

City of Atlanta
Department of Planning and Community Development
Bureau of Planning, Current Planning Division, Suite 3350
(404) 330-6145

SUBMITTAL CHECKLIST
for
REZONING APPLICATION

- _____ 1. Submit complete **APPLICATION** with notarized signatures.
- _____ 2. Submit **DOCUMENTED IMPACT ANALYSIS** based on criteria outlined in application form. In addition, identify the sewer and drainage basins for the subject property (see Instructions, item B).
- _____ 3. Submit notarized **AUTHORIZATION(S) OF PROPERTY OWNER(S)**, if the applicant is not the owner of the property. The applicant is the person who appears in person at the Bureau of Planning to file the application. (see Attachment 1).
- _____ 4. Submit **AUTHORIZATION OF ATTORNEY**, if an attorney is filing the application on behalf of a property owner (see Attachment 2).
- _____ 5. Submit a copy of a survey (“plat of survey”) and a written **LEGAL DESCRIPTION** in metes and bounds. **Application will not be accepted without a legal description on a separate 8 ½ x 11 sheet.**
- _____ 6. When new development is proposed, submit **eighteen (18) folded copies** of a **SITE PLAN**, drawn to scale, showing existing and proposed conditions including streets, footprints of buildings, parking layout, driveways, north arrow, scale, and seal of professional preparer (**see Instructions, item C**).
- _____ 7. Submit **ADDITIONAL INFORMATION** as required (see Instructions, items D, F, G, I, & J, and Attachments 3 - 7).
- _____ 9. Submit **TREE REPLACEMENT PLAN** (see Instructions, item H.)
- _____ 8. File application with Bureau of Planning Development Review Division.
- _____ 9. Pay fee (see Attachment 8). Make check payable to “City of Atlanta”.
- _____ 10. Obtain copy of the **NOTICE TO APPLICANT** regarding the Zoning Review Board (ZRB) hearing date, meeting dates and the Neighborhood Planning Unit (NPU) contact person.
- _____ 11. Consult with NPU contact person and attend necessary meeting(s), including any applicable neighborhood association meetings.
- _____ 12. Attend ZRB public hearing.

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED

NOTE: On closing day, applicants must sign in at the Bureau of Planning by 2:00 P.M. to ensure processing and scheduling for the corresponding public hearing date. If the applicant signs in after 2:00, the application will be scheduled for the following month’s public hearing (see attached public hearing schedule).

Please do not hesitate to contact the Bureau of Planning to discuss your application with a staff planner after filing your application. The staff recommendation for your application will be available on the Tuesday before the first ZRB hearing of the month.

REVISED JANUARY 2005

APPLICATION FOR REZONING
City of Atlanta

Date Filed _____ Application Number _____

I Hereby Request That The Property Described in this Application be Rezoned

From _____ District

TO _____ District

Name of Applicant _____

Last Name

First Name

M.I.

address _____ street name _____

city _____ state _____ zip code _____

phone _____ Fax _____

e-mail address _____

Name of Property Owner _____

Last Name

First Name

M.I.

address _____ street name _____

city _____ state _____ zip code _____

phone _____ Fax _____

Description of Property

Address of Property _____ street name _____

city _____ state _____ zip code _____

The subject property fronts _____ feet on the _____ side of _____

beginning _____ feet from the _____ corner of _____

Depth: _____ Area: _____ Land Lot: _____ Land District: _____ - _____ County, GA.

Property is zoned: _____ Council District: _____ Neighborhood Planning Unit: _____

INSTRUCTIONS

- A. SUMMARY OF PROPOSED PROJECT.** Describe the proposed project in the space provided below. 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. Should additional space be required please type or print on a separate piece of paper.

- B. DOCUMENTED IMPACT ANALYSIS.** Each application must contain a typed or printed documented analysis of the impact of the proposed rezoning with respect to the following matters.

(1) Compatibility with comprehensive development plans; timing of development:

The Bureau 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 or incompatible 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 Bureau 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 Bureau 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 the 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 Bureau may consider the availability of other appropriate land already zoned for the proposed use, general and in the area of the proposed change. The Bureau may also consider whether generally, or in the area of the proposed change, the change would have 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 a greater need to a category for which the public need is lesser.

- (4) Effect on character of the neighborhood:** The Bureau 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 Bureau 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 Bureau shall consider whether the zoning proposal will adversely affect the existing use or usability of adjacent or nearby property.

- (7) Economic use of current zoning:** The Bureau shall consider whether the property to be affected by the zoning proposal has a reasonable economic use as currently zoned.

- (8) Tree Preservation:** The Bureau 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. **CONDITIONAL ZONING.** If the request is for zoning for new development, submit fourteen (14) 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 to 11” x 14”. 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, and number of parking spaces must also be shown. 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.** If your request is for PD District Zoning, you must comply with the requirements of Chapter 19 of the Zoning Ordinance and with the appropriate regulations for Planned Development Housing, Office-Commercial, Mixed-Use, or Business Park as appropriate. **Certification of a PD Zoning pre-application conference is required.** Submit *Attachment 7*.
- E. **PROPERTY DESCRIPTION.** A copy of a recent plat of 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 3*.
- G. **DEVELOPMENTS OF REGIONAL IMPACT.** If your application meets the thresholds shown on *Table II (Attachment 4)*, you must contact the Bureau of Planning for further instructions.
- H. **TREE PRESERVATION.** All development must meet the City of Atlanta Tree Ordinance. Contact the City Arborist, (404) 330-6150 for details.
- I. **COMPREHENSIVE DEVELOPMENT PLAN (CDP) AMENDMENT.** Submit *Attachment 5*.
- J. **DISCLOSURE.** Submit a disclosure statement as described in *Attachment 6*.
- K. **HEARING DATES AND PROCESSING OF APPLICANTS.** See attached Zoning Review Board Schedule.
- L. **MEETING WITH NEIGHBORHOOD PLANNING UNIT.** (NPU) You must contact the appropriate Neighborhood Planning Unit (NPU) within two 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.** See attached fee schedule, *Attachment 8*.
- N. **AUTHORIZATION TO INSPECT PREMISES.** I hereby authorize the staff of the Bureau of Planning of the City of Atlanta to inspect the premises, which are the subject of this rezoning application.
- O. **Revisions to site plans will only be accepted up to 15 days prior to the scheduled hearing date.**

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)**

AUTHORIZATION BY PROPERTY OWNER

(Required if person filing the 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 THE PROPERTY AT _____
_____ (PROPERTY ADDRESS).

AS SHOWN IN THE RECORDS OF _____ COUNTY, GEORGIA, WHICH
IS THE SUBJECT MATTER OF THE ATTACHED APPLICATION. I AUTHORIZE THE
PERSON NAMED BELOW TO FILE THIS APPLICATION AS MY AGENT.

NAME OF APPLICANT:

LAST NAME _____ FIRST NAME _____

ADDRESS _____ STREET NAME _____ SUITE _____

CITY _____ STATE _____ ZIP CODE _____

TELEPHONE NUMBER

AREA CODE () NUMBER _____ - _____

Signature of Owner

Print name of owner

Personally Appeared Before Me this _____ day of _____, 2_____.

Notary Public

AUTHORIZATION OF ATTORNEY

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.

SIGNATURE OF ATTORNEY

NAME

ADDRESS

CITY

STATE

ZIPCODE

TELEPHONE NUMBER

ATLANTA PUBLIC SCHOOLS REVIEW REQUEST

(Required only if application would result in construction of one or more units of new housing)

Application Number _____

Name of applicant _____

Address _____

City _____ State _____ Zip Code _____

Contact, if other than applicant _____

Zoning category requested _____ No. of acres of property to be rezoned _____

No. of Proposed dwelling units per acre _____ Total number of dwelling units _____

Total number of units by bedroom: _____

Monthly rental per unit _____ or selling per unit _____

Projected construction completion date: _____

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

Type of Development	Metropolitan Regions	Nonmetropolitan Regions
(1) Office	Greater than 400,000 gross square feet	Greater than 125,000 gross square feet
(2) Commercial	Greater than 300,000 gross square feet	Greater than 175,000 gross square feet
(3) Wholesale & Distribution	Greater than 500,000 gross square feet	Greater than 175,000 gross square feet
(4) 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
(5) Housing	Greater than 400 new lots or units	Greater than 125 new lots or units
(6) 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
(7) Hotels	Greater than 400 rooms	Greater than 250 rooms
(8) 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
(9) Airports	All new airports, runways and runway extensions	Any new airport with a paved runway; or runway additions of more than 25% of existing runway length
(10) 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
(11) 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 a capacity of more than 750 students, or expansion by at least 25 percent of capacity
(12) 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
(13) 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
(14) 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
(15) 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; and located within one-half mile of a jurisdictional boundary	Storage greater than 50,000 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
(16) Water Supply Intakes/Reservoirs	New Facilities	New Facilities
(17) Intermodal Terminals	New Facilities	New Facilities
(18) Truck Stops	A new facility with more than three (3) diesel fuel pumps; or containing a half acre of truck parking or 10 truck parking spaces.	A new facility with more than three (3) diesel fuel pumps; or containing a half acre of truck parking or 10 truck parking spaces.
(19) Any other development types not identified above (includes parking facilities)	1000 parking spaces	1000 parking spaces

Attachment 4 - Rezoning

COMPREHENSIVE LAND USE AMENDMENT

Date: _____

The City of Atlanta
Department of Planning and Community Development
Bureau of Planning
68 Mitchell Street, South Building, Suite 3350
Atlanta, Georgia 30335-0310

RE: CDP Land Use Amendment Application

Dear Sir/Madam:

I hereby request that the Comprehensive Development Plan (CDP) land use designation for *(address of property)* _____ be amended from *(existing land designation)* _____ to a designation that will allow it to be rezoned from *(existing zoning classification)* _____ to *(proposed zoning classification)* _____.

Notarized authorization of any and all property owner (s) indicating consent to this request have been made a part of this application. 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. I have submitted a complete description of the proposed development project, including type of land use, number of units and /or square footage, floor area ratio(s), and lot coverage ratio. Furthermore the following information has also been included:

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)* _____.

Sincerely,

Applicant's Signature

Name of Applicant (please print)

Address of Applicant

City State Zip Code

Phone Number of Applicant

Applicant informed of CDP hearing schedule

Attachment 5-Rezoning

CONFLICT OF INTEREST IN ZONING ACTIONS

Please submit a statement regarding any conflict of interest in zoning actions as defined below.

Municipal Code 36-67A - 1. Definitions.

As used in this chapter the term:

- (1) "Applicant" means any person who applies for rezoning action and any attorney or other person representing or acting on behalf of a person who applies for a rezoning action.
- (2) "Business entity" means any corporation, partnership, limited partnership, firm, enterprise, franchise, association, or trust.
- (2.1) "Campaign contribution" means a "contribution" as defined in paragraph (6) of Code Section 21-5-3.
- (3) "Financial interest" means all direct ownership interest of the total assets or capital stock of a business entity where such ownership interest is 10 percent or more.
- (4) "Local government" means any county or municipality of this state.
- (5) "Local government official" means any member of the governing authority of a local government or any member of a planning or zoning commission.
- (6) "Member of the Family" means the spouse, mother, father, brother, sister, son, daughter of local government official.
- (6.1) "Opponent" means any person who opposes a rezoning action any attorney or other person representing or acting on behalf of a person who opposes a rezoning action.
- (6.2) "Oppose" means to appear before, discuss with, or contact either orally or in writing, any local government or local official and argue against a rezoning action.
- (6.3) "Person" means an individual, partnership, committee, association, corporation, labor organization, or any other organization or group of persons.
- (7) "Property interest" means the direct ownership of real property and includes any percentage of ownership less than total ownership.
- (8) "Real property" means any tract or parcel of land, and if developed, any buildings or structures located on the land.
- (9) "Rezoning action" means action by local government adopting an amendment to a zoning ordinance which has the effect of rezoning real property from one zoning classification to another.

36-67A-2. Disclosure of Financial Interest.

A local government official who knew or reasonably should have known he or she:

- (1)** Has a property interest any real property affected by a rezoning action which that official's local government will have the duty to consider:
- (2)** Has a financial interest in any business entity which has a property interest in any real property affected by a rezoning which that official's local government will have the duty to consider; or
- (3)** Has a member of the family having any interest described in paragraph (1) or
- (4)** of this Code section

shall immediately disclose the nature and extent of such interest, in writing, to the governing authority of the local government in which the local government official is a member. The local government official who has an interest as defined in paragraph (1) or (2) of this Code section shall disqualify himself from voting on the rezoning action. The disqualified local government officials shall not take any other action on behalf himself or any other person to influence action on the application for rezoning. The disclosures provided for in this Code section shall be a public inspection at any time during normal working hours.

36-67A-3 Disclosure of campaign contributions.

- (a)** When any applicant for rezoning action has made, within two years immediately preceding the filing of that applicant's application for the rezoning action, campaign contributions aggregating \$250.00 or more to a local government official who will consider the application, it shall be the duty of the applicant to file a disclosure report with the governing authority of the respective local government showing:

 - (1)** The name and official position of the local government official to whom the campaign contribution was made; and
 - (2)** The dollar amount and description of each campaign contribution made by the applicant to the local government official during the two years immediately preceding the filing of the application for the rezoning action and the date of each such contribution.
- (b)** The disclosures required by subsection (a) of this Code section shall be filed within ten days after the application for the rezoning action is first filed.
- (c)** When any opponent of a rezoning action has made, within two years immediately preceding the filing of the rezoning action being opposed, campaign contributions aggregating \$250.00 or more to a local government official of the local government which will consider the application, it shall be the duty of the opponent to file a disclosure with the governing authority of the respective local government showing:

 - (1)** The name and official position of the local government official to whom the campaign contribution was made; and
 - (2)** The dollar amount and description of each campaign contribution made by the opponent to the local government official during the two years immediately preceding the filing of the application for the rezoning action and the date of each such contribution.
- (d)** The disclosure required by subsection (c) of this Code section shall be filed at least five calendar days prior to the hearing by the local government or any of its agencies on the rezoning application.

36-76A-4. Penalties.

Any person knowingly failing to comply with the requirements of this chapter or violating the provisions of this chapter shall be guilty of a misdemeanor.

**Required for proposed rezoning to Planned Development—Housing (PD-H),
Planned Development –Mixed Use (PD-MU), Planned Development—Office Commercial (PD-OC),
and Planned Development—Business Park (PD-BP).**

**THIS CONFERENCE MUST BE HELD NO LESS THAN FIVE (5) BUSINESS
DAYS PRIOR TO FILING OF THE APPLICATION**

**CERTIFICATION OF PRE-APPLICATION CONFERENCE
FOR PLANNED DEVELOPMENT (PD) ZONING**

A pre-application conference was held on (DATE) _____ between
(APPLICANT) _____ and a
staff person of the Current Planning Division, Development Review Section. Applicant has/will
prepare documentation per Section 16-19.005 (2) and (5) of the Zoning Ordinance of the City of
Atlanta.

Signature of Applicant

Printed Name of Applicant

Signature of Staffperson

Signature of Staff only represents that the required pre-conference for a
PD proposal has been held and does not indicate the position of the
Bureau of Planning on any proposal

Attachment 7-Rezoning

FEE SCHEDULE

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:

1.) To R-1, R-2, R-2A, R-3, R-3A, R-4, R-4A, or R-4B	\$ 500.00 All Classifications
2.) To R-5, RG, PDH, or MR	
1 acre or less	\$500.00
1+ to 5 acres	\$625.00
5+ to 10 acres	\$750.00
10+ acres	\$1250.00
3.) 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
4) To C-3, PD-OC, PD-MU, PD-BP, LW, or MRC	
1 acre or less	\$3000.00
1+ to 5 acres	\$4500.00
5+	\$6000.00
5) To any Special Public Interest (SPI) District	\$3000.00
6) No fee shall be charged for residential rezoning R-1, R-2, R-2A, R-3A, R-4, R-4A, R-4B, R-5, RG, PD-H when consistent with the Comprehensive Development Plan (CDP) land use map.	
B. SPECIAL USE PERMITS	\$400.00 All Classifications
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 according to the following schedule. No fee shall be charged when consistent with the Comprehensive Development Plan (CDP) land use map:	
1) In R-1, R-2, R-2A, R-3, R-3A, R-4, R-4B	\$500.00 All Classifications
2) In R-5, RG, or PD-H	
1 acre or less	\$500.00
1+ to 5 acres	\$625.00
5+ to 10 acres	\$750.00
10+ acres	\$1250.00
3) 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
4) In C-3, PD-OC, PD-MU, or PD-BP	
1 acre or less	\$2500.00
1+ to 5 acres	\$3250.00
5+	\$4000.00
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 Bureau of Planning 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	

Attachment 8 - Rezoning

SITE PLAN REQUIREMENTS

All site plans must be folded to no larger than 8 1/2" x 14".

ALL SITE PLANS

- Property lines of all lots
- Adjoining streets w/street names, adjoining 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 trees, landscaped strips, & street furniture (including streetlights)
- Footprints (outlines) of existing & proposed buildings, structures, additions
- Building entrance locations
- Parking lots, parking structures, and loading spaces and areas
 - show striping of parking. spaces on parking. lots
 - 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 height of walls & fences
- 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 & refuge areas
- Arrows showing directions of vehicular circulation

REZONING SITE PLANS (14 copies)

- 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

PLANNED DEVELOPMENT (PD) SITE PLANS (14 copies)

- Items listed under ALL SITE PLANS
- Proposed lot sizes in square feet
- Vicinity map at a scale of not less than 1 inch 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 inch equals 50 feet
- Design of bridges or culverts (if applicable)
- Flood plains, flood hazard districts, and floodways as adopted by the City of Atlanta

Note: PD site plan requirements are established by Sec. 16-19.005 of the Zoning Ordinance.

SITE PLAN SPECIFICATIONS (include all applicable items)

Note: 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 structures 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): No. of employees; square footage of restaurant/lounge area; s.f. of convention areas
 - c. (Nursing Homes): No. of beds
 - d. (Schools): No. of classrooms
 - e. (SROs): No. of dwelling units & employees
 - f. Other uses: square footage of structures

MAY BE REQUESTED BY STAFF:

- Building elevations
- Transitional yards and transitional height plane drawings
- Shadow studies
- Other studies and documents



**BUREAU OF PLANNING
2008 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 10, 2007 – November 13, 2007	January 3, 2008 or January 10, 2008	January 30, 2008	February 4, 2008
November 14, 2007 – December 11, 2007	February 7, 2008 or February 14, 2008	February 27, 2008	March 3, 2008
December 12, 2007 – January 8, 2008	March 6, 2008 or March 13, 2008	April 2, 2008	April 21, 2008
January 9, 2008 – February 12, 2008	April 3, 2008 or April 10, 2008	April 30, 2008	May 5, 2008
February 13, 2008 – March 11, 2008	May 1, 2008 or May 8, 2008	May 28, 2008	June 2, 2008
March 12, 2008 – April 8, 2008	June 5, 2008 or June 12, 2008	July 2, 2008	July 7, 2008
April 9, 2008 – May 13, 2008	July 3, 2008 or July 10, 2008	July 30, 2008	August 18, 2008
May 14, 2008 – June 10, 2008	August 7, 2008 or August 14, 2008	August 27, 2008	September 2, 2008
June 11, 2008 – July 8, 2008	September 4, 2008 or September 11, 2008	October 1, 2008	October 6, 2008
July 9, 2008 – August 12, 2008	October 2, 2008 or October 9, 2008	October 29, 2008	November 3, 2008
August 13, 2008 – September 9, 2008	November 6, 2008 or November 13, 2008	November 26, 2008	December 1, 2008
September 10, 2008 – October 7, 2008	December 4, 2008 or December 11 2008	TBD	TBD

APPLICATIONS ARE ACCEPTED UNTIL 2:00 PM ON THE LAST DAY OF THE APPLICATION PERIOD
Charletta Wilson Jacks, Zoning Administrator/Secretary to the Zoning Review Board
Racquel T. Jackson, Planning Resource Coordinator
(404) 330-6145