



## **REZONING APPLICATION PACKET**

This package contains all the forms and instructions necessary to apply for a rezoning from the City of Chamblee's Zoning Ordinance.

Section 202 of the zoning ordinance states;

"Whenever the public necessity, public convenience, general welfare or good zoning practice justify such action, this zoning ordinance, including the official zoning map, may be amended by the mayor and city council. ...

C. Applications ...to amend the official zoning map,... shall be filed with the city clerk and shall include the following information:

1. A pre-application form signed and dated by the city planner stating that a pre-application meeting took place pursuant to section 201.
2. A legal description of the tract(s) that are the subject of the application.
3. The name and address of the owner(s) of the tract and agent(s), if any.
4. Whenever the applicant is not the property owner, the owner shall certify by notarized signature that (s)he has given authority to the applicant to file the application. When properties have more than one owner, the notarized signature of all property owners shall be required.
5. An application fee established by the city.
6. For map amendments and planned unit developments, all materials required by section 203.
7. The present and proposed zoning classification for the tract(s) and the land use classification for the tract(s), as shown on the future development map.
8. A written analysis of the impact of the proposal with respect to the relevant criteria as follows:
  - i. For map amendments, section 208...
9. Other materials reasonably required by the city necessary to the analysis of the application.

D. No application shall be deemed accepted and filed until all required forms have been completed and all required materials have been submitted, including fees. The date an application is complete and hence accepted and filed shall be noted on the application form by the city manager or his/her designee, and any subsequent deadlines tied to date of application shall begin to run as of said date.

E. Applicant will be notified by city manager or his/her designee as to the next available regularly scheduled mayor and city council hearing at which said application may be heard.

Please review the attached forms and contact the Development Department to schedule an appointment to begin the process.

## PRE-APPLICATION INFORMATION FORM

*This page must be completed by the Applicant.*

### APPLICANT

Name

Company

Mailing Address

Suite/Apt. #

City, State

Zip Code

Primary Phone #

Alternate Phone #

FAX #

E-mail

### PROJECT SUMMARY

Name of Project

Project Description

Total Number of Properties Involved (*Fill out a separate "Property Information" page for each property involved*)

Total Project Acreage

Total Number of Buildings

Total Estimated Cost of Planned Improvements

Detailed Description (*Include Proposed Use(s) and Square Footage of Floor Area for each use*):

### PROPOSED APPLICATION TYPE (*Check all that apply*)

- Unknown or Yet to be determined
- Zoning Application: To Amend the Zoning Map (Rezone Property)
- Zoning Application: To Amend the Future Development Map (Concurrent with Zoning Map Amendment)
- Zoning Application: To Vary the terms of the Zoning Ordinance (Variance)
- Zoning Application: For a Planned Use Development (PUD)
- Zoning Application: For a Development of Community Impact (DCI)
- Application to Amend the Future Development Map (Not Concurrent with Zoning Map Amendment)
- Administrative Variance Application
- Building Permit Application: Zoning Review of Complete Plans (prepared and sealed by a registered Arch, Engr., L. Arch, or Surveyor)
- Building Permit Application: Basic Zoning Review of Minimum Requirements (no professional seal required- SFR in NR-1 or NR-2)
- Administrative Appeal
- Other/Comment \_\_\_\_\_

*Note: Only the Mayor and City Council may initiate zoning ordinance text amendments.*

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

Applicant Signature (Check One):    Property Owner   OR    Owner's Agent

OFFICIAL USE



## PROPERTY INFORMATION/ OWNER AUTHORIZATION

**PROPERTY # \_\_\_\_\_ OF \_\_\_\_\_ TOTAL**  
*The Applicant shall complete one page for each property included.*

### PROPERTY INFORMATION

Property Address/Location	Suite/Apt. #	<u>Chamblee, GA</u> City, State	Zip Code
Parcel ID / Property Tax Identification Number	Total Acreage		
Present Use(s)	Present Zoning (Official Zoning Map)	Present Character Area (Future Development Map)	
Proposed Use(s)	Proposed Zoning	Proposed Character Area	

*Legal description includes:*

Subdivision Name \_\_\_\_\_ Lot # \_\_\_\_\_ Block # \_\_\_\_\_  
OR

Indicate here that an exhibit identifying property location is attached.

### PROPERTY OWNER

Owner (Person, Firm, Corporation, or Agency) \_\_\_\_\_  
Company \_\_\_\_\_  
Mailing Address \_\_\_\_\_ Suite/Apt. # \_\_\_\_\_ City, State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Primary Phone # \_\_\_\_\_ Alternate Phone # \_\_\_\_\_ FAX # \_\_\_\_\_ E-mail \_\_\_\_\_

### PROPERTY OWNER'S AGENT *(If Applicable)*

Name and Company (Owner's Agent or Attorney) \_\_\_\_\_  
Mailing Address \_\_\_\_\_ Suite/Apt. # \_\_\_\_\_ City, State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Primary Phone # \_\_\_\_\_ Alternate Phone # \_\_\_\_\_ FAX # \_\_\_\_\_ E-mail \_\_\_\_\_

### AUTHORIZATION FOR AGENT *(If Applicable)*

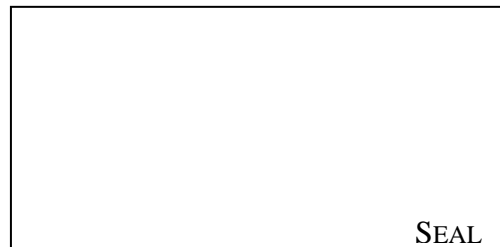
Owner Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_

Subscribed and sworn before me this \_\_\_\_\_ day of \_\_\_\_\_, 2006.

County \_\_\_\_\_

Signature of Notary Public in the State of Georgia



**OFFICIAL USE: Case #:** \_\_\_\_\_  
**VAR Case #:** \_\_\_\_\_ **PUD Case #:** \_\_\_\_\_ **DCI Case #:** \_\_\_\_\_ **FD-MAP Case #:** \_\_\_\_\_

## WRITTEN ANALYSIS: REZONING

*This page must be completed by the Applicant.(per section 202 C.8.)*

Applicant Name \_\_\_\_\_

Name of Project \_\_\_\_\_

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

Applicant Signature:   Property Owner   or           Owner's Agent

The below listed standards governing the exercise of the zoning power shall be considered whenever deliberating over any zoning decision, including Rezoning requests. Please provide an explanation to each criterion presented below.

1. The existing uses and zoning of nearby property:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. The extent to which property values are diminished by their particular zoning restrictions:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. The extent to which the possible reduction of property values of the subject property promotes the health, safety, morals or general welfare of the public:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. The relative harm to the public as compared to the hardship imposed upon the individual property owner:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. The suitability of the subject property for the zoning proposed:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**OFFICIAL USE:**

*The Applicant has been notified that this application is to be heard at the next available **Mayor and City Council hearing** scheduled for:  
Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ at Time: \_\_\_\_\_ PM / AM at the following location: \_\_\_\_\_.*

6. The length of time the property has been vacant as zoned, considered in the context of land development in the area in the vicinity of the property:

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7. Whether the zoning proposal will permit a use that is suitable in view of the use and development of adjacent and nearby property:

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8. Whether the zoning proposal will adversely affect the existing use or usability of adjacent or nearby property:

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9. Whether the property to be affected by the zoning proposal has a reasonable economic use as currently zoned:

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10. Whether the zoning proposal will result in a use which will or could cause an excessive or burdensome use of existing streets, transportation facilities, utilities, or schools:

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11. Whether the zoning proposal is in conformity with the policy and intent of the Future Development Map:

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12. Whether there are other existing or changing conditions affecting the use and development of the property which gives supporting grounds for either approval or disapproval of the zoning proposal:

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# City of Chamblee, Georgia

## Disclosure of Campaign Contributions & Gifts

Application filed on \_\_\_\_\_, 20\_\_ for action by the City of Chamblee City Council for zoning action requiring a public hearing on property described as follows:

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The undersigned below, making application for a zoning action, has complied with O.C.G.A. Section 36-67A-1, et. seq. Conflict of Interest in Zoning Actions, and has submitted or attached the required information on this form.

All individuals, business entities, or other organizations<sup>1</sup> having a property or other interest in said property subject of this application are as follows (attach additional sheets if necessary):

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Have you as applicant, agent for applicant, or anyone associated with this application or property, within the two (2) years immediately preceding the filing of this application, made campaign contributions aggregating \$250.00 or more to an elected official of the City of Chamblee?

YES     NO

If YES, please complete the following section (attach additional sheets if necessary):

<u>Name and Official Position of Government Official</u>	<u>Dollar amount &amp; description of each contribution</u>	<u>Date of Contribution</u>
_____	_____	_____
_____	_____	_____

I do hereby certify the information provided herein is both complete and accurate to the best of my knowledge.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Type or Print Name and Title

\_\_\_\_\_  
Signature of Applicant's Representative

\_\_\_\_\_  
Type or Print Name and Title

\_\_\_\_\_  
Signature of Notary Public  
(Seal)

\_\_\_\_\_  
Date

<sup>1</sup> Business entity may be a corporation, partnership, limited partnership, firm, enterprise, franchise, association, trade organization, or trust while other organization means non-profit organization, labor union, lobbyist or other industry or casual representative, church, foundation, club, charitable organization, or educational organization.

## ZONING PLANS CHECKLIST

Applicant Name \_\_\_\_\_

Name and Description of Project \_\_\_\_\_

*This list represents the minimum requirements for application and review of compliance with Zoning and Tree Preservation Ordinances including requests for rezonings, PUDs, and Developments of Community Impact.*

### 1. GENERAL INFORMATION

- a. Legal Description (including Parcel Identification and Address) for each property involved.
- b. Plans prepared and sealed by a registered Engineer or Land Surveyor

### 2. EXISTING SITE CONDITIONS

- a. Topographic map at a minimum 1"=100' scale, including information on:
- b. Man-made and natural features
- c. Utilities
- d. Streams
- e. Easements and right-of-way
- f. Features to be retained, moved, or altered
- g. Shape and dimensions of the existing lot to be built upon
- h. Size, measurement and location of any existing buildings or structures on the lot.
- i. Threshold Elevation of existing structures

### 3. PROPOSED SITE IMPROVEMENTS

A site plan at a minimum 1"=100' scale, including:

- a. Building footprints
- b. Doors
- c. Densities
- d. Parking
- e. Open space
- f. Sidewalks
- g. Yards (setbacks)
- h. Utilities
- i. Internal circulation
- j. Grading
- k. Lighting
- l. Drainage
- m. Amenities

### 4. LANDSCAPE PLAN *(existing and proposed)*

A site plan at a minimum 1"=100' scale, including:

- a. Tree Survey
- b. Landscaping to be preserved
- c. Landscaping to be removed
- d. Landscaping which is replacing the landscaping that is removed
- e. All plantings (numbered)
- f. Open space

### 5. ARCHITECTURAL DESIGN *(proposed design elements)*

An Architectural Design Elements Package, including:

- a. Scaled elevation drawings of proposed structures, including building height
- b. Information on building materials, features, exterior finish legend, windows, doors, colors
- c. Information on signs, air conditioning, grills, compressors and other items affecting exterior appearance

### 6. LEED ANALYSIS

- a. LEED (Leadership in Energy and Environmental Design) checklist completed by a LEED-Accredited Professional *(required for developments of more than 50,000 square feet of gross floor area).*

**OFFICIAL USE**

## Deadlines for Re-Zoning, Variances, Developments of Community Impact (DCI), Planned Unit Developments (PUD)

Month of Public Hearings	Pre-Application Meeting	Deadline for Application	Paper Deadline	ARB	City Council Work Session	City Council Meeting
February 2008	01/04/2008	01/04/2008	01/18/2008	02/05/2008	02/14/2008	02/19/2008
March 2008	01/18/2008	01/25/2008	02/15/2008	03/04/2008	03/13/2008	03/18/2008
April 2008	02/15/2008	02/22/2008	03/14/2008	04/01/2008	04/10/2008	04/15/2008
May 2008	03/21/2008	03/28/2008	04/18/2008	05/06/2008	05/15/2008	05/20/2008
June 2008	04/18/2008	04/25/2008	05/16/2008	06/03/2008	06/12/2008	06/17/2008
July 2008	05/23/2008	05/30/2008	06/13/2008	07/01/2008	07/10/2008	07/15/2008
August 2008	06/20/2008	06/27/2008	07/18/2008	08/05/2008	08/14/2008	08/19/2008
September 2008	07/18/2008	07/25/2008	08/15/2008	09/02/2008	09/11/2008	09/16/2008
October 2008	08/22/2008	08/29/2008	09/19/2008	10/07/2008	10/16/2008	10/21/2008
November 2008	09/19/2008	09/26/2008	10/17/2008	11/04/2008	11/13/2008	11/18/2008
December 2008	10/24/2008	10/31/2008	11/14/2008	12/02/2008	12/11/2008	12/16/2008
January 2009	11/14/2008	11/21/2008	12/19/2008	01/06/2009	01/15/2009	01/20/2009
February 2009	12/19/2008	01/02/2009	01/16/2009	02/03/2009	02/12/2009	02/17/2009
March 2009	01/23/2009	01/30/2009	02/13/2009	03/03/2009	03/12/2009	03/17/2009
April 2009	02/20/2009	02/27/2009	03/20/2009	04/07/2009	04/16/2009	04/21/2009
May 2009	03/20/2009	03/27/2009	04/17/2009	05/05/2009	05/14/2009	05/19/2009
June 2009	04/17/2009	04/24/2009	05/15/2009	06/02/2009	06/11/2009	06/16/2009
July 2009	05/22/2009	05/29/2009	06/19/2009	07/07/2009	07/16/2009	07/21/2009
August 2009	06/19/2009	06/26/2009	07/17/2009	08/04/2009	08/13/2009	08/18/2009
September 2009	07/24/2009	07/31/2009	08/14/2009	09/01/2009	09/10/2009	09/15/2009
October 2009	08/21/2009	08/28/2009	09/18/2009	10/06/2009	10/15/2009	10/20/2009
November 2009	09/18/2009	09/25/2009	10/16/2009	11/03/2009	11/12/2009	11/17/2009
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January 2010	11/20/2009	12/04/2009	12/18/2009	01/05/2010	01/14/2010	01/19/2010
February 2010	12/18/2009	01/04/2010	01/15/2010	02/02/2010	02/11/2010	02/16/2010
March 2010	01/22/2010	01/29/2010	02/12/2010	03/02/2010	03/11/2010	03/16/2010
April 2010	02/19/2010	02/26/2010	03/19/2010	04/06/2010	04/15/2010	04/20/2010
May 2010	03/19/2010	03/26/2010	04/16/2010	05/04/2010	05/13/2010	05/18/2010
June 2010	04/23/2010	04/30/2010	05/14/2010	06/01/2010	06/10/2010	06/15/2010
July 2010	05/21/2010	05/28/2010	06/18/2010	07/06/2010	07/15/2010	07/20/2010
August 2010	06/18/2010	06/25/2010	07/16/2010	08/03/2010	08/12/2010	08/17/2010
September 2010	07/23/2010	07/30/2010	08/20/2010	09/07/2010	09/16/2010	09/21/2010
October 2010	08/20/2010	08/27/2010	09/17/2010	10/05/2010	10/14/2010	10/19/2010
November 2010	09/17/2010	09/24/2010	10/15/2010	11/02/2010	11/11/2010	11/16/2010
December 2010	10/22/2010	10/29/2010	11/19/2010	12/07/2010	12/16/2010	12/21/2010

**Attachment A (Approved by Council April 2009)**

**CITY OF CHAMBLEE  
PLANNING / ZONING / SITE ENGINEERING**

<b>ZONING RESOURCES</b>	<b>FEE</b>
ZONING APPROVAL VERIFICATION LETTER	\$ 10 per parcel

<b>GENERAL CONSULTATION FEES</b>	<b>FEE</b>
INFORMATIONAL SESSION BY PHONE OR E-MAIL	NC
ZONING OR ENGINEERING CONSULTATION (per 1/2 hour)	\$ 65
BOTH ZONING AND ENGINEERING CONSULTATION (per 1/2 hour)	\$ 125

<b>DEVELOPMENT PLAN REVIEW</b>	<b>FEE</b>	
	Original Submittal	Re-Submittal
<b>ZONING COMPLIANCE REVIEW</b>		
Single Family Detached Residential & Demolition (1 Lot)	\$ 500	\$ 500
Preliminary Subdivision Plat Review	\$ 2,000	\$ 2,000
All other uses		
< 50,000 SF of Building	\$ 1,000	\$ 1,000
> or equal to 50,000 SF of Building	\$ 1,500	\$ 1,500
<b>LAND DISTURBANCE PLAN (LDP) REVIEW</b>		
Single Family Detached Residential (1 Lot)	\$ 1,250	\$ 300
All Other Uses		
< 50,000 SF of Building	\$ 2,250	\$ 1,500
> or equal to 50,000 SF of Building	\$ 3,250	\$ 2,500
Only Demolition & Site Clearing		
Site under 5 acres	\$ 750	\$ 500
Site 5 acres and over	\$ 1,250	\$ 750
Structural Site Plan Review		
Detention Pond Walls/Vaults	\$ 325	\$ 250
Retaining Walls	\$ 325	\$ 250

<b>SITE PROJECT CLOSEDOUT</b>	<b>FEE</b>	
FIELD REVIEW	per Field Visit	
Stormwater Mangament - Field Verification of Installation	\$ 500	
Retaining Wall and Detention Pond Vault Installation	\$ 500	
Final Planting On-Site Verification	\$ 500	
DOCUMENTATION REVIEW	Original Submittal	Re-Submittal
Stormwater Record Documents	\$ 625	\$ 400
Final Plat/Survey Review		
Single Family Detached Residential (1 Lot)	\$ 250	\$ 250
Subdivision	\$ 1,250	\$ 750
All Other	\$ 625	\$ 400

<b>SPECIAL CASE ZONING REVIEWS</b>	<b>FEE</b>
INITIAL SCREENING BY ENGINEER/PLANNER (Approx. 15 minutes/plan)	City On-Call Sevices
REZONING (Zoning Map Amendment)	\$ 2,000
Re-submittal	original fee
VARIANCE (to vary the terms of the Zoning Ordinance)	
Single Family Detached Residential	\$ 250
All other uses	\$ 1,000
Each Additional Variance Submitted under one Application	\$ 100
Re-submittal	original fee
PLANNED UNIT DEVELOPMENT	\$ 2,000
Re-submittal	original fee
DEVELOPMENT OF COMMUNITY IMPACT (for 50,000 SF and over)	\$ 1,000
Re-submittal	original fee
FUTURE DEVELOPMENT MAP AMENDMENT	
Concurrent with Rezoning Application	\$ 250
Not Concurrent with Zoning Application	\$ 1,000
Re-submittal	original fee
COUNCIL DIRECTED REVIEW - NON VOLUNTARY	City On-Call Sevices