



## **DEVELOPMENT OF COMMUNITY IMPACT (DCI)**

### **APPLICATION PACKET**

A development or building project with an aggregate of twenty-thousand (20,000) square feet or more of new buildings or a site consisting of two acres or more is required to proceed through the Development of Community Impact (DCI) process. This application packet contains instructions to apply for a DCI per the regulations contained in the City of Chamblee's Unified Development Ordinance (UDO).

#### **Application Requirements Checklist:**

The following information and documentation must be received in order for a DCI submittal to be deemed a complete application:

- Completed Application Requirements Checklist
- DCI Application Form
- Owner Permission Affidavit(s)
- Campaign Contribution Disclosure Statement(s)
- Pre-Application Form Signed by the Development Department
- Redevelopment Assessment Form
- Legal description of the property
- A DCI booklet, prepared by the applicant, that contains the following documentation:
  - Table of Contents;
  - Narrative description of the nature and intent of the application, characteristics of the site, and a quantitative and qualitative description of the uses, buildings, and structures included in the proposed development;
  - Location Map;
  - The following development plans, as described in Section 280-21(b), drawn, stamped, and sealed by a state-registered professional surveyor, civil engineer, landscape architect or land planner:
    - a. *Analysis of existing site conditions.* An analysis of existing site conditions including a boundary survey and topographic map of the site at a minimum 1 inch = 40 feet scale shall include information on all existing manmade and natural features, utilities, all streams and easements, and features to be retained, moved or altered. The existing shape and dimensions of the existing lot to be built upon including the size, measurement and location of any existing buildings or structures on the lot shall be included.
    - b. *Master plan.* A master plan at a minimum 1 inch = 40 feet scale showing compliance with all regulations and calculations required by the zoning ordinance which shall include, but not be limited to, information on all proposed improvements including proposed building footprints, doors, densities, parking ratios, open space, height, sidewalks, yards, under and over-head utilities, internal circulation and parking, landscaping, grading, lighting, drainage, amenities, and similar details including their respective measurements.
    - c. *Landscape plan.* A site plan at a minimum 1 inch = 40 feet scale showing compliance with all regulations and calculations required by the zoning ordinance which shall include, but not be limited to, information on landscaping, tree species and the number of all plantings and open space including the landscaping that is being preserved, removed and that which is replacing the landscaping that is removed.

- d. *Architectural design.* Preliminary architectural plans and all elevations with sufficient detail to demonstrate compliance with all design criteria of this Chapter as well as the regulations and calculations required by the zoning ordinance shall include, but not be limited to, scaled floor plans and elevation drawings of proposed buildings and structures and information on building materials, features, exterior finish legend, windows, doors, colors, and items affecting exterior appearance, such as signs, air conditioning, grills, compressors, and similar details including their respective measurements.
- e. *Phasing plan.* Should a DCI be expected to require five years or longer to complete, a phasing plan shall be provided by the applicant that indicates the timeframe for construction and development of each phase of the DCI.
- A Letter of Intent, that provides a project description and justification of how the project complies with the Review and Approval Criteria in Section 280-23. Each of the following Criteria must be addressed by the applicant:
  - a. Design shall be in harmony with the general character of the neighborhood and surrounding area, considering factors such as mass, placement, height, changing land use patterns, and consistency of exterior architectural treatment, especially in areas of historic and special design interest.
  - b. Design components shall be planned such that they are physically and aesthetically related and coordinated with other elements of the project and surrounding environment to ensure visual continuity of design.
  - c. Design shall protect scenic views, particularly those of open space, and utilize natural features of the site.
  - d. Design shall protect adjacent properties from negative visual and functional impacts.
  - e. Design shall respect the historical character of the immediate area as integral parts of community life in the city and shall protect and preserve structures and spaces which provide a significant link within these areas.
  - f. All exterior forms, attached to buildings or not, shall be in conformity with, and secondary to, the building.
  - g. The proposed development is suitable in view of the use and development of adjacent and nearby property.
  - h. The proposed development does not adversely affect the existing use or usability of adjacent or nearby property.
  - i. The proposed development does not result in a use which will or could cause an excessive or burdensome use of existing streets, transportation facilities, utilities or schools.
  - j. The proposed development is in conformance with the applicable zoning district.
  - k. The proposed development is in conformance with the provisions of the future development plan articulated in the City's Comprehensive Plan.
- Variances and waivers shall be submitted in accordance with the concurrent variance process outlined in Section 280-35. If the project requires variances or waivers, the applicant must address each of the variance or waiver criteria in the letter of intent. The criteria for variances and waivers can be found in Section 280-31 and Section 300-8, respectively, and on the Variance and Waiver applications.
  - Other materials reasonably required by the City necessary to the analysis of the application as determined at the pre-application meeting or upon application submittal.
  - Application Fee (\$1,600, or \$250 if concurrent with a Rezoning or Future Development Map Amendment application + Advertising Fees)

**Please submit the entirety of your application submittal electronically, saved in .pdf format with a maximum 50 MB file size, to [Chambleedevelopment@chambleega.gov](mailto:Chambleedevelopment@chambleega.gov). No hard copies are required to be submitted. Fees can be paid electronically via the link found at [www.chambleega.gov/152/applications-and-forms](http://www.chambleega.gov/152/applications-and-forms).**

### **Application Processing:**

An application shall be considered complete and ready for processing only if it is submitted in the required format, includes all required information and supporting documentation, and is accompanied by the application filing fee. The Development Director shall make a determination of application completeness in accordance with the schedule established pursuant to Section 280-6. Applications deemed complete by the Development Director will be considered to be in the processing cycle and will be reviewed by City Staff, affected agencies, and other review and decision-making bodies in accordance with applicable review and approval procedures of the UDO.

Prior to a hearing by Mayor and City Council, DCI applications shall be reviewed by the Architectural Review Board (ARB) in a public meeting. The ARB shall make a recommendation to the Mayor and City Council in accordance with Section 280-24. The ARB typically meets two Tuesdays prior to the City Council Work Session, at 7:00 pm at Chamblee City Hall, located at 5468 Peachtree Road, Chamblee, GA 30341.

The Mayor and City Council shall, upon receipt of recommendations from Staff and ARB, hold a public hearing on proposed DCIs. This takes place at the Mayor and City Council Work Session the Thursday prior to the regular monthly Mayor and City Council meeting, at 6:00 pm at the Chamblee Civic Center, located at 3540 Broad Street, Chamblee, GA 30341.

A meeting of the Mayor and City Council for the purposes of reviewing and making final decisions on DCIs shall be conducted either no more than five days after the date of the public hearing, or at the next scheduled meeting of the Mayor and City Council, where the Mayor and City Council shall act by simple majority vote to approve the proposed DCI, approve the DCI with conditions, or deny the DCI based on the applicable review and approval criteria of Section 280-23. The Mayor and City Council is also authorized to defer action or continue a hearing in order to receive additional information or further deliberate, or to refer matters back to the Architectural Review Board for further deliberations or to obtain additional information. The regular meeting of the Mayor and City Council typically occurs the third Tuesday of every month at 7:30 pm at the Chamblee Civic Center, located at 3540 Broad Street, Chamblee, GA 30341.

If a DCI application is denied, a successive application for a DCI affecting all or a portion of the same property may not be submitted within six (6) months measured from the date of final action by Mayor and City Council.

### **See Zoning Application Schedule for submittal deadlines and public meeting dates.**

The current UDO and Zoning Application Schedule can be found at [www.chambleega.gov/160/zoning](http://www.chambleega.gov/160/zoning).



## APPLICATION FOR DEVELOPMENT OF COMMUNITY IMPACT (DCI)

### PROJECT:

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

\_\_\_\_\_  
Property Address

\_\_\_\_\_  
Brief Description of Project

\_\_\_\_\_  
Zoning District

\_\_\_\_\_  
Character Area (Future Development Map)

\_\_\_\_\_  
Total # of Properties Involved

\_\_\_\_\_  
Total Project Acreage

\_\_\_\_\_  
Total Number of Buildings

\_\_\_\_\_  
Total area of buildings

### OWNER:

\_\_\_\_\_  
Name and Company

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
City, State

\_\_\_\_\_  
Zip Code

\_\_\_\_\_  
Phone #

\_\_\_\_\_  
E-mail

**APPLICANT:**     Check here if Applicant is also the Property Owner

\_\_\_\_\_  
Name and Company

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
City, State

\_\_\_\_\_  
Zip Code

\_\_\_\_\_  
Phone #

\_\_\_\_\_  
E-mail

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

\_\_\_\_\_  
Date

I hereby certify that all information provided herein is true and correct.

### NOTARY:

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

Notary Public:



## Owner Permission Affidavit

Subject Property Street Address: \_\_\_\_\_

Subject Property Tax ID number: 18 - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Owner:

Name (Person, Firm, Corporation, or Agency): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Property Owner's Agent (If applicable)

Name (Person, Firm, Corporation, or Agency): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

I am applying for, or I hereby give authority to the applicant to file an application for: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Owner/Agent signature

\_\_\_\_\_  
Owner/Agent printed name

This instrument was signed before me on this date \_\_\_\_\_

County \_\_\_\_\_ Georgia Notary Signature: \_\_\_\_\_

*Affix seal/stamp as close to signature as possible*



## Disclosure of Campaign Contributions

Please read the law and complete the Campaign Disclosure Statement on the following page if you are requesting a Variance, Amendment, or Development of Community Impact.

GA Citation/Title

GA Code 36-67A-3, Disclosure of Campaign Contributions

\*38069 Code, 36-67A-3

### **CODE OF GEORGIA TITLE 36. LOCAL GOVERNMENT PROVISIONS APPLICABLE TO COUNTIES AND MUNICIPAL CORPORATIONS CHAPTER 67A. CONFLICT OF INTEREST IN ZONING ACTIONS** (Current through 2016 General Assembly)

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 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 first hearing by the local government of any of its agencies on the rezoning application.

(Code 1981, 36-67A-3, enacted by Ga. L. 1986, p. 1269, 1; Ga. L. 1991, p. 1365, 1; Ga. L. 1993, p. 91, 36.)

*Official Code of Georgia Annotated Copyright 1982 – 2016 State of Georgia.*



## Campaign Contributions Disclosure Form

Have you as applicant, agent for applicant, property owner, or person associated with the application for property, located at \_\_\_\_\_, 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

<b>Applicant/ Owner</b>	Name:
	Address:
	Signature:
	Date:

If the answer above is YES, then please complete the following section:

Date	Government Official	Official Position	Description	Amount



## INSTRUCTIONS FOR REQUESTING A PRE-APPLICATION MEETING

### Projects That Require a Pre-Application Meeting:

1. Amend the future development map
2. Amend the zoning map
3. Variance and/or waiver
4. Development of Community Impact (DCI)
5. Subdivide land
6. Addition to a commercial building
7. New commercial building
8. Any other application deemed necessary

### Application Submittal and Review Process:

- A. **Complete a Pre-Application Information Form** that contains a detailed description of the request.
- B. **Prepare Concept Plans and a Submit a PDF digital version** that conveys the proposed project. These plans may be conceptual in nature and do not need to be developed by a design professional. (Note: Individual PDF files may not exceed 25 MB. Large files should be separated into individual PDF files not exceeding 25 MB.)
- C. **Submit the Pre-Application Instruction Form and Concept Plans** to the Development Department in person or via email to [chambleedevelopment@chambleega.gov](mailto:chambleedevelopment@chambleega.gov). The application and forms will be reviewed within (2) two business days. Once the plans are reviewed, the Development Department will notify the applicant if an in-person Pre-Application meeting is required. Note: If an in-person meeting is not necessary, then the Pre-Application Meeting will take place during Building Permit submittal.
- D. **Attend a Pre-Application Meeting** with the Development Department. The Development Department will contact the applicant to schedule a Pre-Application Meeting. Feedback about the proposal along with an overview of the application/review process will be provided during this meeting. The applicant should bring a hard copy of the concept plans to the meeting.
- E. **Submit a Signed Copy of the Pre-Application Information Form** with the formal application. When the applicant is prepared to submit the full, complete application for the development activity or zoning process a copy of this form is required to be submitted.

### PRE-APPLICATION INFORMATION FORM SUBMITTAL CHECKLIST:

- Complete Pre-Application Information Form
- One PDF digital version of Concept Plans (Note: Individual PDF files may not exceed 25 MB. Large files should be separated into individual PDF files not exceeding 25 MB.)





# 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 #

\_\_\_\_\_  
E-mail

## PROJECT SUMMARY

\_\_\_\_\_  
Address of Project

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

\_\_\_\_\_  
Application Type (Rezoning, Building Permit, Land Disturbance, Variance, etc.)

\_\_\_\_\_  
Total Project Acreage

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

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

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

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

**NOTE:** This form must be signed by the Development Department and submitted with your application.

*For Internal Use Only:*

Pre-Application Meeting Date: \_\_\_\_\_

Staff Printed Name: \_\_\_\_\_ Signed: \_\_\_\_\_



## Redevelopment Assessment Form

(Applied to all existing structures except for Single-Family Detached Residential structures, as per Chamblee UDO Section 270-9)

PROPERTY ADDRESS: \_\_\_\_\_

Assessment Conducted on: \_\_\_\_\_ (Date) By: \_\_\_\_\_

PROJECT TYPE: (Check all that apply)

- Renovation
- Alteration
- Addition
- Repair
- Other \_\_\_\_\_

### THRESHOLD ASSESSMENT:

Total construction cost post renovation/improvement, cumulative: TCC = \_\_\_\_\_  
(Attach documentation for all improvements made over the last 3 years, see UDO Section 270-9.)

Fair Market Value of existing structure: FMV = \_\_\_\_\_  
(Attach DeKalb County Tax Assessor documentation for both entire site and individual building, or an appraisal from a certified appraiser.)

Percent calculation:  $X = TCC/FMV =$  \_\_\_\_\_

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**See Page 2 of this form for Redevelopment Thresholds Summary Table.**

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Mandatory compliance is not intended to result in total improvement costs greater than or equal to 125% of FMV value but applicant shall meet items in order of priority listed in Section 270-9 of the UDO until the 125% cap is met.

### Assessment: (Check one)

- Improvements not required because less than 40% improvement
- > 40%                       > 60%                       > 70%

Redevelopment Assessment Form, Page 2

**Redevelopment Thresholds Summary Table**

Code to be applied	Redevelopment costs as a percentage of the fair market value of the structure			
	Less than 40%	40% or more	60% or more	70% or more
Section 230-26 (Streetscape design)	Not mandatory	Mandatory	Mandatory	Mandatory
Section 250-7 (Parking)	Not mandatory	Not mandatory	Not mandatory	Mandatory
Section 230-27 Building architecture)	Not mandatory	Not mandatory	Mandatory	Mandatory
Section 230-29 (Storefront Streets)	Not mandatory	Not mandatory	Mandatory	Mandatory
<b>Remaining provisions of Chapter 230, Article 2 (Civic Design) not listed above</b>	Not mandatory	Not mandatory	Not mandatory	Mandatory
Section 250-21 (Dumpsters)	Not mandatory	Not mandatory	Mandatory	Mandatory
<b>Remaining provisions of Chapter 250 (Off-Street Parking and Loading Standards) not listed above</b>	Not mandatory	Not mandatory	Not mandatory	Mandatory
Section 320-21 (Off-street surface parking lot planting requirements)	Not mandatory	Not mandatory	Mandatory	Mandatory
<b>Remaining provisions of Chapter 320, Article 2 (Buffers) not listed above</b>	Not mandatory	Not mandatory	Not mandatory	Mandatory
Subsection 350-2(a)(1)b (Sidewalks crossing driveways)	Not mandatory	Not mandatory	Mandatory	Mandatory
Remainder of UDO	Not mandatory	Not mandatory	Not mandatory	Mandatory