

**REZONING APPLICATION  
 APPLICANT'S CHECKLIST  
 DOCUMENTS AND QUANTITIES REQUIRED**

**ALL ITEMS ARE DUE AT THE TIME OF FILING  
 NO INCOMPLETE APPLICATION WILL BE ACCEPTED**

		Check <input checked="" type="checkbox"/>
Application Form	1 original with notarized signature (please include a short summary of proposed project)	
Authorization to Inspect Premises	1 original copy ( <i>Attachment 1</i> )	
Documented Impact Analysis	1 original (In accordance with standards on page 2 letter B)	
Site Plan Requirements	18 copies of site plan folded to 11"x 14" preferred size 24"x 36" (scaled)	
Property Description	1 Legal Description and survey (required)	
Housing Application	( <i>Attachment 2</i> )	
Tree Replacement Plan	1 original copy (required if trees are being replaced)	
Disclosure Form	1 original copy ( <i>Attachment 5</i> )	
Zoning Review Board Schedule		
Required Fees	<i>Attachment 7</i>	
<b>THE FOLLOWING ITEMS MAY BE REQUIRED. SEE THE FOLLOWING INFORMATION FOR DETAILS.</b>		
Planned Development (PD) Districts	( <i>Attachment 6</i> )	
Development of Regional Impact	Table II ( <i>Attachment 3</i> )	
Comprehensive Development Plan (CDP) Amendment	( <i>Attachment 4</i> )	

**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.

## 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 eighteen (18) copies of the site plan prepared by a State of Georgia registered architect, landscape architect, engineer, or planner holding the AICP designation. Site plans must be folded. All site plans 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 Administrative Assistant at (404) 546-8591 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 and Attachment 2b*
- 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: \_\_\_\_\_ 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)

**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 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

# 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**

**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)*

If the rezoning application contemplates the construction of five or more residential units, please complete.

**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**

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:

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

(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)

If the rezoning application contemplates the construction of one or more residential units, complete the attached

## 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:

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

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

\_\_\_\_\_  
Date

(Attachment 3)

Table II  
Developments of Regional Impact  
Tiers and Development Thresholds  
Effective January 1, 2002

*Please check the appropriate type of development*

Type of Development		Metropolitan Regions	Nonmetropolitan Regions
<input type="checkbox"/>	Office	Greater than 400,00 gross square feet	Greater than 125,000 gross square feet
<input type="checkbox"/>	Commercial	Greater than 3000,000 gross square feet	Greater than 175,000 gross square feet
<input type="checkbox"/>	Wholesale & Distribution	Greater than 500,000 gross square feet	Greater than 175,000 gross square feet
<input type="checkbox"/>	Hospitals and Health Care Facilities	Greater than 300 new beds; or generating more than 375 peak hour vehicle trips per day	Greater than 200 new beds; or generating more than 250 peak hour vehicle trips per day
<input type="checkbox"/>	Housing	Greater than 400 new lots or units	Greater than 125 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	Greater than 175,000 gross square feet; or employing more than 500 workers; or covering more than 125 acres
<input type="checkbox"/>	Hotels	Greater than 400 rooms	Greater than 250 rooms
<input type="checkbox"/>	Mixed Use	Total gross square feet greater than 400,000; or covering more than 120 acres	Total gross square feet greater than 125,000; or covering more than 40 acres
<input type="checkbox"/>	Airports	All new airports, runways and runway extension	Any new airport with a paved runway; or runway additions of more than 25% of existing runway length
<input type="checkbox"/>	Attractions & Recreational Facilities	Greater than 1,500 parking spaces or a seating capacity of more than 6,000	Greater than 1,500 parking spaces or a seating capacity of more than 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 capacity	New school with a capacity of more than 750 students, or expansion by at least 25 percent of capacity
<input type="checkbox"/>	Waste Handling Facilities	New facility or expansion of use of an existing facility by 50 percent or more; and located within one-half mile of a jurisdictional boundary	New facility or expansion of use of an existing facility by 50 percent or more; and located within one-half mile of a jurisdictional boundary
<input type="checkbox"/>	Quarries, Asphalt & Cement Plants	New facility or expansion of existing facility by more than 50 percent; and located within one-half mile of a jurisdictional boundary	New facility or expansion of existing facility by more than 50 percent; and located within one-half mile of a jurisdictional boundary
<input type="checkbox"/>	Wastewater Treatment Facilities	New facility or expansion of existing facility by more than 50 percent; and located within one-half mile of a jurisdictional boundary	New facility or expansion of existing facility by more than 50 percent; and located within one-half mile of a jurisdictional boundary
<input type="checkbox"/>	Petroleum Storage Facilities	Storage greater than 50,00 barrels if within 1,000 feet of any water supply; otherwise, storage capacity greater than 200,000 barrels; and located within one half mile of a jurisdictional boundary	Storage greater than 50,00 barrels if within 1,000 feet of any water supply; otherwise, storage capacity greater than 200,000 barrels; and located within one half mile of a jurisdictional boundary
<input type="checkbox"/>	Water Supply Intakes/Reservoirs	New Facilities	New Facilities
<input type="checkbox"/>	Intermodal Terminals	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	A new facility with more than three (3) diesel fuel pumps; or containing half acre of truck
<input type="checkbox"/>	Any other development types not identified above	1000 parking spaces	1000 parking spaces

	(includes parking facilities)	
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## 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)**

*(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) 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 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)

A. Rezoning Applications. 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
To LW, MRC or NC	
1 acre or less	\$3000.00
1+ to 5 acres	\$4500.00
5+ acres	\$6000.00
<b>B. SPECIAL USE PERMITS</b>	
<b>C. 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 All Classifications
<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>D. Transfer of Ownership Applications</b>	\$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, in addition to fees stated elsewhere, a fee of \$1000.00	

<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**