

**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>	
THE FOLLOWING ITEMS MAY BE REQUIRED. SEE THE FOLLOWING INFORMATION FOR DETAILS.		
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 – FRIDAY FROM 8:15 A.M. – 3:00 P.M.**

On the last day of the application period (closing day), applicants must sign in at the Office of Zoning and Development by **3:00 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:

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

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

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				
Building Total								

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:

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

Number of total units in development (Round up to nearest whole number) 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 (includes parking facilities)	1000 parking spaces	1000 parking spaces

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/mopeds 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:

To R-1, R-2, R-2A, R-2B, R-3, R-3A, R-4, R-4A, or R-4B	\$500.00 All Classifications
To R-5, RG, PD-H, or MR	
1 acre or less	\$500.00
1+ to 5 acres	\$625.00
5+ to 10 acres	\$750.00
10+ acres	\$1250.00
To R-LC, O-I, C-1, C-2, C-4, C-5, I-1, & or I-2	
1 acre or less	\$1000.00
1+ to 5 acres	\$1500.00
5+ to 10 acres	\$2000.00
10+ acres	\$3000.00
To C-3, PD-OC, PD-MU or PD-BP	
1 acre or less	\$3000.00
1+ to 5 acres	\$4500.00
5+ acres	\$6000.00
To any Special Public Interest (SPI) District	\$3000.00
To LW, MRC or NC	
1 acre or less	\$3000.00
1+ to 5 acres	\$4500.00
5+ acres	\$6000.00
B. SPECIAL USE PERMITS	
C. Site Plan Amendment Applications. 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.	
In R-1, R-2, R-2A, R-2B, R-3, R-3A, R-4, R-4A, or R-4B	\$500.00 All Classifications
In R-5, RG, PD-H or MR	
1 acre or less	\$500.00
1+ to 5 acres	\$625.00
5+ to 10 acres	\$750.00
10+ acres	\$1250.00
In R-LC, O-I, C-1, C-2, C-4, C-5, I-1, or I-2	
1 acre or less	\$1000.00
1+ to 5 acres	\$1500.00
5+ to 10 acres	\$2000.00
10+ acres	\$2500.00
In C-3, PD-OC, PD-MU, or PD-BP	
1 acre or less	\$2500.00
1+ to 5 acres	\$3250.00
5+ acres	\$4000.00
In any SPI District	\$3250.00
D. Transfer of Ownership Applications	\$200.00 All Classifications
E. Comprehensive Development Plan (CDP) Amendments. 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	

**OFFICE OF ZONING AND DEVELOPMENT
2018 ZONING REVIEW BOARD SCHEDULE
6:00 PM-CITY HALL-CITY COUNCIL CHAMBERS, SECOND FLOOR**

APPLICATION PERIOD	ZONING REVIEW BOARD PUBLIC HEARING	ZONING COMMITTEE	CITY COUNCIL
October 4, 2017 – November 7, 2017	January 4, 2018 or January 11, 2018	January 24, 2018	February 5, 2018
November 8, 2017 – December 5, 2017	February 1, 2018 or February 8, 2018	February 14, 2018 or February 28, 2018	February 19, 2018 or March 5, 2018
December 6, 2017 – January 2, 2018	March 1, 2018 or March 8, 2018	March 14, 2018 or March 28, 2018	March 19, 2018 or April 16, 2018
January 3, 2018 – February 6, 2018	April 5, 2018 or April 12, 2018	April 25, 2018	May 7, 2018
February 7, 2018 – March 6, 2018	May 3, 2018 or May 10, 2018	May 16, 2018 or May 30, 2018	May 21, 2018 or June 4, 2018
March 7, 2018 – April 3, 2018	June 7, 2018 or June 14, 2018	June 27, 2018	July 2, 2018
April 4, 2018 – May 1, 2018	July 5, 2018 or July 12, 2018	July 25, 2018	August 20, 2018
May 2, 2018 – June 5, 2018	August 2, 2018 or August 9, 2018	August 29, 2018	September 4, 2018
June 6, 2018 – July 3, 2018	September 6, 2018 or September 13, 2018	September 26, 2018	October 1, 2018
July 5, 2018 – August 7, 2018	October 4, 2018 or October 11, 2018	October 24, 2018	November 5, 2018
August 8, 2018 – September 4, 2018	November 1, 2018 or November 8, 2018	November 14, 2018 or November 28, 2018	November 19, 2018 or December 3, 2018
September 5, 2018 – October 2, 2018	December 6, 2018 or December 13, 2018	TBD	TBD

APPLICATIONS ARE ACCEPTED MONDAY – FRIDAY UNTIL 3:00 PM

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