



**REZONING, USE PERMIT & CONCURRENT VARIANCE APPLICATION**

***No more than 7 new petitions, in the order filed, will be placed on an agenda.  
Additional petitions filed will be placed on the next available agenda.***

**ALL APPLICABLE ITEMS ARE DUE AT THE TIME OF FILING.  
AN INCOMPLETE APPLICATION WILL **NOT** BE ACCEPTED.**

**APPLICANT’S CHECKLIST**

<b>ITEM #</b>	<b>REQUIRED ITEM</b>	<b>NUMBER OF COPIES</b>	<b>CHECK √</b>
1.	Pre-Application Review Form	1 original and 1 copy	
2.	Application Form	1 original and 1 copy	
3.	Fee	See Attached Schedule	
4.	Site Plan with Development Statistics Summary Chart	2 full size copies and 1 reduced size (8 1/2”x11” or 11”x17”) copy	
5.	Survey with Topography & Trees to be Removed (can be included as a part of the site Plan in Item 4)	2 full size copies and 1 reduced size (8 1/2”x11” or 11”x17”) copy	
6.	Legal Description (8 1/2 “x 11”)	1 original and 1 copy	
7.	Letter of Intent (8 1/2 “x 11”)	1 original and 1 copy	
8.	Environmental Site Analysis Form “A”	1 original and 1 copy	
9.	Impact Analysis (8 1/2 “x 11”) Form “B”	1 original and 1 copy	
10.	Disclosure Form(s) Form “C”	1 original and 1 copy	
11.	Public Participation Plan Form “D”	1 original and 1 copy	
12.	Public Participation Report Form “E”	1 original and 1 copy (due 7 days before the MCC meeting)	
13.	Site Plan checklist Form “F”	1 original and 1 copy	
14.	Use Permit Considerations Form	1 original and 1 copy	
15.	Adjacent Property Owner List	1 copy	
16.	Traffic Impact Study	1 copy	
17.	Metropolitan River Protection	1 copy	
18.	MARTA Corridor Area Plan Review	1 copy	
19.	Development of Regional Impact Review Form (DRI)	1 copy	
20.	Environmental Impact Report	1 copy	

ITEM 1. **PREAPPLICATION REVIEW MEETING AND FORM:** Prior to submitting an application, all applicants are required to meet with a current planner who will review the applicant's proposal and site plan and complete a Pre-application Review Form. *This meeting must be completed by the Friday before Tuesday's filing deadline.* Applicants are required to bring the site plan and tax parcel identification number(s) to the meeting. Call 770-730-5600 to schedule an appointment.

ITEM 2. **APPLICATION FORM:** Original and notarized signatures of the property owner(s) and applicant(s) or a notarized statement by the applicant as to ownership are required. If a contract is used in lieu of the owner's signature, the signature on the contract must be an original and the contract must be valid for the duration of the rezoning process. See the application form for additional details.

ITEM 3. **FEE:** The fee schedule is attached.

ITEM 4. **SITE PLAN WITH DEVELOPMENT STATISTICS SUMMARY CHART:** Site plans must meet the minimum requirements specified by Article 28.5.2. of the City of Sandy Springs Zoning Ordinance and must include a Development Statistics Summary Chart (as shown below). Refer to Site Plan Checklist (Form F).

Development Statistics Summary Chart with percentage (%) of total site coverage:  ____ Total area of site (total acres or sq. feet = 100%); ____ Buildings (sq. feet and %); ____ Parking spaces (number and %); ____ Total impervious surface (sq. feet and %); ____ Landscaping (sq. feet and %); ____ Flood plain (sq. feet and %); ____ Undeveloped and/or open space (sq. feet and %)
--

ITEM 5. **SURVEY WITH TOPOGRAPHY & TREES TO BE REMOVED:** Survey must meet the minimum requirements specified by Article 28.5.2. of the City of Sandy Springs Zoning Ordinance. The topography of the site and any trees proposed to be removed during the development process must be identified on the survey. Applicants may include the survey in the site plan as outlined in Item 4 above.

ITEM 6. **LEGAL DESCRIPTION:** The legal description must be a *metes and bounds* description of the property that establishes a point of beginning and gives directions (bounds) and distances (metes) of property lines. If the property consists of more than one parcel, all parcels must be combined into one legal description. The survey outlined in Item 5 must include the bearings and measurements provided in the legal description.

ITEM 7. **LETTER OF INTENT:** The Letter of Intent should state the requested rezoning and use permit(s) and should include factual details about the proposed use(s), such as number and square footages of buildings, number of residential units, minimum heated floor area of residential units, number of fixed seats in places of worship, number of employees and beds in assisted living facilities, personal care homes and nursing homes, number of employees and students in day care facilities, number of classrooms and number of students in schools, hours of operation, and number and use of playing fields. If concurrent variances are requested, the Letter of Intent should clearly state the requested variances and include explanations of hardships and any other reasons why the development standards cannot be met. If a rezoning request is for a CUP, NUP or MIX district, the Letter of Intent should detail the proposed development standards.

ITEM 8. **ENVIRONMENTAL SITE ANALYSIS (ESA) (FORM "A"):** All rezoning and/or use permit applications must include an Environmental Site Analysis (ESA) identifying environmental conditions on the site to determine if the proposed use may be considered environmentally adverse. Refer to Environmental Site Analysis (Form A) for specific instructions.

ITEM 9. **IMPACT ANALYSIS (FORM "B"):** All rezoning applications must include an Impact Analysis (Form B). An Impact Analysis is not required for standalone Use Permit applications (see Item 14).

ITEM 10. **DISCLOSURE FORM (FORM “C”):** If the owner, applicant and/or applicant’s representative has made a campaign contribution to the Mayor or any member of the City Council for \$250.00 or more within the past 2 years, Sections 1 through 4 of the Disclosure Form (Form C) must be completed. If no contributions have been made, No should be circled and Section 4 of the form completed.

ITEM 11. **PUBLIC PARTICIPATION PLAN (FORM “D”):** The Public Participation Plan is to ensure that applicants pursue early and effective public participation in conjunction with their petitions, ensure that the citizens of the City of Sandy Springs have an adequate opportunity to learn about petitions that may affect them, and to ensure ongoing communication between applicants, adjoining property owners, environmentally stressed communities, community associations and other organizations, elected officials and City staff. Applicants are required to submit a Public Participation Plan (Form D) at the time of the filing of the rezoning/use permit application.

In addition to the Public Participation Plan, applicants are required to attend two (2) City sponsored community meetings as follows:

Community Zoning Information Meeting (CZIM) - This meeting is a general informational meeting designed to allow citizens and members of the development community a “first look” at the zoning petitions submitted to the Department of Community Development. This is a standing meeting held on the fourth Tuesday of every month. This meeting is open to all interested citizens and applicants are required to attend.

Community/Developer Resolution Meeting (CDRM) - The second of the required community meetings, the CDRM is an opportunity for the applicant/owner/developer to address concerns raised by citizens at the CZIM regarding the proposal. Additionally, a draft of the staff recommendation and proposed conditions of approval will be presented at the CDRM. This meeting is open to all interested citizens and applicants are required to attend.

*Applicants may include these meetings in the plan and report to fulfill the public participation requirements.*

ITEM 12. **PUBLIC PARTICIPATION PLAN REPORT (FORM “E”):** A Public Participation Plan Report must be completed on Form E and filed no later than 7 days before the Mayor and City Council hearing.

ITEM 13. **SITE PLAN CHECKLIST (FORM “F”):** The site plan checklist (Form F) details the minimum requirements for site plans as specified by Article 28.5.2. of the Zoning Ordinance. Prior to submitting an application, a review of the site plan and sign-off by Plan Review on Form F is required.

ITEM 14. **USE PERMIT CONSIDERATIONS FORM:** Article 19, *Administrative Permits and Use Permits*, specifies uses which are not classified as permitted uses in zoning districts, and are therefore only allowed through the approval of an Administrative Permit or a Use Permit. The standards which apply to each use are enumerated and must be met in order for an application to be granted. All use permit applications must include a Use Permit Considerations Form.

ITEM 15. **ADJACENT PROPERTY OWNER’S LIST:** If the subject property is within 300 feet of an adjacent city or county, the petitioner must furnish the names and addresses of all property owners in the adjacent city or county that are within 300 feet of the subject property.

ITEM 16. **TRAFFIC IMPACT STUDY:** When a project equals or exceeds the thresholds listed below, a traffic impact study must be submitted. The traffic impact study shall be prepared by a qualified traffic engineer or transportation planner in accordance with professional practices.

Thresholds for Traffic Impact Study	
Use	Size
Single family residential	500 units

Thresholds for Traffic Impact Study	
Use	Size
Multifamily residential	700 units
Office	300,000 square feet
Hospital	375 beds
Commercial	175,000 square feet
Hotel/Motel	600 rooms
Industrial	500,000 square feet
Any mixed-use development that exceeds 500 peak hour trips as based on the standards of the Institute of Transportation Engineers (ITE) Handbook.	

ITEM 17. **METROPOLITAN RIVER PROTECTION:** If the property is within 2,000 linear feet of the natural riverbank of the Chattahoochee River, it is part of the Chattahoochee River Corridor and subject to a Metropolitan River Protection Act Review. Applicants must complete the appropriate letter/form and submit it with all rezoning/use permit applications. The letter/form is available from the Department of Community Development.

ITEM 18. **MARTA CORRIDOR FORM:** If the property is in the proposed MARTA Corridor (within 200 feet of the planned centerline), a MARTA Corridor Plan Review form must be filed with the rezoning application.

ITEM 19. **DEVELOPMENT OF REGIONAL IMPACT (DRI):** The Department of Community Affairs (DCA) has formulated development thresholds as listed below. When a development meets or exceeds the thresholds, the Atlanta Regional Commission (ARC) and the Georgia Regional Transportation Authority (GRTA) shall review the project concurrently. Applicants shall first file the rezoning/use permit request with the City of Sandy Springs. After the ARC/GRTA findings are complete, the rezoning/use permit will be placed on the next available appropriate agenda. It is the applicant's responsibility to contact and follow all ARC and GRTA review procedures. For details, contact the ARC at <http://atlantaregional.com/land-use/developments-of-regional-impact> and GRTA at <http://www.grta.org/dri/home.htm>.

Effective January 1, 2005 DEVELOPMENTS OF REGIONAL IMPACT Tiers and Development Thresholds	
Type of Development	Metropolitan Region
Office	Greater than 400,000 square feet
Commercial	Greater than 300,000 square feet
Wholesale & Distribution	Greater than 500,000 square feet
Hospitals and Health Care Facilities	Greater than 300 new beds; or generating more than 375 peak hour vehicle trips per day
Housing	Greater than 400 new lots or units
Industrial	Greater than 500,000 gross square feet; or employing more than 1,600 workers; or covering more than 400 acres
Hotel	Greater than 400 rooms
Mixed Use	Gross square feet greater than 400,000 (with residential units calculated at 1,800 square feet per unit toward the total gross square footage); or covering more than 120 acres; or if any of the individual uses meet or exceed a threshold as identified herein
Airports	All new airports, runways and runway extensions

**Effective January 1, 2005  
DEVELOPMENTS OF REGIONAL IMPACT  
Tiers and Development Thresholds**

Type of Development	Metropolitan Region
Attractions and Recreational Facilities	Greater than 1,500 parking spaces or a seating capacity of more than 6,000
Post Secondary Schools	New school with a capacity of more than 2,400 students; or expansion by at least 25 percent of capacity
Waste Handling Facilities	New facility or expansion of use of an existing facility by 50 percent or more
Quarries, Asphalt and Cement Plants	New facility or expansion of existing facility by more than 50 percent
Wastewater Treatment Facilities	New major conventional treatment facility or expansion of existing facility by more than 50 percent. Community septic treatment facilities exceeding 150,000 gallons per day or serving a development project that meets or exceeds an applicable threshold as identified herein.
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
Water Supply Intakes/Reservoirs	New facilities
Intermodal Terminals	New facilities
Truck Stops	A new facility with more than three diesel fuel pumps; or containing a half acre of truck parking or 10 truck parking spaces
Any other development types not identified above (includes parking facilities)	1000 parking spaces or, if available, more than 5,000 daily trips generated

**ITEM 20. ENVIRONMENTAL IMPACT REPORT:** Any rezoning to M-1A, M-1 or M-2 or specific use categories identified in Article 19.4 of the Zoning Ordinance, as may be deemed environmentally adverse, shall include an Environmental Impact Report as part of the rezoning/use permit process.

**OTHER RELEVANT INFORMATION:**

**1.** If a project is located in the Chattahoochee River watershed, it may be subject to the Standards for Protection of Public Water Supply Watersheds.

**PUBLIC HEARINGS:**

**A) The Planning Commission** holds a public hearing on the third Thursday of each month at 7:00 PM at City Hall. The Planning Commission makes a recommendation that is forwarded to the Mayor and City Council.

**B) The Mayor and City Council** hold public hearings for zoning petitions on the third Tuesday of each month at 7:00 p.m. at City Hall.

**PUBLIC NOTICE:**

**A) Community Zoning Information Meeting (CZIM):** Signs posted along the frontages of properties subject to rezonings and/or use permits notify area residents of the Community Zoning Information Meeting (CZIM). This meeting is open to all interested citizens and applicants are required to attend.

**B) Community/Developer Resolution Meeting (CDRM):** The CDRM is the second of the required community meetings. Applicants are required to notify abutting property owners and other interested citizens who may have signed in at the CZIM about this meeting. This meeting is open to all interested citizens and applicants are required to attend.

**C) Planning Commission and Mayor and City Council Public Hearing Notice:** Signs posted along the frontages of properties subject to rezonings and/or use permits notify area residents of the Planning Commission and Mayor and City Council public hearings. Applicants are required to post signs in conspicuous places along the property's public street frontage(s) no later than 20 days before the Planning Commission hearing. Failure to post the signs properly, in accordance with instructions given to applicants at the time of filing, will result in delaying action on the petition until the next available appropriate hearing date.

If an applicant, prior to advertising, defers a petition, it is the responsibility of the applicant to contact the Zoning Administrator at (770) 730-5600 to pick up new signs and re-post the property.

If the Planning Commission or Mayor and City Council defer a petition, it is the applicant's responsibility to contact the Zoning Administrator at (770) 730-5600 to pick up new signs and re-post the property 20 days prior to the next hearing date. When a petition is deferred by the Mayor and City Council for less than 20 days, posting an updated sign is not required.

**D) Adjacent Property Owner Notice:** By U. S. Mail, notices are sent to all property owners within 300 feet of properties subject to rezonings and/or use permits. Said notices are mailed 15 days prior to the Planning Commission hearing to property owners of record.

**STAFF ANALYSIS:**

Prior to the public hearings, the Department of Community Development will publish its findings, recommendations and comments in the staff analysis. Please contact the Department at (770) 730-5600 for additional information.



**APPLICATION FOR REZONING, USE PERMIT AND  
CONCURRENT VARIANCE**

DATE: \_\_\_\_\_

TAX PARCEL IDENTIFICATION NUMBER(S): \_\_\_\_\_

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

**SECTION I**

**REZONING REQUEST**

The undersigned, having an interest in the property herein described, respectfully petitions that said property be rezoned

from \_\_\_\_\_ to \_\_\_\_\_  
Existing Zoning(s) Proposed Zoning(s)

**SECTION II**

**USE PERMIT REQUEST**

Under the provisions of Article XIX of the Zoning Ordinance, application is hereby made to obtain a Use Permit as follows:

CURRENT ZONING: \_\_\_\_\_

USE PERMIT REQUEST: \_\_\_\_\_

**SECTION III**

**CONCURRENT VARIANCE REQUEST(S)**

REQUEST 1) \_\_\_\_\_

REF. ARTICLE \_\_\_\_\_ SECTION \_\_\_\_\_

REQUEST 2) \_\_\_\_\_

REF. ARTICLE \_\_\_\_\_ SECTION \_\_\_\_\_

REQUEST 3) \_\_\_\_\_

REF. ARTICLE \_\_\_\_\_ SECTION \_\_\_\_\_

REQUEST 4) \_\_\_\_\_

REF. ARTICLE \_\_\_\_\_ SECTION \_\_\_\_\_

REQUEST 5) \_\_\_\_\_

REF. ARTICLE \_\_\_\_\_ SECTION \_\_\_\_\_

**SECTION IV**

**OWNER/PETITIONER**

**NOTICE: Part 1 and/or Part 2 below must be signed and notarized when the petition is submitted. Please complete Section IV as follows:**

- a) If you are the sole owner of the property and not the petitioner complete Part 1.
- b) If you are the petitioner and not the sole owner of the property complete Part 2.
- c) If you are the sole owner and petitioner complete Part 1.
- d) If there are multiple owners each must complete a separate Part 1 and include it in the application.

**Part 1. Owner states under oath that he/she is the owner of the property described in the attached legal description, which is made part of this application.**

Sworn to and subscribed before me this the

\_\_\_\_\_  
TYPE OR PRINT OWNER'S NAME

\_\_\_\_\_ Day of \_\_\_\_\_ 20\_\_\_\_

\_\_\_\_\_  
ADDRESS

\_\_\_\_\_  
NOTARY PUBLIC

\_\_\_\_\_  
CITY & STATE ZIP CODE

\_\_\_\_\_  
OWNER'S SIGNATURE PHONE NUMBER

**PART 2. Petitioner states under oath that: (1) he/she is the executor or Attorney-in-fact under a Power-of-Attorney for the owner (attach a copy of the Power-of-Attorney letter and type name above as "Owner"); (2) he/she has an option to purchase said property (attach a copy of the contract and type name of owner above as "Owner"); or (3) he/she has an estate for years which permits the petitioner to apply (attach a copy of lease and type name of owner above as "Owner").**

Sworn to and subscribed before me this the

\_\_\_\_\_  
TYPE OR PRINT PETITIONER'S NAME

\_\_\_\_\_ Day of \_\_\_\_\_ 20\_\_\_\_

\_\_\_\_\_  
ADDRESS

\_\_\_\_\_  
NOTARY PUBLIC

\_\_\_\_\_  
CITY & STATE ZIP CODE

\_\_\_\_\_  
PETITIONER'S SIGNATURE PHONE NUMBER

**SECTION V**

**ATTORNEY / AGENT**

Check One:  Attorney  Agent

\_\_\_\_\_  
TYPE OR PRINT ATTORNEY / AGENT NAME

\_\_\_\_\_  
SIGNATURE OF ATTORNEY / AGENT

\_\_\_\_\_  
ADDRESS

\_\_\_\_\_  
CITY & STATE ZIP CODE

\_\_\_\_\_  
PETITIONER'S SIGNATURE PHONE NUMBER

**ENVIRONMENTAL SITE ANALYSIS (ESA)  
FORM A**

Provide a complete Environmental Site Analysis document fully addressing all items as required in sections 1 through 3 below. Attach this Form A to the front of the completed Environmental Site Analysis document (and any subsequent revisions) prior to submission.

ESA Revision Number: \_\_\_\_\_

Applicant: \_\_\_\_\_ Phone Number: \_\_\_\_\_

- 1. CONFORMANCE WITH THE COMPREHENSIVE PLAN.** Describe the proposed project and the existing environmental conditions on the site. Describe adjacent properties. Include a site plan that depicts the proposed project.

Describe how the project conforms to the Comprehensive Land Use Plan. Include the portion of the Comprehensive Plan Land Use Map which supports the project's conformity to the Plan. Evaluate the proposed project with respect to the land use suggestion of the Comprehensive Plan as well as any pertinent Plan policies.

- 2. ENVIRONMENTAL IMPACTS OF THE PROPOSED PROJECT.** For each environmental site feature listed below, indicate the presence or absence of that feature on the property. Describe how the proposed project may encroach or adversely affect an environmental site feature. Information on environmental site features may be obtained from the indicated source(s).

a. Wetlands

- U. S. Fish and Wildlife Service, National Wetlands Inventory (<http://wetlands.fws.gov/downloads.htm>)
- Georgia Geologic Survey (404-656-3214)
- Field observation and subsequent wetlands delineation/survey if applicable

b. Floodplain

- Federal Emergency Management Agency (<http://www.fema.org>)
- Field observation and verification

c. Streams/stream buffers

- Field observation and verification

d. Slopes exceeding 25 percent over a 10-foot rise in elevation

- United States Geologic Survey Topographic Quadrangle Map
- Field observation and verification

e. Vegetation

- United States Department of Agriculture, Nature Resource Conservation Service
- Field observation

f. Wildlife Species (including fish)

- United States Fish and Wildlife Service

- Georgia Department of Natural Services, Wildlife Resources Division, Natural Heritage Program
- Field observation

g. Archeological/Historical Sites

- Historic Resources Survey
- Georgia Department of Natural Resources, Historic Preservation Division
- Field observation and verification

**3. PROJECT IMPLEMENTATION MEASURES.** Describe how the project implements each of the measures listed below as applicable. Indicate specific implementation measures required to protect environmental site feature(s) that may be impacted.

- a. Protection of environmentally sensitive areas, i.e., floodplain, slopes exceeding 25 percent, river corridors.
- b. Protection of water quality.
- c. Minimization of negative impacts on existing infrastructure.
- d. Minimization on archeological/historically significant areas.
- e. Minimization of negative impacts on environmentally stressed communities where environmentally stressed communities are defined as communities exposed to a minimum of two environmentally adverse conditions resulting from public and private municipal (e.g., solid waste and wastewater treatment facilities, utilities, airports, and railroads) and industrial (e.g., landfills, quarries and manufacturing facilities) uses.
- f. Creation and preservation of green space and open space.
- g. Protection of citizens from the negative impacts of noise and lighting.
- h. Protection of parks and recreational green space.
- i. Minimization of impacts to wildlife habitats.

**IMPACT ANALYSIS  
FORM B**

Applicant:

*Analyze the impact of the proposed rezoning and answer the following questions:*

1. Does the zoning proposal permit a use that is suitable in view of the use and development of adjacent and nearby property? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
2. Does the zoning proposal adversely affect the existing use or usability of adjacent or nearby property? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
3. Does the property to be rezoned have a reasonable economic use as currently zoned? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
4. Will the zoning proposal result in a use that could cause an excessive or burdensome use of existing streets, transportation facilities, utilities or schools? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
5. Is the zoning proposal in conformity with the policies and intent of the land use plan? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
6. Are there existing or changing conditions that affect the use and development of the property which support either approval or denial of the zoning proposal? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
7. Does the zoning proposal permit a use that can be considered environmentally adverse to the natural resources, environment and citizens of the City of Sandy Springs? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*Attach additional sheets as needed.*

**DISCLOSURE REPORT  
FORM C**

Office use only:  
 REZONING PETITION #:      MAYOR AND CITY COUNCIL HEARING DATE:

**Within the (2) years immediately preceding the filing of this zoning petition have you, as the applicant or opponent for the rezoning petition, or an attorney or agent of the applicant or opponent for the rezoning petition, made any campaign contributions aggregating \$250.00 or more or made gifts having an aggregate value of \$250.00 to the Mayor or any member of the City Council.**

**CIRCLE ONE:**                      YES                      NO

If the answer is *YES*, proceed to sections 1 through 4.  
 If the answer is *NO*, complete only section 4.

1. **CIRCLE ONE:**                      Party to Petition                      In Opposition to Petition

If party to petition, complete sections 2, 3 and 4 below.  
 If in opposition, proceed to sections 3 and 4 below.

2. List all individuals or business entities which have an ownership interest in the property which is the subject of this rezoning petition: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

3. **CAMPAIGN CONTRIBUTIONS:**

Name of Government Official	Total Dollar Amount	Date of Contribution	Enumeration and Description of Gift Valued at \$250.00 or more

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 zoning actions, and that the information set forth herein is true to the undersigned's best knowledge, information and belief.

Name (print) \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **PUBLIC PARTICIPATION PROGRAM**

The Public Participation Program consists of a two-part process designed to enhance dialogue between applicants and communities which may be impacted by a proposed development.

Part 1 of the process is the Public Participation Plan (Form D) which is required with all rezoning and/or use permit applications. The plan must be filed simultaneously with the application and implemented before the first public hearing. The minimum standards for the plan are as follows:

- **Community Zoning Information Meeting (CZIM):** This meeting is a general informational meeting designed to allow citizens and members of the development community a “first look” at the zoning petitions submitted to the Department of Community Development. This is a standing meeting held on the fourth Tuesday of every month. This meeting is open to all interested citizens and applicants are required to attend. Signs posted along the frontages of properties subject to rezonings and/or use permits notify area residents of the Community Zoning Information Meeting (CZIM).
- **Community/Developer Resolution Meeting (CDRM):** The CDRM is the second of the required community meetings. Applicants are required to notify abutting property owners and other interested citizens who may have signed in at the CZIM about this meeting. This meeting is open to all interested citizens and applicants are required to attend. The CDRM is an opportunity for the applicant/owner/developer to address concerns raised by citizens at the CZIM regarding the proposal. Additionally, a draft of the staff recommendation and proposed conditions of approval will be presented at the CDRM.
- Identification of all property owners within a quarter mile of the site and area homeowners’ associations, environmentally stressed communities, political jurisdictions, and any other public agencies or organizations which may be affected by an application as determined by the applicant and the current planner at the time of the pre-application review.
- Explanation of how interested parties will be informed of rezoning/use permit applications.
- Methods for providing opportunities for discussion with interested parties before public hearings are held. Applicants are required to schedule at least one meeting at a convenient location and time and notify all interested parties, as identified above of the purpose, place and time of the meeting.
- Applicant’s schedule for completion of the Public Participation Plan

Part 2 of the Public Participation Program is the Public Participation Report (Form E) which is required no later than seven (7) business days before the scheduled Mayor and City Council hearing. The minimum standards for the report are as follows:

- Provide a list of all parties that were contacted, the methods of notification that were used, and copies of all notification letters.
- Provide dates and locations of all community and/or other meetings that were attended by the applicant to discuss an application. (attach meeting notices, letters, etc.)
- Provide the number of people who participated in meetings held to discuss an application. (attach sign-in sheets)
- A summary of concerns and issues expressed by interested parties.
- A summary of the applicant’s response to concerns and issues.

**PUBLIC PARTICIPATION PLAN  
FORM D**

Applicant:

1. The following individuals (property owners within a quarter mile of the property), homeowners associations, political jurisdictions, other public agencies, etc., will be notified in accordance with the requirements of Article 28.4.7 of the Zoning Ordinance:

---

---

---

---

---

---

---

---

2. The individuals and others listed in 1. above will be notified of the requested rezoning/use permit using the following method(s): (e.g., letters, meeting notices, telephone calls, e-mails, etc.)

---

---

---

---

---

---

---

---

3. Individuals and others listed in 1. above will be allowed to participate in the following manner: (At least one meeting at a convenient time and location is required.)

---

---

---

---

---

---

---

---

**PUBLIC PARTICIPATION PLAN REPORT  
FORM E**

Applicant: \_\_\_\_\_

Petition No. \_\_\_\_\_

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

1. The following parties were notified of the requested rezoning/use permit:

---

---

---

---

---

2. The following meetings were held regarding this petition: (Include the date, time and meeting location.)

---

---

---

---

---

3. The following issues and concerns were expressed:

---

---

---

---

---

4. The applicant's response to issues and concerns was as follows:

---

---

---

---

---

5. Applicants are required to attach copies of sign-in sheets from meetings as well as meeting announcements, i.e., notices, flyers, letters, and any other documentation which supports the opportunity for public input.

---

---

---

---

---

**SITE PLAN CHECKLIST  
FORM F**

Site plans for rezoning and use permit must be folded, drawn to scale, no larger than 30" x 42", and shall, at a minimum, include the following information:

ITEM #	DESCRIPTION	CHECK √
1	Key and/or legend and site location map with North arrow	
2	Boundary survey of subject property which includes dimensions along property lines that match the metes and bounds of the property's written legal description and clearly indicates the point of beginning	
3	Acreage of subject property	
4	Location of land lot lines and identification of land lots	
5	Existing, proposed new dedicated and future reserved rights-of-way of all streets, roads, and railroads adjacent to and on the subject property	
6	Proposed streets on the subject site	
7	Posted speed limits on all adjoining roads	
8	Current zoning of the subject site and adjoining properties	
9	Existing buildings with square footages and heights (stories), wells, driveways, fences, cell towers, and any other structures or improvements on the subject property	
10	Existing buildings with square footages and heights (stories), wells, driveways, fences, cell towers, and any other structures or improvements on adjacent properties within 400 feet of the subject site based on aerial photography from an acceptable source as determined by the Director of Community Development	
11	Location of proposed buildings (except single family residential lots) with total square footage	
12	Layout and minimum lot size of proposed single family residential lots	
13	Topography (surveyed or County) on subject site and adjacent property within 200 feet as required to assess runoff effects	
14	Location of major overhead and underground electrical and petroleum transmission/conveyance lines	
15	Required and/or proposed setbacks	
16	100 year flood plain horizontal limits and flood zone designations as shown on survey or FEMA FIRM maps	
17	Required landscape strips, undisturbed buffers, and any other natural areas as required or proposed	
18	Required and proposed parking spaces; Loading and unloading facilities	
19	Lakes, streams and other waters on the site and associated buffers	
20	Proposed stormwater management facilities	
21	Community wastewater facilities including preliminary areas reserved for septic drain fields and points of access	
22	Availability of water system and sanitary sewer system	
23	Tree lines, woodlands and open fields on subject site	
24	Entrance site distance profile assuming the driver's eye at a height of 3.5 feet (See Subdivision Regulations	
25	Wetlands shown on GIS maps or survey	
26	A Development Statistics Summary Chart with percentage (%) of total site coverage:  ____ Total area of site (total acres or sq. feet = 100%); ____ Buildings (sq. feet and %); ____ Parking spaces (number and %); ____ Total impervious surface (sq. feet and %); ____ Landscaping (sq. feet and %); ____ Flood plain (sq. feet and %); ____ Undeveloped and/or open space (sq. feet and %)	
27	Concurrent variances – list of all requested and location on property	

Office use only:

I hereby certify that I have completed a preliminary review of the site plan for this project and determined that it meets the minimum standards specified by Article 28.5.2 of the City of Sandy Springs Zoning Ordinance.

Staff signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Planning & Zoning Division  
Department of Community Development

Staff printed name: \_\_\_\_\_

The undersigned acknowledges that the site plan is submitted in accordance with Article 28.5.2 of the City of Sandy Springs Zoning Ordinance and failure to comply shall render my application incomplete which may result in delay in the process of this application.

Applicant signature: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant printed name: \_\_\_\_\_

## USE PERMIT CONSIDERATION FORM

Article 19, *Administrative Permits and Use Permits*, specifies uses which are not classified as permitted uses in zoning districts, and are therefore only allowed through the approval of an Administrative Permit or a Use Permit. The standards which apply to each use are enumerated and must be met in order for an application to be granted.

19.2.3. USE PERMITS. Any use authorized by Use Permit may be approved by the City Council in accordance with standards enumerated under each use (Section 19.2.4) provided:

- A. The subject use is allowable in the subject property's zoning district;
- B. The standards for the Use Permit as specified in Article 19 can be met, as well as Use Permit Considerations pursuant to Section 19.2.4.
- C. A public hearing has been held in relation to the Use Permit before the Planning Commission and the City Council in conformance with the notice standards outlined in Article XXVIII;
- D. Recommendations have been received from the Department of Community Development staff and the Sandy Springs Planning Commission; and
- E. Conditions imposed with respect to right-of-way dedication and roadway, water, sewer and/or other infrastructure improvements are met.

**\*\*\*19.2.4. USE PERMIT CONSIDERATIONS. In the interest of the public health, safety and welfare, the City Council may exercise limited discretion in evaluating the site proposed for a use which requires a Use Permit. In exercising such discretion pertaining to the subject use, the City Council shall consider each of the following:**

- 1) **Whether the proposed use is consistent with the Comprehensive Land Use Plan and/or Economic Development Revitalization plans adopted by the City Council;**
- 2) **Compatibility with land uses and zoning districts in the vicinity of the property for which the Use Permit is proposed;**
- 3) **Whether the proposed use may violate local, state and/or federal statutes, ordinances or regulations governing land development;**
- 4) **The effect of the proposed use on traffic flow, vehicular and pedestrian, along adjoining streets;**
- 5) **The location and number of off-street parking spaces;**
- 6) **The amount and location of open space;**
- 7) **Protective screening;**
- 8) **Hours and manner of operation;**
- 9) **Outdoor lighting; and**
- 10) **Ingress and egress to the property.**

In granting such permits, conditions may be attached as are deemed necessary in the particular case for the protection or benefit of neighbors to ameliorate the effects of the proposed development/use.

**\*\*\*ATTENTION APPLICANTS:** On a separate sheet please document fully Items 1 through 10 of the Use Permit Considerations as required under Section 19.2.4 as listed above. Attach this Use Permit Consideration Form to the front of the completed document prior to submission.

**PLANNING AND ZONING FEES**

Rezoning						
	TO:	ACREAGE				
		0 to 5	5+ to 10	10+ to 20	20+ to 100	100+
<b>REZONING FROM ANY DISTRICT</b>	AG-1, R-1, R-2, R-2A, R-3, R-3A, R-4, R-4A, R-5, R-5A	\$500	\$1,000	\$1,500	\$2,000	\$2,500 plus an additional \$40 per acre for any portion thereof over 100 acres. Maximum fee = \$10,000
	R-6, TR, A, A-L, O-I, C-1, C-2, M-1A, M-1, M-2	\$750	\$1,500	\$2,000	\$2,500	\$3,000 plus an additional \$50 per acre for any portion thereof over 100 acres. Maximum fee = \$10,000
	CUP, NUP, MHP	Any acreage: \$2,000 plus \$50 per acre or any portion thereof. Maximum fee = \$10,000				
	MIX	Any acreage: \$1,000 plus \$50 per acre or any portion thereof. Maximum fee = \$10,000				
<b>USE PERMIT</b>	Mobile Home					\$250
	All Other Use Permits					\$500
<b>REVISIONS</b>	Rezoning or Use Permit	\$150 for each submittal of a revision				
	Modification	\$100 for each submittal of a revision				
	Variance	\$100 for each submittal of a revision				
<b>CONCURRENT VARIANCES</b>	Residential Districts: R-1, R-2, R-2A, R-3, R-3A, R-4, R-4A, R-5, R-5A, NUP, CUP, MHP					\$250 plus \$50 for each additional concurrent variance requested on the same piece of property
	AG-1, R-6, TR, A, A-L, O-I, C-1, C-2, M-1A, M-1, M-2, MIX and Nonresidential Uses in Residential Districts listed above					\$350 plus \$100 for each additional concurrent variance requested on the same piece of property
	All Signs					\$350 plus \$100 for each additional request

## City of Sandy Springs Sign Posting Information

The Planner will provide sign pickup date and posting deadlines.

Once you are notified:

1. The sign(s) may be picked-up at the sign company.
2. The signs are roughly 16 square feet (4 x 4). Please be prepared to obtain some type of posts that will secure the signs in the ground.
3. The signs must be posted by 8:30 a.m. on the deadline day.
4. One sign for each public street frontage is required and shall be conspicuously posted on the subject property by the applicant.
5. Sign posting on trees and utility poles is not allowed.
6. **If signs are not posted by the deadline, the application will be removed from the agenda.**
7. Please be advised that the applicant is responsible for removing the posted sign (s) within forty-eight (48) hours after the case process is fully completed. A citation will be issued for signs not removed within the forty-eight (48) hours.

Please pick up signs from:

Sandy Springs Signs  
Centre Court Shopping Center  
6066 Sandy Springs Circle  
Phone: 404-250-1990 ask for Don or Charles  
The cost of each sign is \$94.51 including tax  
(If paying by check, make payable to: "Sandy Springs Signs")