

# **Design Review Board**

**Fulton County Overlay Districts**

**2007**

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## **Filing Procedures**

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## Steps 1-6

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### Step 1: Apply for Necessary Permits

File an Application with Environment and Community Development (2<sup>nd</sup> Floor, Government Center, 404.730.7800) for either a Concept Plan (CHC Overlay), Land Disturbance Permit, Building Permit, or Sign Permit.

The trigger for a Design Review Board consideration is a standard permit application. Permit approval cannot be granted without a Design Review Board Recommendation.

### Step 2: Contact Design Review Board Staff

Contact Design Review Board staff (2nd Floor, Government Center) and verify filing requirements and deadlines for the next available Design Review Board meeting.

DRB Planners:

For Chattahoochee Hill Country Overlay:

Michelle Macauley  
Department of Environment & Community Development  
404.730.8052  
michelle.macauley@fultoncountyga.gov

For South Fulton Parkway Overlay:

Vicki D. Coleman, AICP  
Department of Environment & Community Development  
404.730.8025  
vickid.coleman@fultoncountyga.gov

### Step 3: Send letter and plans prior to the meeting

The applicant must provide a letter, plans, and material samples (as specified) ten calendar days before the meeting. In order to be considered a complete application, each submittal must include all of the following items.

**For the letter:**

Send 1 transmittal letter including the following:

- the date submitted
- applicant address
- phone number
- email
- name of architect or other design professional

- the intended permit (concept plan, land disturbance, building, and or sign)
- list of plans being submitted including dates and revision dates (if any)
- list of existing variances or zoning conditions which may affect the overlay regulations
- if applicable, a narrative on variances

**For the plans:**

Send 10 copies of plans, specifications, samples, or drawings at 11"x17" (preferable) or smaller to the following address. Send to the attention of the DRB planner for the specific overlay district.

Mail to:       **Department of Environment & Community Development  
(Insert appropriate staff contact)  
141 Pryor Street  
Suite 2085  
Atlanta, GA 30303**

**What should be in the Plans**

Use the following guide for each individual application:

- For Land Disturbance Permits
  - Site plans shall be submitted. A site plan is a detailed plan, drawn to scale, based on a certified boundary survey, which reflects conditions of approval, requirements of State law, and County ordinances and resolutions.
  - Site plans shall include any and all overlay items which relate to a land disturbance permit (buffers, landscape strips, parking, circulation, fences, walkways, landscaping, etc.).
  - Applicants are encouraged to provide photos of the existing conditions.
- For Building Permits:
  - Scale elevation drawings shall be required including all dimensions required to evaluate the size of the structure, all sides of the structure, and any and all features which are addressed in the Overlay.
  - Plan and elevation drawings shall include types of materials required in the Overlay.
  - Color and material samples and/or specifications shall be required which conform to the Overlay. (Bring samples to the meeting only).
  - Applicants are encouraged to provide existing conditions photos.

- For Sign Permits:
  - A plan drawn to scale including all applicable elements of the overlay is required.
  - A scaled elevation plan.
  - Plan showing location on the site.
  - Material samples or specifications. (Bring samples to the meeting only).
  - Copy of sign permit application.
  
- For Concept Plans (CHC required review) - courtesy review:
  - Plan showing location on the site. Concept plans shall include all overlay items which relate to concept plan submittal.
  - Color photos of existing conditions.
  - Schematic drawings of proposed building(s).

#### **Step 4: Attend the meeting**

- Applicant or applicant's representative shall attend the Design Review Board meeting.
- A full size plan, preferably 24"x36" must be provided at the meeting.

#### **Step 5: Note other requirements**

**Please Note:** The Design Review Board planner reserves the right to postpone a review of a project if the application is incomplete.

Applicants may combine permit reviews at the same time, (e.g. sign permit and building permit). However, each set of application materials must be complete.

#### **Step 6: Continue the Permitting Process with your Design Review Board Written Recommendation**

Three days following the Design Review Board vote, staff will submit the Design Review Board's recommendation to the Director of the Department and the appropriate permits staff members. The written recommendation will be mailed or e-mailed to the applicant. Development Services Division staff will either start or resume normal review procedures using the recommendation of the Design Review Board.