Inclusionary Zoning Certification Forms within the application. Review and complete pages 13-14 of this SAP for certification forms.
- <u>Beltline, NC-2, NC-6, NC-10, NC-11, NC-12, NC-14 & NC-16 Districts</u>: Applicant must send a copy of the filed SAP application to the NPU contact. Afterwards, complete the Notarized Affidavit of NPU Notification form (page 6), and provide a copy of U.S. Postal Service Certificate of Mailing. The NPU has up to 21 days to review the SAP and forward comments to the City.
- <u>Pre-application Conference with Zoning and Development Staff (prior to SAP submittal)</u>: Required only for SPIs: 1, 9, 12, 15, 17, 18, 20, 21, 22. To request this meeting, contact Jubie Thompson at 470-599-2131 or <a href="mailto:ithompson@atlantaga.gov">ithompson@atlantaga.gov</a>
- <u>Development Review Committee (DRC)</u>: Projects in the BeltLine & SPIs 1, 9, 12, 15, 16, 17 districts may require DRC review (See page 3).
- Development of Regional Impact (DRI) Study: Mixed-use developments with at least 700,000 s.f. or residential with at least 700 residential units may require a DRI approval by GRTA (Georgia Regional Transportation Authority) and ARC (Atlanta Regional Commission). For full thresholds and rules contact GRTA and/or ARC.
  - <u>Initial submission</u>: DRI Form 1 with the SAP application. Zoning and Development staff will then submit information to GRTA and ARC.
- Watershed Management (DWM) Requirements (Section 74-504(a)): Consultation meeting with DWM is REQUIRED for any site disturbance to determine applicable storm water work. Call 404-330-6249 or visit: www.atlantawatershed.org/greeninfrastructure
- Unified Development Plans: Applicable to all zoning districts except R-1 to R-5, RLC, PD, & historic bldgs/districts (Section 16-28,030)

The City Code provides that Zoning and Development Director shall review each request for an SAP within 30 days of a filing of a completed\* application. (Atlanta Code Chapter 16, Section 16-25). \* Note: NPU/DRC notification and review, as applicable, and a public hearing are required to complete the SAP Application.

1



# City of Atlanta Office of Zoning & Development SPECIAL ADMINISTRATIVE PERMIT (SAP) APPLICATION Submittal Checklist

The following checklist is designed to assist those in preparing required materials for SPI, Beltline Overlay, NC, LW, MRC, and MR districts. <u>Items omitted will delay applicant's review process</u>. The following items are required as part of a complete application for a Special Administrative Permit. **NPU Notification and DRC review, as applicable, are required as a part of a completed SAP application**. <u>Please note</u>: \* **FINAL APPROVED SAP PLANS ARE REQUIRED WITH THE PERMIT APPLICATION SUBMITTAL TO THE OFFICE OF BUILDINGS**.

PERMI	T APPLICATION SUBMITTAL TO THE OFFICE OF BUILDINGS.
<u> </u>	SAP Application Form and Property Landowner Authorization Form: completed with notarized signatures.
□ 2. □3.	Notice to Applicant Form: with signature and date.
	<b>Project Summary:</b> Provide cover letter clearly describing all new construction, alterations, repairs or other changes to the exterior appearance of existing structures or site. <b>Any administrative variations ARE REQUIRED</b> to be accompanied by a written justification for each variation requested.
☐ 4. —	<b>Property Survey:</b> One (1) copy of survey (for new single-family and duplex construction, show existing footprints of principal structures on adjoining lots fronting the same street).
5.	Site Plan (drawn to scale, released and sealed for construction) of proposed improvements showing items listed below*. Initial Submission: One (1) copy for initial staff review.  Final Submission (after staff review): One (1) copy.  a) Date, north arrow, and graphic scale. b) Adjacent streets, with street names, property lines and dimensions, and easements. c) Existing conditions to remain: identify all overhead utility poles, transformers, above ground storm water detention areas and inlets. d) Proposed new installations: Identify the number, type and location of new street lights, transformers, AC units and other similar mechanical/accessory equipment at or above grade. Identify such items in the public right-of-way which final approval by Department of Public Works or GDOT is required. e) Specify location and widths for all Sidewalks (street furniture and clear zones) and Supplemental Zones. f) Ground floor layout plan with building and tenant entrances also shown g) Street-front ground floor façade fenestration – vertical/horizontal window dimensions and % of façade length h) Outdoor dining – seating plan, dimensions, and % of business establishment floor area leight of structures (including fences/walls) p) Parking, driveway and curb cut layout and dimensions (auto, truck loading, & bicycle/moped) k) Location of parking deck light fixtures. Also indicate amount of foot-candles, and type of light fixture l) Landscape plan: Planting locations including street trees (with tree species and calipers indicated), parking lot and other on-site landscaped areas (with the dimensions and percentage of lot calculated). m) Provide Developmental Control Specification Form (pages 6-8) information on the site plan.  • Zoning Classification, Net Lot Area & Gross Land Area, Floor Area Ratio (FAR), square footage of structures & individual uses, etc.
<u> </u>	Rooftop plan when counted towards open space requirements.
□6. □7.	Elevations of building facades: One (1) copy for initial staff review. Final Submission: One (1) copy.
<u> </u>	<b>Section drawing(s)</b> as needed showing required sidewalks, supplemental zones (with retaining walls), and building façade & finished floor-level dimensioned within 5 feet above the adjacent sidewalk-level.
<u> </u>	DRI conditions of approval, rezoning legislation, variance or special exception letters printed on site plan.
_	<b>Transportation Management Plan/Association Membership (where applicable)</b> required based on the zoning district. See specific zoning regulations for confirmation.
<u> </u>	Beltline Overly District, NC-2, NC-6, NC-10, NC-11, NC-12, NC-14 and NC-16 properties:
	<ul> <li>Mail a copy of the <u>submitted SAP application &amp; drawings stamped received by the Office of Zoning and Development</u> to the NPU contact person.</li> <li>Submit a copy of <u>U.S. Postal Service Certificate of Mailing</u> and <u>Notarized Affidavit of NPU Notification</u> (page 5) as soon as possible to complete the application submission and begin the SAP review period.</li> </ul>
<u>∟</u> 12.	Photographs (buildings/site): Show existing conditions for alterations to existing building facades and/or site modifications.
<u> </u>	Shared Off-site Parking: Requests for approval of off-site parking submit materials on Shared Off-site Parking checklist.
<u> </u>	Other information necessary for the SAP as requested by staff.



# City of Atlanta Office of Zoning & Development

## SPECIAL ADMINISTRATIVE PERMIT (SAP) APPLICATION

**DEVELOPMENT/DESIGN REVIEW COMMITTEES (DRC)** 

\*CHECK FOR APPLICABILITY\*\* Beltline Overlay and Special Public Interest (SPI) Districts

File #

Development / Design Review Committees (DRC) have been established as an advisory group for the purpose of providing to the Director of the Office of Zoning and Development formal recommendations/comments on Special Administrative Permit (SAP) applications within the Beltline Overlay and particular SPI zoning districts. Applicants are required to make a presentation of their project to the applicable DRC committee. DRC review is required as part of a completed SAP application for the relevant zoning districts.

Each DRC shall consist of committee members representing the corresponding district stakeholders including: property owner(s), business owner(s) or resident(s), and applicable neighborhood organization(s), among others.

The DRC convenes monthly (or as needed) to comment on SAP applications within a particular district. Each DRC shall provide recommendations to the Office of Zoning and Development Staff and the applicant within 7 business days, unless the applicant is requested to return to the applicable DRC and/or present to respective neighborhood organization(s).

### **DRC Committees (established by City Council Resolution)**

- SPI-1 Downtown (2007)
- SPI-9 Buckhead Village (2010)
- SPI-12 Buckhead/Lenox Stations (2012) SPI-17 Piedmont Avenue (2001)
- SPI-15 Lindbergh (2001)
- SPI-16 Midtown (2001)

Beltline Overlay (2015)

# **Meeting Dates and Locations**

Downtown SPI-1

Meetings held the 4th Thursday morning monthly Central Atlanta Progress, 84 Walton Street NW, Suite 500 Contact Enrique Bascunana:

Ebascunana@atlantadowntown.com

(404) 918-4898

Buckhead Village SPI -9 & Buckhead/Lenox SPI-12

Meeting held 1st Wednesday afternoon monthly

BATMA, 3340 Peachtree Road NE Tower Place Bld. 100. Suite 1515

Contact Denise Starling: Denise@batma.org

(404) 842-2680

Midtown SPI-16 & Piedmont Avenue SPI-17

Meetings held the 2<sup>nd</sup> Tuesday evening monthly Midtown Alliance, 999 Peachtree Street NE, Suite 730

Contact Karl Smith-Davids: Karl@MidtownAtl.com

(404) 443-6249

**Beltline Overlay** 

Meeting held the 3rd Wednesday evening monthly

Atlanta Beltline Inc.

100 Peachtree Street NW, Suite 2300

Contact Forrest Rose: Frose@atlbeltline.org

(404) 921-7616

Lindbergh SPI-15: Meetings are coordinated by City of Atlanta Zoning and Development Staff: (404) 330-6145.

### Application Submittal and Review Process

- 1) Submit a complete application to be provided with an official application number. If appliable, arrange a pre-application meeting prior to submission with Ms.Jubie Thompson at 470-599-2131 or <a href="mailto:ithompson@atlantaga.gov">ithompson@atlantaga.gov</a>.
- 2) Notify the applicable DRC contact (as listed above) to arrange placement on the next scheduled DRC meeting agenda.

### **DRC Submittal Requirements**

- 1) Written summary of proposed scope of work (include applicable project information such as total square footage, # and breakout of residential units, and square footage of each commercial use, building height, parking and loading provided, etc.).
- Identification of all administrative variations requested and written justification for each requested.
- 3) PDF Digital drawings (to-scale) of site plans and building elevations as applicable to the scope of work.
- 4) Photographs of the existing property.
- 5) Contact DRC representative to e-mail project information (prior to meeting) and confirm DRC meeting date and time.
- At the DRC meeting:
  - a. Provide hardcopies of cover letter and drawings (in 11"x17" size) for distribution to each committee member.
  - b. Provide drawings on boards for project presentation to committee members or digital PowerPoint presentation (coordinate with DRC representative on the latter).

### **Committee Review Responsibilities**

- 1) Make recommendations on projects concerning zoning requirements and administrative variations requested.
- 2) Make other design recommendations for consideration concerning an application. Note: these other recommendations are not code requirements.

Revised September 2024 3



Date

# City of Atlanta Office of Zoning & Development SPECIAL ADMINISTRATIVE PERMIT (SAP) APPLICATION Notarized Authorization by Property Land Owner

File #		

(Required only if app TYPE OF APPLICATION: <b>Specia</b>	olicant is not the owner of the property subject to the application)
	<u></u>
	SWEAR THAT I AM THE <b>LANDOWNER</b>
owner(s) name	
OF THE PROPERTY LOCATED A	AT:
AS SHOWN IN THE RECORDS (	DFCOUNTY, GEORGIA WHICH IS
THE SUBJECT MATTER OF THE	ATTACHED APPLICATION. I AUTHORIZE THE PERSON NAMED
BELOW TO ACT AS THE APPLIC	CANT IN THE PURSUIT OF THIS APPLICATION.
NAME OF APPLICANT (PRINT CLE	ARLY):
ADDRESS:	
TELEPHONE:	EMAIL:
	Signature of Property Landowner
	Print Name of Property Landowner
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	



# City of Atlanta Office of Zoning & Development SPECIAL ADMINISTRATIVE PERMIT (SAP) APPLICATION

NPU Notification Cover Page

(ONLY APPLICABLE FOR BELTLINE, NC-2, NC-6, NC-10, NC-11, NC-12 & NC-14 DISTRICT)

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\*\*Applicant shall submit this letter as the cover page to the package mailed to NPU chair or designee\*\*

NPU Chairperson or Designee:

Enclosed is a copy of a Special Administrative Permit (SAP) application for a property located within the Beltline Overlay, NC-2, NC-6, NC-10, NC-11, NC-12, NC-14 or NC-16 zoning district. As part of the SAP application process applicants are required to submit site plans and building elevations, as applicable to the scope of work, to the Office of Zoning & Development for approval prior to obtaining a building permit. The following scopes of work may trigger SAP approval in the previously mentioned zoning districts:

"All exterior demolition, new construction (including additions to existing buildings), expansions of outdoor dining or any construction which results in increased lot coverage, modification of the building footprint, or modification of building facades that alters the configuration of openings."

In addition to the SAP submittal as specified above, the applicant is also required to send a full copy of the SAP application to the respective NPU chair or their designee, evidenced with a mailing certificate, so that the NPU has an opportunity to review and provide written comments to the Office of Zoning & Development regarding an application prior to any SAP approval. Please note that for Beltline Overlay Districts where underlying zoning regulations require Variance, Special Exception or Special Use Permit action, the SAP shall not be issued until the necessary approval has been obtained.

The time period for NPU comment is 21 days from the date of the postage certificate. If the NPU does or does not have comments, or feels they are unnecessary, the Office of Zoning & Development should receive such written notification as soon as possible within the 21-day period. Comments received after the designated review period are not required to be considered in the Office's project review or approval.

The Beltline Overlay, NC-2, NC-6, NC-10, NC-11, NC-12, NC-14 and NC-16 zoning districts primarily have design requirements that prescribe parameters for site layout and building elevations. Issues of land use or density (building square footage or number of units) are addressed by the underlying zoning district regulations. Therefore, NPU review should primarily focus their comments on the following items:

- Building placement
- Building setbacks adjacent to streets (pertaining to minimum sidewalks and supplemental zones widths), and transitional yards
- Provision of sidewalks and street trees
- Provision of parking, loading and bicycle spaces
- Location of parking and driveways
- Parking lot landscaping
- Parking deck façade elevations
- Building façade elevations related to entrances and windows
- Other zoning regulations that are eligible for administrative variations

Questions, please call 404-330-6145 and request to speak with the assigned SAP planner. Please reference the SAP application number in your request.

Please send your written comments and or questions to the following email. Please reference the SAP case number in the subject line:

SAPComments@atlantaga.gov



# City of Atlanta Office of Zoning & Development

# SPECIAL ADMINISTRATIVE PERMIT (SAP)

**AFFIDAVIT OF NPU NOTIFICATION** 

(ONLY APPLICABLE FOR BELTLINE, NC-2, NC-6, NC-10, NC-11, NC-12 & NC-14 DISTRICT)

This Affidavit form and a copy of the **United States Postal Service Certificate of Mailing** are required by owner and applicant of the property subject to the Special Administrative Permit application. Submit within FIVE (5) days of application submittal.

The Neighborhood Planning Unit (NPU) has <u>TWENTY ONE (21)</u> days from the date of the associated certificate of mailing to provide one (1) set of written comments to the Office of Zoning and Development prior to any SAP approval.

# **LOCATION OF SUBJECT PROPERTY:** Street Address(es): Zoning Classifications \_\_\_\_\_Land District \_\_\_\_ Land Lot \_\_\_\_ Council District \_\_\_\_ NPU \_\_\_ APPLICANT: Name: Company: Address: \_\_\_\_\_ Email: \_\_\_\_\_ Telephone: swear and affirm that I have notified the NPU(s) to As the APPLICANT, I, which this Special Administrative Permit (SAP) affects, and am aware of the applicable requirements of the City of Atlanta Zoning Ordinance Sections 16-36.004, 16-32J.002(1), 16-32K.002(1), and 16-32L.002(1). NPU Contact Information Name of Contact Person(s) Phone Number(s) Email Address (es) Adjacent NPU(s) Contact Information Name of Contact Person(s) Phone Number(s) Email Address (es) (To be completed by Notary): (To be completed by Applicant & Staff): Personally Appeared Before Me this \_\_\_\_\_day of , 20\_\_\_\_\_. Signature of Applicant Who Swears That the Information Contained In this Authorization Is True and Correct Printed Name of Applicant To the Best of His or Her Knowledge and Belief. Office of Zoning & Development Staff Signature of Notary Public Signature of Staff only represents that the required notification to the NPU has been completed and does not indicate any position of the Office of Zoning and Development on the application. Date



# City of Atlanta Office of Zoning & Development SPECIAL ADMINISTRATIVE PERMIT (SAP) APPLICATION

**Development Controls Specifications (Required)** 

File #

\*Developmental Controls forms are required to be completed by the applicant, and all <u>applicable</u> specifications should be shown on the site plan in chart form. Items omitted will delay the plan review process. Refer to City of Atlanta Zoning Code (Chapters 8, 19, and 28) for clarification.

Definitions and Methods of Calculation								
<ul> <li>Net Lot Area (NLA) = length of property line X width of property line</li> <li>GLA for corner lots = (NLA) + [(street "A" right-of-way width ÷2) X (street "A" length of property line)] + [(street "B" right-of-way width ÷2) X (street "B" right-of-way width ÷2)]</li> <li>GLA (with only one front yard adjacent to street) = (NLA) + [(street right-of-way width ÷2) X (length of front property line)]</li> <li>GLA may include half of the right-of-way (including streets, parks, lakes and cemeteries) up to 50 feet in width.</li> <li>GLA shall not be used for calculating FAR for properties within single-family or two-family-zoned subareas of SPI districts.</li> <li>Building Lot Coverage provided = (net lot area minus area of building footprint) ÷ (net lot area)</li> </ul>								
Lot Size (in square footage)								
Gross Land Area (GLA)								
Net Lo	ot Area (NLA)							
Floor Area Ratio	o (FAR) – as	applicable	. C	heck which use	d for resident	tial: GLA, or	□ NLA	
Residential Residential Square Footage FAR Ratio			Non- Residential FAR Ratio	Non-Residential Squ	are Footage			
Base Allowed								
Base Provided								
Bonus Allowed								
Bonus Provided								
Bonus FAR Pro	gram (check	bonus utilize	d if a	pplicable)				
Transit  Station	Ground Floor Open Space and New Streets			Community Center Facilities	Workforce Housing			
Residential Units Total Provided:								
	Num	ber of Units Pr	ovid	ed (without bonus)				
Number	of Bonus Units	Provided (with	out v	vorkforce housing)				
Number of Bonu	ıs Workforce H	ousing Units P	rovid	led (20% required)				
	Total Number of Units per Acre							
Building Coverage or Lot Coverage (check applicable as required per zoning district)						rict)		
				Percentage (%)			Square Footage	
Max. Permitted								
Provided								
Fenestration (% of each street-fronting facade calculated separately, per district regulations)								
	Reside	ential Façade l	Perc	entage (%)	Non-residential Façade Percentage (%)			
	Local Street	Arterial/Collec	ctor	Beltline Corridor	Local Street	Arterial/Collector	Beltline Corridor	
Min. Required								
Provided (specify for each street)								



# City of Atlanta Office of Zoning & Development SPECIAL ADMINISTRATIVE PERMIT (SAP) APPLICATION **Developm**

File #

nent Controls Specifications	(Required)
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Posidontial Onon	Space Regi	iromonte (refer to	Chapter 29 for elerification	

### **Definitions and Methods of Calculation**

- <u>LUI</u> = Land Use Intensity Ratios Table (per Section 16-08 R-G District Regulations)
- TOSR are calculated only for residential developments. TOSR includes the total horizontal area of uncovered open space plus ½ of the total horizontal area of covered open space subject to the limitations in Section 16-28.010 (4). Covered total open space is the open space closed to the sky but having two clear unobstructed open or partially open (50% or more) sides.
  - TOSR required = (LUI table) X (GLA).
  - TOSR provided = (GLA) (area of building footprint) + (combined area of balconies and rooftop terraces).
- **<u>UOSR</u>** requirements are calculated using the residential FAR (of the <u>corresponding net lot or GLA lot sized used</u> to calculate FAR) for both residential and mixed-use developments. It does not include areas for vehicles. However, newly created on-street parking (outside of existing travel lanes) and new streets may be counted towards the UOSR calculations as specified in the district regulations.
  - UOSR required = (LUI table) X (the corresponding lot size used to calculate FAR).
  - If GLA is used for USOR, than the amount provided shall be = (NLA) (area of building footprint + surface area of parking lots, and driveways) + (balconies, rooftop terraces, and landscaped areas on sidewalks within the

adjacent right-of-way).							
TOSR: Total Open Space Requirements for Residential Only Projects (Not required in SPI-9, SPI-16, SPI-17, SPI-18, SPI-20, SPI-21, MRC, MR, or LW districts, or in mixed-use developments.)							
	Ratio	Total Square Footage					
Minimum Required							
Provided							
Square Footage breakout of UNCOVERED TOSR amount provided by the following:							
	GLA minus building square footage						
Open exterio	r balconies (per Section 16-28 or district regs)						
	Roof area improved as recreation space						
Square Footage b	reakout of COVERED TOSR amount provide	ed by the following:					
Areas close	Areas closed to the sky (roof) but having two sides with a minimum of 50% open						
	e Open Space Requirements for Res	idential and or Mixed-use Developments					
	Ratio	Total Square Footage					
Minimum Required							
Provided							
Square Footage Breakdown of UOSR amounts provided by the following:							
	Balconies						
	Rooftop Terraces						
	Landscaped Areas and Plazas						
	Portions of Sidewalks on Private Property						
Portions of	Landscaped Areas in Right-of-way adjacent to Property						

Revised September 2024



# City of Atlanta Office of Zoning & Development SPECIAL ADMINISTRATIVE PERMIT (SAP) APPLICATION <u>Development Controls Specifications (Required)</u>

File #

Non-Residential Public Space Requirements (refer to Chapter 28 for clarification)									
PSR: Public Space Requirements for Non-residential & Mixed-use Developments (These are areas not counted towards UOSR)									
Public Space provided = (square footage area of exterior space) + (square footage area of interior space)									
		Perc	centage (%)			Total Square Footage			
Minimum Required									
Provided Provided									
Square Footage B	reakdo	own of PSR amounts prov	ided by the	following:					
areas, plazas, terra	aces,	o general public such as l patios, observation decks, s, open recreational spaces	fountains,						
during normal bus lobbies, concourse	iness es, pla ecreatio	area accessible to the gel hours such as malls, gall iza, walkways, fountains, on, pedestrian seating, or	eries, atria, landscape						
Parking and Loading Requirements (refer to district regulations and Chapter 28 for clarification)									
Residential Unit B	reakou	ut							
Number of St	udios	Number of 1 BR	Nur	mber of 2 BR	Number of 3 BR	Number of 4 BR			
On-site Parking				Residential		Non-residential Uses			
Spaces Minimum Req	uirod								
	vided								
Maximum Alle									
Bicycle Parking Spaces	oweu			Residential		Non-residential Uses			
Minimum Req	uired								
Pro	vided								
On-site Loading Spaces (see applicable zoning district requirements or Section 16-028.015)									
			Resid	dential/Hotel	Non-residential	Uses (break out by use)			
Minimum Req (specify for each									

Revised September 2024 9

Provided

(specify for each use)



# City of Atlanta Office of Zoning & Development SPECIAL ADMINISTRATIVE PERMIT (SAP) APPLICATION

**Notice to Applicant** 

File #	

The applicant hereby acknowledges notification that in the process of design review in connection with the issuance of a **Special Administrative Permit (SAP)**, the City of Atlanta Office of Zoning & Development (OZD) 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 SAP was granted. The applicant is further notified that neither the Office 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 SAP.

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 OZD.

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 OZD. 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 approved by the OZD

It shall be the responsibility of the applicant, not the OZD, 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 OZD at the time of issuance of the SAP.

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 SAP 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 SAP 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 SAP 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 OZD staff, the Office 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 OZD 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.

Applicant Printed Name	Applicant Signature	Date



## City of Atlanta Office of Zoning & Development SPECIAL ADMINISTRATIVE PERMIT (SAP) APPLICATION

(\*APPLICABLE ONLY FOR SHARED OFF-SITE PARKING ARRANGEMENTS)

File #	

The Dire	ctor of th	e Office	of Zor	ning &	Development	or their	designee	may app	prove a	shared of	off-site p	parking	arrange	ement (on
private p	roperty),	as per	mitted	by the	correspondin	g zonin	g district,	subject	to the	applican	t provid	ling <u>all</u>	of the	following
documer	tation. P	lease ch	eck be	low ead	ch item submitt	ted. Iter	ns omitte	d can ar	nd will d	delay apr	licant's	s reviev	v proce	SS.

- - Written summary describing the shared parking arrangement which shall identify:
    - Subject property: the principal property address and the lessee's name and contact information
    - b) Off-site parking: the off-site property address and the lessor's (property owner) name and contact information
- 2. Written notarized consent of the property owners agreeing to the shared parking arrangement.
- 3. Property owner verification: affidavits, deeds or other documents that verify current property ownership information of the property providing the off-site parking.
- 4. Copies of valid notarized parking leases which shall include:
  - a) The term of the lease and expiration date. Note: lapse of a required lease agreement may result in revocation of building permits/business licenses. Renewed leases shall be filed with the Office of Zoning & Development.
  - b) A list of all executed lease agreements for the off-site parking location which are current at the time that the application is filed with the Office of Zoning & Development. For each agreement identify the tenant, the time frame, the number of parking spaces to be used, and the hours of operation during which the spaces are leased. If no agreements exist, submit affidavit from property owner stating to that affect.
- Site plans for all properties to be included in the shared parking arrangement. Said plans shall include the following:
  - a) Drawn to-scale that indicates the location and the layout of the proposed parking spaces in relation to the lessor's property.
  - b) Documentation of all tenants sharing the parking facility, including:
    - By type of use (i.e. retail, eating and drinking establishment, office, residential, etc.) and their individual tenant square footages to determine minimum parking requirements for each.
    - Hours of operation of each tenant.
  - Illustrative indication of how such shared off-site parking spaces shall be clearly marked and signed reserved during the specified lessor's hours.

#### Sample site plan with applicable information:

#### Master Site Plan and Tenant Information **Chart with the following information:** Tenants by type of use Tenants square footages Site Plan of lessor Site Plan of lessee's Tenants hours of operation property with parking property including property lines. layout and including Illustrative property lines. **Key Plan** proposed showing signage or markings for both sites spaces

Please note the following requirements are also generally applicable:

- Compliance with the criteria of Section 16-25.002(3).
- Compliance with the parking lot landscape requirements of the applicable zoning district and Chapter 158-30.
- On-street parking in the public right-of-way is typically not counted towards a parking arrangement.

Applicant Printed Name	Applicant Signature	Date

Revised September 2024 11



# City of Atlanta Office of Zoning & Development SPECIAL ADMINISTRATIVE PERMIT (SAP) APPLICATION Inclusionary Zoning Certification Form

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Instructions: this form m	ust be completed	for all IZ applicable project	s and includ	ed on the Cover/Title pa	ge of plan submiss	sions		
I. Please complete the fo	ollowing acknowle	edgement of compliance (cl	heck only on	e statement)				
floorpla type. Th to mark rate un Acknowl	edge the plans se ns to be built will is includes ackno- et rate units, and ts; <u>OR</u> edge that in-lieu o	t forth will satisfy the requibe affordable units and the wledgement that each affor shall not be in isolated are from pliance with the on-single-36A.007 or 16-37.007.	e number of rdable unit a eas of the de	units to be designated a are substantially similar i evelopment, but shall be	offordable within ear of construction and interspersed amo	ach floorplan d appearance ong market		
Applicant Printed Name	Э	Applicant Signat	ure	Da	ate			
		nplete the following table to ith affordability requiremen Affordability level (%		# affordable units	Expected	Affordable		
Ex) 1 bed/1 bath	20	or less AMI) 80%	15%	(round up) 3	market rent \$1000	rent \$784		
Ex) 2 bed/2 bath	50	80%	15%	8	\$1400	\$990		
						The offer relativity		
requirement)Increase in densityTransfer of developReduction in resideReduction in non-rePriority review: SAPMajor project status development for pe	bonus: a 15% flooment rights: addit ment rights: addit ntial minimum pa sidential minimur applications will b s: project will be a ermitting, meet w	option(s) you wish to apply or-area-ratio (FAR) increase ional unused density can b rking requirement: no minir m parking requirement: a 20 pe given priority, advance to fforded major projects meetith applicant, and identify p	above the Fa e transferred mum 5% reduction o top of staff eting with rep potential issu	AR set by current zoning d to other property owner of for non-residential space review queue, and be representatives from all detect to expedite process	rs ces in mixed reside viewed within 21 o partments to revie	ential/commercial days w the		
that comply with afforda nvest Atlanta's Leas Atlanta Housing Aut	bility requirements se Purchase Bond	ĺ		ctive agencies (only one	allowed; only appl	icable to projects		
The following items (V at Occupancy (C.O.) V. Please submit with th comply with affordabilityWho: target audiencyWhat: messaging at	nvest Atlanta's Lease Purchase BondAtlanta Housing Authority's HomeFlex or Housing Choice Programs  Note: The following items (V and VI) are not required for the SAP approval process, but will be required prior to the issuance of the Certificate of Occupancy (C.O.)  V. Please submit with the application a detailed marketing plan on how affordable units will be promoted (only applicable to projects that comply with affordability requirement). Be sure to include:Who: target audienceWhat: messaging and language to be used in promotional materialWhen: promotion and campaign launch timeline							



# City of Atlanta Office of Zoning & Development SPECIAL ADMINISTRATIVE PERMIT (SAP) APPLICATION

**Inclusionary Zoning Certification Form** 

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VI. Please review Exhibit D, the Land Use Restrictions issuance of the certificate of occupancy (only approximately approximatel	5	document needs to be executed, recorded, and returned prior to amply with affordability requirement).					
Certification (for plan reviewer use only)	Certification (for plan reviewer use only)						
Proposed project meets all IZ on-site affordability and program requirements Project applicant elects to pay in-lieu fee and are not subject to on-site affordability requirements							
Plan reviewer	Signature	Date					
QA/QC Review by OHCD (for internal use only)							
Compliance specialist	Signature	Date					

Note: Inclusionary Zoning is applicable for conversions or new multifamily residential rental developments with ten (10) or more units in either the Beltline Overlay District or four Westside Neighborhoods (English Avenue, Vine City, Ashview Heights, or AUC). Affordability and program requirements are mandatory unless applicant elects to pay a one-time per-unit in-lieu fee.

#### Exhibit A: 2019 In-lieu Fee Table

<u>Area</u>	Construction cost/unit	Land cost/unit	Total cost/unit
Beltline Subarea 1	\$120,698	\$4,133	\$138,501
Beltline Subarea 2	\$120,698	\$7,696	\$133,838
Beltline Subarea 3	\$120,698	\$15,780	\$152,568
Beltline Subarea 4	\$120,698	\$37,755	\$158,453
Beltline Subarea 5	\$120,698	\$46,667	\$167,364
Beltline Subarea 6	\$120,698	\$20,917	\$141,615
Beltline Subarea 7	\$120,698	\$16,214	\$136,912
Beltline Subarea 8	\$120,698	\$26,801	\$147,498
Beltline Subarea 9	\$120,698	\$10,667	\$131,364
Beltline Subarea 10	\$120,698	\$12,333	\$133,031
Westside neighborhoods	\$120,698	\$11,208	\$131,905

#### Exhibit B: 2019 Maximum Rental Limits Table

	Efficiency/Studio	1 Bedroom	2 Bedroom	3 Bedroom	4 Bedroom
60% AMI	\$786	\$842	\$1,011	\$1,167	\$1,302
80%AMI	\$1,048	\$1,123	\$1,348	\$1,556	\$1,736

Maximum rental rates are calculated by the methodology indicated within the ordinances: 17-0-1556 and 17-0-1542

#### Exhibit C: 2019 HUD Income Limits

EXHIBIT OF EGEN HOD HIDDIN	O =					
% AMI / Household size	1 Person	2 Persons	3 Persons	4 Persons	5 Persons	6 Persons
30% AMI	\$16,750	\$19,150	\$21,550	\$25,750	\$30,170	\$34,590
50% AMI	\$27,900	\$31,900	\$35,900	\$39,850	\$43,050	\$46,250
60% AMI	\$33,480	\$38,280	\$43,080	\$47,820	\$51,660	\$55,500
80% AMI	\$44,650	\$51,000	\$57,400	\$63,750	\$68,850	\$73,950
120% AMI	\$55,800	\$63,800	\$71,800	\$79,700	\$86,100	\$92,500

Based on Atlanta Area Median Income (\$79,700) as published periodically by HUD

Exhibit D: Inclusionary Zoning Land Use Restriction Agreement (See <a href="https://www.atlantaga.gov/home/showdocument?id=33627">https://www.atlantaga.gov/home/showdocument?id=33627</a>