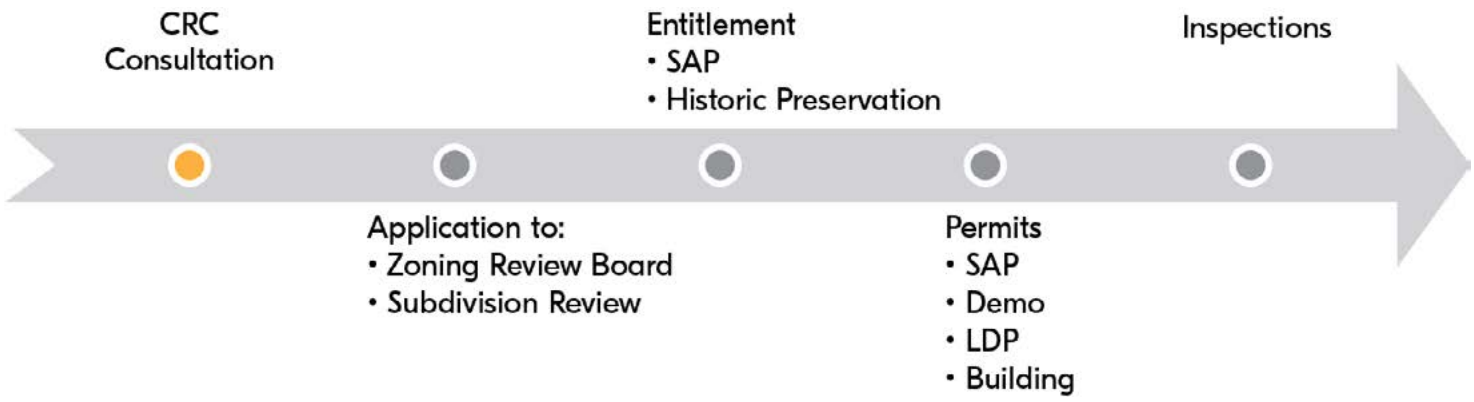
FACT SHEET

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 clarifiying 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 Deparment 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 Re-Zonings
- 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 accomodate all agenda items.
- Applicants with recieve a log of comments noting any action or follow up items at the conculsion 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. In person applications will be accepted in the Commissioner's Suite, #1450, first floor of the Atlanta City Hall, 55 Trinity Avenue SW, Atlanta GA, 30303.

COMMITTEE MEMBERS

DCP - Office of Buildings, Building and Life Safety Code
DCP - Office of Buildings, Arborist Division
DCP - Office of Zoning & Development
DCP - Office of Mobility Planning
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
Call 404-330-6070
Email: CRC@atlantaga.gov