

## REZONING APPLICATION APPLICANT CHECKLIST

<b>THE FOLLOWING ITEMS ARE REQUIRED</b>		<b>Check</b>
		<input checked="" type="checkbox"/>
Concept Review Committee	See Page 24 for specific requirements.	
Application Form	Original with notarized signature.	
Authorization to Inspect Premises	Original with notarized signature. ( <i>Attachment 1</i> )	
Documented Impact Analysis	Original (In accordance with standards on page 2 letter B)	
Site Plan Requirements	Scaled Site Plan	
Property Description	1 Legal Description and 1 survey	
Atlanta Public School Review	<b>Required</b> ( <i>Attachment 2</i> ). See page	
Affordable Housing Supplemental Form	Required for <b>rental</b> units. ( <i>Attachment 2a</i> ). See page 9 for specific requirements. Required for units <b>for sale</b> . ( <i>Attachment 2b</i> ). See page 11 for specific requirements.	
Affordable Housing Questions	<b>Required</b> ( <i>Attachment 2c</i> ). See page 13 for specific requirements.	
<b>THE FOLLOWING ITEMS MAY BE REQUIRED</b>		
Authorization by Property Owner	Original with notarized signature.	
Attorney at Law Authorization	Original with notarized signature.	
Comprehensive Development Plan (CDP) Amendment	Original ( <i>Attachment 4</i> ). See page 17 for specific requirements.	
Tree Replacement Plan	Original (required if trees are being replaced)	
Disclosure Report	Original ( <i>Attachment 5</i> ). See page 18 for specific requirements.	
Pre-Application for Planned Development (PD) Districts & I-MIX	Original ( <i>Attachment 6</i> ). See page 19 for specific requirements.	
Development of Regional Impact	Table II ( <i>Attachment 3</i> )	
<i>*See pages 2-3 for detailed application requirements.</i>		

**ALL ITEMS ARE DUE AT THE TIME OF FILING.  
 AN INCOMPLETE APPLICATION WILL NOT BE ACCEPTED AND WILL  
 DELAY HEARING CYCLE.**

**APPLICATIONS ARE ACCEPTED ONLINE MONDAY – FRIDAY**

**APPLICATIONS SUBMITTED AFTER 3PM WILL BE PROCESSED THE NEXT BUSINESS DAY**

**EFFECTIVE MARCH 1, 2018, ADDRESS ASSIGNMENTS MUST BE MADE PRIOR TO APPLICATION SUBMITTAL. APPLICATIONS WITH A “0” ADDRESS WILL NOT BE ACCEPTED FOR ANY PARCEL ASSOCIATED WITH THE APPLICATION. ADDRESS ASSIGNMENTS MUST BE COMPLETED FIVE (5) DAYS PRIOR TO FILING AN APPLICATION AND MUST BE DONE BY APPOINTMENT ONLY. CONTACT JENNIFER GLAZE AT 404-330-6145 OR [JGLAZE@ATLANTAGA.GOV](mailto:JGLAZE@ATLANTAGA.GOV) TO SCHEDULE AN APPOINTMENT.**

**AN APPLICATION IS COMPLETE AND ACCEPTED UPON PAYMENT OF THE INVOICE AND RETURN OF THE SIGNED NOTICE TO APPLICANT**

## REQUIRED ITEMS FOR REZONING APPLICATIONS:

- A. **SUMMARY OF PROPOSED PROJECT:** Describe the proposed project, include the proposed use of each building and all other land uses. This description is required in addition to the Documented Impact Analysis and is not considered a substitute.
- B. **DOCUMENTED IMPACT ANALYSIS:** Each application must contain a typed or printed documented detailed analysis of the impact of the proposed rezoning with respect to the following matters. The application shall include a response to each criteria listed below.
1. **Compatibility with comprehensive development plans; timing of development:** The Office shall examine the proposal to determine whether it is in accord with comprehensive development plans in their 15-year, 5-year, and 1-year forms. In its findings in this regard, it may report that the proposal is compatible with all such plans, or that while the change is in accord with those of longer range it would be premature in the light of the 1-year, or 5-year comprehensive development plans. The Office shall not recommend any change not in accord with adopted comprehensive development plans but may, where it sees fit, recommend changes in such plans, following which, if such change in plans are officially adopted, the zoning change may be reconsidered without prejudice and without a new application if an application is involved.
  2. **Availability of and effect on public facilities and services/referrals to other agencies:** The Office shall consider and report on the availability of public facilities and services and the effect the proposed change would have on demands for public facilities and services in the area in which change is proposed or generally. Such facilities and services include but are not limited to water supply, sewage, or drainage, transportation, schools, fire and police protection, and solid waste collection and disposal.
  3. **Availability of other land suitable for proposed use: effect on balance of land uses:** The Office may consider availability of other appropriate land already zoned for the proposed use, general and in the area of the proposed change. The Office may also consider whether generally, or in the area of the proposed change, if the change would adverse environmental effects on the balance of land uses by removing land from a category for which it is suited and for which there is greater need to a category for which the public need is lesser.
  4. **Effect on character of the neighborhood:** The Office shall consider the effect of uses permitted under the proposed change on the surrounding neighborhood and shall report any substantial probably adverse influences on desirable living conditions or sustained stability, or any tendencies toward blight and depreciation likely to result from the change.
  5. **Suitability of proposed use:** The Office shall consider whether the zoning proposal will permit a use that is suitable in view of the use and development of adjacent and nearby property.
  6. **Effect on adjacent property:** The Office shall consider whether the zoning proposal will adversely affect existing use or usability of adjacent or nearby property.
  7. **Economic use of the current zoning:** The Office shall consider whether the property to be affected by the zoning proposal has a reasonable economic use as currently zoned.
  8. **Tree Preservation:** The Office shall consider and report on whether the proposal is in accordance with the City of Atlanta's policies related to tree preservation as adopted in Section 10-2033, Policy, Purpose and Intent of the City of Atlanta Tree Ordinance.

- C. **SITE PLAN:** Submit one (1) site plan prepared by a State of Georgia registered architect, landscape architect, engineer, or planner holding the AICP designation. The site plan shall be sealed by the professional preparer and shall show the scale, north arrow; the location of streets and street names; sidewalks; existing and proposed buildings and their square footage, heights, and floor area ratio; parking spaces, loading areas; square footage and acreage; number of parking spaces must also be shown; and an address for each parcel before submitting. All plans for residential development must include, on the site plan, a summary of calculations in accordance with the Land Use Intensity System (see Chapter 8 of the Zoning Ordinance). For complete information regarding site plans, refer to the “Site Plan Requirements” attachment to this application form.
- D. **PLANNED DEVELOPMENT (PD) DISTRICTS:** Prior to submitting an application, all applicants for a PD zoning are required to meet with designated staff from the Office. The pre-application meeting must be held **no less than five (5) business days prior** to filing the application. A copy of the pre-application certification form must be submitted with the application. Please contact the Office Manager at (404) 330-6248 to schedule an appointment. (*Attachment 6*)
- E. **PROPERTY DESCRIPTION:** A copy of a recent plat or survey prepared by an engineer or land surveyor registered in the State of Georgia must accompany each application. 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.
- F. **HOUSING APPLICATION:** If the rezoning application contemplates the construction of one or more residential units, complete the attached Atlanta Public School form. *Attachment 2* If the rezoning application contemplates the construction of five or more residential units, complete the attached “Housing Supplemental Form”. *Attachment 2a, Attachment 2b and Attachment 2c.*
- G. **DEVELOPMENTS OF REGIONAL IMPACT:** If your application meets the thresholds shown on Table II (*Attachment 3*), you must contact the Office of Zoning and Development or further instructions.
- H. **TREE PRESERVATION:** The Office shall consider and report on whether the proposal is in accord with the City of Atlanta's policies related to tree preservation as adopted in section 10-2033, Policy, purpose and intent of the City of Atlanta Tree Ordinance. A copy of each application for amendment shall be forwarded to the city arborist for review and comment and said comments shall be made available to the Office and the Zoning Review Board for their consideration. Contact the City Arborist, (404) 330-6150 for details.
- I. **COMPREHENSIVE PLAN DEVELOPMENT (CDP) AMENDMENT:** Submit *Attachment 4*.
- J. **DISCLOSURE:** If the owner, applicant and/or applicant’s representative has financial interest or has made a campaign contribution to any member of the City Council for \$250 or more within the past 2 years, shall disclose in writing the conflict of interest. *Attachment 5*
- K. **AUTHORIZATION TO INSPECT PREMISES.** I hereby authorize the staff of the Office of Zoning and Development to inspect the premises, which are subject to the rezoning application.
- L. **MEETING WITH NEIGHBORHOOD PLANNING UNIT (NPU):** You must contact the appropriate Neighborhood Planning Unit (NPU) within five business days after filing your rezoning application 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.
- M. **FEES:** Refer to attached fee schedule. *Attachment 7*
- N. **HEARING DATES AND PROCESSING OF APPLICATIONS:** Refer to attached Zoning Review Board Schedule.
- O. **SITE PLAN REVISIONS:** Revisions to site plans will only be accepted 15 days prior to the scheduled hearing date.

**APPLICATION FOR REZONING**

Date: \_\_\_\_\_

Summary of Proposed Project: \_\_\_\_\_

\_\_\_\_\_

**REZONING REQUEST**

PROPERTY ADDRESS: \_\_\_\_\_ PARCEL ID \_\_\_\_\_

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

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

Depth: \_\_\_\_\_ Area: \_\_\_\_\_ (in acres) Land Lot: \_\_\_\_\_ Land District: \_\_\_\_\_ - \_\_\_\_\_ County, GA.

Council District: \_\_\_\_\_ Neighborhood Planning Unit: \_\_\_\_\_

The undersigned, having interest in the property herein described, respectfully petitions that said property be rezoned from

to

Existing Zoning (s)

Proposed Zoning (s)

**CDP REQUEST (if applicable)**

to

Existing Land Use

Proposed Land Use

**APPLICANT INFORMATION**

Name of Applicant \_\_\_\_\_ Daytime Phone \_\_\_\_\_ email \_\_\_\_\_

Address \_\_\_\_\_  
street city state zip code

Name of Property Owner \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_  
street city state zip code

**Applicant affirms that he/she is the applicant for the property described in the attached legal description, which is made part of this application.**

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

\_\_\_\_\_  
Print Name of Owner

Sworn to and Subscribed Before Me this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_.

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

## AUTHORIZATION BY PROPERTY OWNER

(Required only if the person filing application is **not** the owner of the subject property 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

**AUTHORIZATION TO INSPECT PREMISES**  
*(Attachment 1)*

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 rezoning 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

# ATTORNEY AT LAW

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

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

\_\_\_\_\_  
ADDRESS

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

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

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

Sworn to and subscribed before me this the

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

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

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

(SEAL)

**ATLANTA PUBLIC SCHOOL REVIEW REQUEST**  
**(Required only if application would result in construction of one or more units of new housing)**  
*(Attachment 2)*

Application Number: \_\_\_\_\_

Applicant: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Current Zoning: \_\_\_\_\_

Proposed Zoning: \_\_\_\_\_

Acres: \_\_\_\_\_

Total number of Dwelling Units: \_\_\_\_\_

Dwelling units per Acre: \_\_\_\_\_

Monthly Rent Per Unit: \_\_\_\_\_

Selling Price per Unit: \_\_\_\_\_

Projected Completion: \_\_\_\_\_



**AFFORDABLE HOUSING SUPPLEMENTAL FORM (RENTAL)**  
*(Attachment 2a) (Complete only if you will be receiving public subsidy)*

**Required if the rezoning application contemplates the construction of five or more residential units.**

**SECTION 1: DEVELOPMENT INFORMATION**

Development Name: \_\_\_\_\_

Development Address: \_\_\_\_\_

Council District: \_\_\_\_\_ NPU \_\_\_\_\_

Is Inclusionary Zoning applicable to this project?  Yes  No

**\*Note: IZ applies to all new or conversion multifamily residential rental projects with ten (10) or more units in the Beltline Overlay District OR Westside Neighborhoods of English Avenue, Vine City, Ashview Heights, or AUC. For these projects, applicant must complete and submit the Inclusionary Zoning Certification Form.**

Is there any involvement from the City of Atlanta/Invest Atlanta in the proposed project?

Land write-down     Land donation     Financial Assistance

Other \_\_\_\_\_

Please provide documentation of involvement. and write-down

**SECTION 2: DEVELOPER INFORMATION**

Developer Name: \_\_\_\_\_

Developer Contact (Project Coordinator): Developer Address: \_\_\_\_\_

Email address: \_\_\_\_\_ May we use email to contact you?  Yes  No

Telephone Number: \_\_\_\_\_

**SECTION 3: DEVELOPMENT INFORMATION**

a) Affordable units required

For rental projects: \_\_\_\_\_ x 10%\* = (always round up) Total units

Total affordable units required 25% =

Bonus Square Footage\* \_\_\_\_\_ Affordable sq. footage required \_\_\_\_\_

\*Note that the maximum allowed bonus is 15% of base FAR.

b) Building details

In addition to water, which of the following utilities will be included in the rent (mark applicable):

Cooking gas     Electric     Gas heat     Electric heat     Other \_\_\_\_\_

Is parking included in the rent for the: affordable units  Yes  No

Market-rate units  Yes  No

If parking is not included, what is the monthly cost per space?

Estimated date for the commencement of marketing: \_\_\_\_\_

Estimated date for completion of construction of the affordable units: \_\_\_\_\_

For each unit configuration, fill out a separate row, as applicable (see example).

	Unit Type*	Number of Units	Number of Bedrooms/ Unit	Total Square Footage Per Unit	Expected Market Rent	Proposed Affordable Rent*	Proposed Level of Affordability (___% or less of AMI)	Unit Mix
<i>Example</i>	1 bed/1 bath	4	1	800	\$1000	759	60%	
Affordable Units								
Market Rate Units						N/A	N/A	
						N/A	N/A	
						N/A	N/A	

**SECTION 4: PAYMENT IN LIEU OF UNITS**

Provide an estimate if an option is chosen to make the payment -in-lieu.

Date payment can begin and end: \_\_\_\_\_

For rental projects, use the following formula to calculate payment owed:

$$\frac{\text{Number of total units in development}}{\text{Number of total units in development}} \times 10\% = \frac{\text{Amount owed}}{\text{Amount owed}} \times \$100,000 = \$ \text{Amount owed}$$

(Round up to nearest whole number)

For Density Bonus projects, use the following formula to calculate payment owed:

$$\text{Bonus Floor Area (sq. ft.)} \times 15\% \times \$ \text{Median price per base FAR foot} = \$ \text{Amount owed}$$

\_\_\_\_\_  
Developer/Project Coordinator

\_\_\_\_\_  
Date

**AFFORDABLE HOUSING SUPPLEMENTAL FORM (FOR SALE)**  
*(Attachment 2b) (Complete only if you will be receiving public subsidy)*

**Required if the rezoning application contemplates the construction of one or more residential units.**

**SECTION 1: DEVELOPMENT INFORMATION**

Development Name: \_\_\_\_\_

Development Address: \_\_\_\_\_

Council District: \_\_\_\_\_ NPU \_\_\_\_\_

Is there any involvement from the City of Atlanta/Invest Atlanta in the proposed project?

Land write-down       Land donation       Financial Assistance

Other \_\_\_\_\_

Please provide documentation of involvement and write-down

**SECTION 2: DEVELOPER INFORMATION**

Developer Name: \_\_\_\_\_

Developer Contact (Project Coordinator): Developer Address: \_\_\_\_\_

Email address: \_\_\_\_\_ May we use email to contact you?     Yes     No

Telephone Number: \_\_\_\_\_

**SECTION 3: DEVELOPMENT INFORMATION**

Affordable units required

For "for sale" projects: \_\_\_\_\_ x 10%\* = \_\_\_\_\_ (always round up)

Total units total affordable units required 25% = \_\_\_\_\_

Bonus Square Footage\* \_\_\_\_\_ Affordable sq. footage required \_\_\_\_\_

\*Note that the maximum allowed bonus is 15% of base FAR.

Is parking included in the price of market rates units?     Yes     No

Is parking included in the price of affordable units?     Yes     No

If parking is not included in the unit price, what is the price to purchase parking? \_\_\_\_\_

Estimated date for the commencement of marketing: \_\_\_\_\_

Estimated date for completion of construction of the affordable units: \_\_\_\_\_

Building type (condo, townhouse, etc.) \_\_\_\_\_

For each unit configuration, fill out a separate row, as applicable (see example).

Unit Configuration	Square feet per unit	Number of affordable units proposed	Number of market rate units proposed	Total #	Proposed Assessments	Proposed Affordable Price*	Proposed Level of Affordability (___% or less of AMI)	Expected Market Price
<i>Example:</i> 1 bed/1 bath				0				
<b>Building Total</b>								

**SECTION 4: PAYMENT IN LIEU OF UNITS**

Provide an estimate if an option is chosen to make the payment -in-lieu.

Date payment can begin and end: \_\_\_\_\_

For “for sale” projects, use the following formula to calculate payment owed:

$$\frac{\text{Number of total units in development}}{\text{(Round up to nearest whole number)}} \times 10\% = \frac{\text{Amount Owed}}{\text{X \$100,000}} = \$ \text{Amount Owed}$$

For Density Bonus projects, use the following formula to calculate payment owed:

$$\text{Bonus Floor Area (sq. ft.)} \times 15\% \times \$ \frac{\text{median price per base FAR foot}}{\text{Amount owed}} = \$ \text{Amount owed}$$

\_\_\_\_\_  
Developer/Project Coordinator

\_\_\_\_\_  
Date

## AFFORDABLE HOUSING QUESTIONS

*(Attachment 2c)(REQUIRED for all applications)*

Applicants for rezoning should only answer these questions if housing will be eliminated or created as part of their development plans. If the requested information cannot fit in the space below, please attach an additional page with your application.

### Rental Housing

If you are planning to eliminate rental housing through demolition or a conversion of a property into a different use, please provide the following information on the existing rental units:

Unit Type (Number of bedrooms/ Number of bathrooms)	Number of Units	Average Rent
EX: 2/1	25	\$1,150

If you are planning to create rental housing through new construction or a conversion of a property into a different use, please provide the following information on the proposed rental units. If your proposed development is required to comply with the Inclusionary Zoning policy for the Beltline Overlay District and the Westside, and you are not paying the in-lieu fee, break out the affordable inclusionary zoning units on separate rows.

Unit Type (Number of bedrooms/ Number of bathrooms)	Number of Units	Expected Average Rent

**For-Sale Housing**

If you are planning to eliminate for-sale housing through demolition or a conversion of a property into a different use, please provide the following information on the existing homeownership units.

<b>Unit Type (Number of bedrooms/ Number of bathrooms)</b>	<b>Number of Units</b>	<b>Average Value per the Fulton <sup>i</sup> or DeKalb County Tax Assessor <sup>ii</sup></b>

If any of the units to be eliminated have been vacant for a year or more, and/or are currently uninhabitable, please specify that information.

If you are planning to create for-sale housing through new construction or conversion of a property into a different use, please provide the following information on the proposed homeownership units.

<b>Unit Type (Number of bedrooms/ Number of bathrooms)</b>	<b>Number of Units</b>	<b>Expected Average Sales Price</b>

**Additional Information**

If you wish to explain any of the information provided above, please use this space.

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Are you seeking assistance from a local government, development authority, or other governmental entity to fund, partially or in whole, your development? If so, please describe:

- 1) The type of assistance you intend to apply for and/or have received; and

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- 2) Any rental or sales affordability requirements that will come with this assistance.

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<sup>i.</sup> To determine the value of homeownership units in DeKalb County, use the DeKalb County Tax Commissioner’s real estate search function. The link to this website is: <https://taxcommissioner.dekalbcountyga.gov/TaxCommissioner/TCSearch.asp>. Use the “Total Value”, not the “Assessed Value”. If there are multiple properties that are the same unit type, average their values together.

<sup>ii.</sup> To determine the value of homeownership units in Fulton County, use the qPublic.net function from the Fulton County Tax Commissioner. The link to this website is: <https://qpublic.schneidercorp.com/Application.aspx?App=FultonCountyGA&Layer=Parcels&PageType=Search>. Use the “Total Value”, not the “Assessed Value”. If there are multiple properties that are the same unit type, average their values together.

**(Attachment 3)**

<p align="center"><b>Table II</b>  <b>Developments of Regional Impact</b>  <b>Tiers and Development Thresholds</b>  <b>Effective March 1, 2014</b>  <i>Please check the appropriate type of development</i></p>						
<b>Type of Development</b>		<b>Notification Only</b>	<b>Rural and Developing Rural</b>	<b>Maturing Neighborhoods, Established Neighborhoods, Developing Suburbs, and other places not mentioned</b>	<b>Regional Centers, and Regional Employment Corridors</b>	<b>Region Core</b>
<input type="checkbox"/>	Office	400,000 gross square feet	400,00 gross square feet	500,000 gross square feet	600,000 gross square feet	700,000 gross square feet
<input type="checkbox"/>	Commercial	Greater than 300,000 gross square feet	300, 000 gross square feet	400,000 gross square feet	500,000 gross square feet	600,000 gross square feet
<input type="checkbox"/>	Wholesale & Distribution	Greater than 500,000 gross square feet	500,000 gross square feet	500,000 gross square feet	500,000 gross square feet	500,000 gross square feet
<input type="checkbox"/>	Hospitals and Health Care Facilities	Greater than 300 new beds; or generating more than 375 peak vehicle trips per day	300 new beds	400 new beds	500 new beds	600 new beds
<input type="checkbox"/>	Housing	Greater than 400 new lots or units	400 new lots or units	500 new lots or units	600 new lots or units	700 new lots or units
<input type="checkbox"/>	Industrial	Greater than 500,000 gross square feet; or employing more than 1,600 workers; or covering more than 400 acres	500,000 SF or 1,600 workers	500,000 SF or 1,600 workers	500,000 SF or 1,600 workers	500,000 SF or 1,600 workers
<input type="checkbox"/>	Hotels	Greater than 400 rooms	400 rooms	500 rooms	600 rooms	700 rooms
<input type="checkbox"/>	Mixed Use	Gross square feet of 400,000 or more (with residential units calculated at either 1800 square feet per unit or, if applicable, the minimum square footage allowed by local development regulations); or covering more than 12 acres; or if any of the individuals uses meets or exceeds a threshold as identified herein	400,000 gross square feet (with residential units calculated at 1,800 square feet per unit, or the minimum allowed by the host local government)	500,000 gross square feet (with residential units calculated at 1,500 square feet per unit, or the minimum allowed by the host local government)	600,000 gross square feet (with residential units calculated at 1,000 square feet per unit, or the minimum allowed by the host local government)	700,000 gross square feet (with residential units calculated at 1,000 square feet per unit, or the minimum allowed by the host local government)
<input type="checkbox"/>	Airports	All new airports, runways, and runway extensions	New airports and runway extensions of 500 ft. or more	New airports and runway extensions of 500 ft. or more	New airports and runway extensions of 500 ft. or more	New airports and runway extensions of 500 ft. or more
<input type="checkbox"/>	Attractions & Recreational Facilities	Greater than 1,500 parking spaces or a seating capacity of more than 6,000	1,500 seating capacity of 6,000+	1,500 seating capacity of 6,000+	1,500 seating capacity of 6,000+	1,500 seating capacity of 6,000+
<input type="checkbox"/>	Post-Secondary School	New school with a capacity of more than 2,400 students; or expansion by at least 25 percent of capacity	New school with 2,400 students, or expansion of at least 25%	New school with 2,400 students, or expansion of at least 25%	New school with 2,400 students, or expansion of at least 25%	New school with 2,400 students, or expansion of at least 25%
<input type="checkbox"/>	Waste Handling Facilities	New facility or expansion of use of an existing facility by 50 percent or more	New facility within 1 mile of public facility (airport, school, reservoir, river,), otherwise, notification only	New facility within 1 mile of public facility (airport, school, reservoir, river,), otherwise, notification only	New facility within 1 mile of public facility (airport, school, reservoir, river,), otherwise, notification only	New facility within 1 mile of public facility (airport, school, reservoir, river,), otherwise, notification only
<input type="checkbox"/>	Quarries, Asphalt & Cement Plants	New facility or expansion of use of an existing facility by 50 percent or more	New facility within 1 mile of public facility (airport, school, reservoir, river,), otherwise, notification only	New facility within 1 mile of public facility (airport, school, reservoir, river,), otherwise, notification only	New facility within 1 mile of public facility (airport, school, reservoir, river,), otherwise, notification only	New facility within 1 mile of public facility (airport, school, reservoir, river,), otherwise, notification only
<input type="checkbox"/>	Wastewater Treatment Facilities	New major conventional treatment	Notification only (MNGWPD)	Notification only (MNGWPD)	Notification only (MNGWPD)	Notification only (MNGWPD)



		facility or expansion of existing facility by more than 50 percent; or community septic treatment facilities exceeding 150,000 gallons per day or serving a development project that meets or exceeds an applicable threshold as identified herein				
<input type="checkbox"/>	Petroleum Storage Facilities	Storage greater than 50,000 barrels if within 1,000 feet of any water supply; otherwise, storage capacity greater than 200,000 barrels	50,00 barrels if within 1,000 feet of any water supply	50,00 barrels if within 1,000 feet of any water supply	50,00 barrels if within 1,000 feet of any water supply	50,00 barrels if within 1,000 feet of any water supply
<input type="checkbox"/>	Water Supply Intakes/Reservoirs	New Facilities	Notification only (MNGWPD)	Notification only (MNGWPD)	Notification only (MNGWPD)	Notification only (MNGWPD)
<input type="checkbox"/>	Intermodal Terminals	New Facilities	New Facilities	New Facilities	New Facilities	New Facilities
<input type="checkbox"/>	Truck Stops	A new facility with more than three (3) diesel fuel pumps, or containing half acre of truck parking or 10 truck parking spaces	10 or more diesel fuel pumps or 20 or more truck parking spaces	10 or more diesel fuel pumps or 20 or more truck parking spaces	10 or more diesel fuel pumps or 20 or more truck parking spaces	10 or more diesel fuel pumps or 20 or more truck parking spaces
<input type="checkbox"/>	Correction/Detention Facilities	Greater than 300 new beds, or generating more than 375 peak vehicle trips per day	Greater than 300 new beds, or generating more than 375 peak vehicle trips per day	Greater than 300 new beds, or generating more than 375 peak vehicle trips per day	Greater than 300 new beds, or generating more than 375 peak vehicle trips per day	Greater than 300 new beds, or generating more than 375 peak vehicle trips per day
<input type="checkbox"/>	Any other development types not identified above (includes parking facilities)	1000 parking spaces or, if available, more than 5,000 daily trips generated	1000 spaces or 5,000 daily trips	1000 spaces or 5,000 daily trips	1000 spaces or 5,000 daily trips	1000 spaces or 5,000 daily trips

**COMPREHENSIVE DEVELOPMENT PLAN AMENDMENT**  
*(Attachment 4)*

Property Address: \_\_\_\_\_

Current Land Use: \_\_\_\_\_ Proposed Land Use: \_\_\_\_\_

Submit the following: If a CDP Amendment is required submit a complete description of the proposed development project, including the type of land use, number of units and/or square footage, floor area ratio(s), and lot coverage ratio. In addition, submit a documented analysis detailing the following:

1. Whether the proposed land use change will permit uses that are suitable in view of the use and development of adjacent and nearby property.
2. Whether the proposed land use change will adversely affect the existing use or usability of adjacent or nearby property.
3. Whether the proposed land use change will result in uses which will or could cause excessive or burdensome use of existing streets, transportation facilities, utilities or schools.
4. Whether the amendment is consistent with the written policies in the Comprehensive Plan Text.
5. Whether there are environmental impacts or consequences resulting from the proposed change.

I filed an application (Z-\_\_\_\_-\_\_\_\_) for rezoning of the subject property on (date)\_\_\_\_\_.

I understand that my application for a CDP amendment is subject to a review by the Neighborhood Planning Unit (NPU) in which the property is located, and I agree to contact the Chairperson of that NPU to request consideration of my application. I further understand that I am required to submit an application fee for the CDP amendment in an amount of \$1,000.00.

\_\_\_\_\_  
Applicant's Name (please print)

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Address

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

\_\_\_\_\_  
Phone

Applicant informed of CDP Hearing

**DISCLOSURE REPORT**  
*(Attachment 5)*

Within the (2) years immediately preceding the filing of this rezoning application have you, as the applicant or opponent for the rezoning petition, made any campaign contributions aggregating \$250.00 or more to a local government official who will consider the application.

Circle One:       Yes       No

If the answer is YES, proceed to section 1 through 4.  
If the answer is NO, complete only section 4.

1. Circle One:       Party to Rezoning       In Opposition of Rezoning

If party to rezoning, complete section 2, 3 and 4 below.  
If opposition, proceed to section 3 and 4 below.

2. List all individuals or business entities which have and ownership interest in the property which is subject of this rezoning action: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Campaign Contributions:

Name of Government Official	Total Dollar Amount	Date of Contribution

4. 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 rezoning actions, and that the information set forth herein is true to the undersigned's best knowledge, information, and belief.

Name (please print): \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**PRE-APPLICATION REVIEW FOR  
PLANNED DEVELOPMENT-HOUSING (PD-H), PLANNED DEVELOPMENT-MIXED  
USE (PD-MU), PLANNED DEVELOPMENT-OFFICE COMMERCIAL (PD-OC), AND  
PLANNED DEVELOPMENT-BUSINESS PARK (PD-BP) AND I-MIX (INDUSTRIAL  
MIXED USE)**

*(Attachment 6)*

Property Address: \_\_\_\_\_

Tax PIN(s): \_\_\_\_\_

Existing Zoning: \_\_\_\_\_

Proposed Zoning: \_\_\_\_\_

Applicant: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Fax: \_\_\_\_\_

Owner: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Fax: \_\_\_\_\_

Applicant's Signature: To the best of my knowledge, this Pre-application review is correct and complete. Applicant will prepare documentation per Section 16-19.005(2) and (5) or 16-16A.003(1)(a) and (b) of the Zoning Ordinance of the City of Atlanta.

Applicant: \_\_\_\_\_

Date: \_\_\_\_\_

Staff: \_\_\_\_\_

Date: \_\_\_\_\_

*Signature of Staff only represents that the required pre-application for a PD or I-MIX proposal has been held and does not indicate the position of the Office of Zoning and Development on any proposal.*

# 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, shuttlebus, 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

# FEE SCHEDULE

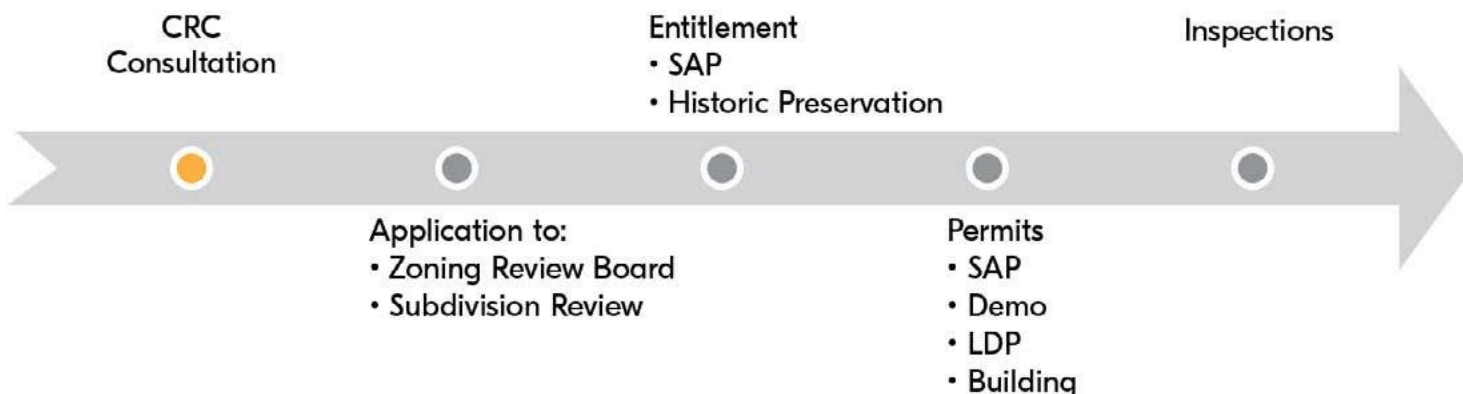
(Attachment 7)

<b>A. REZONING APPLICATIONS.</b> Rezoning application fees shall be based on the zoning district for which an applicant applied and upon the size of the property for which the application is made to the following schedule:	
<b>To R-1, R-2, R-2A, R-2B, R-3, R-3A, R-4, R-4A, or R-4B</b>	\$500.00 All Classifications
<b>To R-5, RG, PD-H, or MR</b>	
1 acre or less	\$500.00
1+ to 5 acres	\$625.00
5+ to 10 acres	\$750.00
10+ acres	\$1250.00
<b>To R-LC, O-I, C-1, C-2, C-4, C-5, I-1, &amp; or I-2</b>	
1 acre or less	\$1000.00
1+ to 5 acres	\$1500.00
5+ to 10 acres	\$2000.00
10+ acres	\$3000.00
<b>To C-3, PD-OC, PD-MU or PD-BP</b>	
1 acre or less	\$3000.00
1+ to 5 acres	\$4500.00
5+ acres	\$6000.00
<b>To any Special Public Interest (SPI) District</b>	\$3000.00
<b>To LW, MRC or NC</b>	
1 acre or less	\$3000.00
1+ to 5 acres	\$4500.00
5+ acres	\$6000.00
<b>B. SITE PLAN AMENDMENT APPLICATIONS.</b> Site plan amendment fees shall be based on the zoning district in which the subject property is located and upon the size of the property for which the application for amendment is made, based on the following schedule:	
<b>In R-1, R-2, R-2A, R-2B, R-3, R-3A, R-4, R-4A, or R-4B</b>	\$500.00
<b>In R-5, RG, PD-H or MR</b>	
1 acre or less	\$500.00
1+ to 5 acres	\$625.00
5+ to 10 acres	\$750.00
10+ acres	\$1250.00
<b>In R-LC, O-I, C-1, C-2, C-4, C-5, I-1, or I-2</b>	
1 acre or less	\$1000.00
1+ to 5 acres	\$1500.00
5+ to 10 acres	\$2000.00
10+ acres	\$2500.00
<b>In C-3, PD-OC, PD-MU, or PD-BP</b>	
1 acre or less	\$2500.00
1+ to 5 acres	\$3250.00
5+ acres	\$4000.00
<b>In any SPI District</b>	\$3250.00
<b>In LW, MRC or NC</b>	
1 acre or less	\$3000.00
1+ to 5 acres	\$4500.00
5+ acres	\$6000.00
<b>C. SPECIAL USE PERMIT.</b> All special use permit applications without regard to the zoning district shall be:	\$400.00 All Classifications
<b>D. TRANSFER OF OWNERSHIP APPLICATIONS.</b> All transfer of ownership applications (Special Use, Special Administrative Permit, Special Exception) without regard to the zoning district shall be:	\$200.00 All Classifications
<b>E. COMPREHENSIVE DEVELOPMENT PLAN (CDP) AMENDMENTS.</b> Applications for Rezoning or Site Plan Amendments that are deemed by the Office of Zoning and Development to require consideration by the City Council to change the Land Use Element of the CDP shall require a fee of:	\$1000.00 All Classifications

# CONCEPT REVIEW COMMITTEE (CRC)

## OVERVIEW

The CRC is a pre-submission meeting program designed to assist customers in navigating the City's development processes. It will serve as an opportunity for customers to meet with representatives from the City's plan review agencies at the forefront of the project design stage to refine plans and scope in an open and organized format. The CRC will save time for both the applicant and the City, by highlighting challenges and clarifying processes ahead of submission thereby reducing the number of follow-ups and streamlining the overall review process. The CRC is not meant to extend the timeline or apply additional regulations, rather it is intended to provide technical feedback prior to beginning the entitlement and permitting process.



## TYPICAL APPLICANT AND PROJECT SCOPES

Following the adoption of Resolution 19-R-3750 by the Atlanta City Council, tree protection and site development have been identified as an immediate area of focus for the CRC.

Therefore, it has been determined applications for rezonings and subdivisions should receive CRC consultation. **Beginning September 1, 2019, any projects desiring to submit for re-zonings or subdivisions will need to consult with the CRC prior to submitting an application with the Department of City Planning.** The applicant can be the property owner, representative/agent, or design professional. Contact the Coordinator if you are interested in receiving consultation but do not fall within the affected project scopes.

## MEETING FORMAT

The CRC will meet the second and fourth Friday of each month from 9:00am - 12:00pm. Agendas are anticipated to hold 10-15 concept review projects. The agenda will include the three parts listed below:

- Part 1 Subdivision projects
- Part 2 Rezonings
- Part 3 Other (tagged by DCP or requested by applicant).

Each consultation will last approximately 10-15 minutes.





## APPLICANT EXPECTATIONS

- Coordinator will reach out to the listed contact to schedule and provide more details upon submission to the CRC.
- Both the contact and/or property owner, and their licensed design professional are highly encouraged to attend the consultation as discussions will be of a technical nature.
- Applicants are welcome to summarize the project and provide additional documentation at the beginning of their dedicated time. However, consultations will be brief to accommodate all agenda items.
- Applicants will receive a log of comments noting any action or follow up items at the conclusion of the meeting or within a day or two of the meeting. Please note: **This deliverable will not be considered the formal zoning staff recommendation as the applicant will continue through existing staff, committee and NPU review processes.**

## SUBMITTAL REQUIREMENTS

- Completed application (digitally through ACA or hard copy in person)
- Conceptual plans (in PDF format) to include:
  - Scaled site survey noting existing topographic conditions
  - Tree survey showing species, DBH (diameter at breast height) and identifying all dead, dying or hazardous trees
  - Proposed concept noting building footprint, roadway/site access, grading, stormwater management plan, etc. Provide as much detail as possible to aid the conversation

## HOW TO SUBMIT

All items can be submitted digitally through the [ACA portal](#). Documents are to be in PDF format.

## COMMITTEE MEMBERS

DCP - Office of Buildings, Building and Life Safety Code  
DCP - Office of Buildings, Arborist Division  
DCP - Office of Zoning & Development  
Atlanta Department of Transportation  
Department of Watershed Management - Site Development  
Department of Public Works - Streets  
Others, as determined by project scope

**CRC Chair:** Tasked with leading CRC meetings and facilitating the resolution of issues between plan review disciplines and the applicant.

**CRC Coordinator:** Main point of contact for applicants and CRC members. Manages the intake, coordinates the agenda and meeting locations. Continually measures the program.

## TO LEARN MORE

Visit: [www.atlantaga.gov/government/departments/city-planning/concept-review-committee](http://www.atlantaga.gov/government/departments/city-planning/concept-review-committee)

Call 404-330-6145

Email: [CRC@atlantaga.gov](mailto:CRC@atlantaga.gov)

