



# REZONING, USE PERMIT & CONCURRENT VARIANCE APPLICATION PACKAGE

Please visit our website at [www.fultonecd.org](http://www.fultonecd.org)  
for additional zoning and Geographical Information System (GIS)  
information.



# APPLICANT'S CHECKLIST

## DOCUMENTS AND QUANTITIES REQUIRED

**ALL PERTINENT ITEMS ARE DUE AT THE TIME OF FILING.  
NO INCOMPLETE APPLICATION WILL BE ACCEPTED.**

ITEM #	REQUIRED ITEM	NUMBER OF COPIES	CHECK √
1.	Pre-Application Review Form	1 original and 2 copies	
2.	Site Plan Checklist	1 original and 1 copy	
3.	Application Form	1 original and 2 copies; plus 1 additional copy if petition includes a concurrent variance; plus 1 additional copy if project includes a DRI or MARTA review	
4.	Legal Description (8½ "x 11")	4 copies; plus 1 additional copy if petition includes a concurrent variance	
5.	Deed	2 copies	
6.	Letter of Intent (8½ "x 11")	13 copies; plus 1 additional copy if petition includes a concurrent variance; plus 1 additional copy if project includes a DRI or MARTA review	
7.	Site Plan	10 copies; plus 1 additional copy if petition includes a concurrent variance; plus 1 additional copy if project includes a DRI or MARTA review	
8.	Environmental Site Analysis	4 copies	
9.	Transparency (8½ "x 11")	1 clear transparency of the site plan	
10.	Impact Analysis (8½ "x 11")	3 copies	
11.	Disclosure Form(s)	2 copies	
12.	Public Participation Plan	2 copies	
13.	Public Participation Report	2 copies (due 7 days before the BOC meeting)	
<b>THE FOLLOWING ITEMS MAY BE REQUIRED. SEE THE FOLLOWING INFORMATION FOR DETAILS.</b>			
14.	Adjacent Property Owner List	1 copy	
15.	Traffic Impact Study	3 copies	
16.	Metropolitan River Protection	3 copies	
17.	MARTA Corridor Area Plan Review	3 copies	
18.	Development of Regional Impact Review Form (DRI)	3 copies	
19.	Environmental Impact Report	3 copies	
20.	Noise Study Report	3 copies	

**REQUIRED ITEMS FOR REZONING/USE PERMIT APPLICATIONS:**

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. **No pre-application review meeting will be held on the day of the filing deadline.** Applicants are required to bring the site plan and tax parcel identification number(s) to the meeting. Call 404-730-7800 to make an appointment.

- ITEM 2. **SITE PLAN CHECKLIST:** The site plan checklist (Form F) details the minimum requirements for site plans as specified by Article 28.5.2. of the Zoning Resolution. **Prior to submitting an application, a review of the site plan and sign-off by Plan Review on Form F is required.**
- ITEM 3. **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 4. **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.
- ITEM 5. **DEED:** A copy of the deed which matches the applicant's name or a copy of the letter indicating a closing and the recordation of a new deed.
- ITEM 6. **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 7. **SITE PLAN:** Site plans must meet the minimum requirements specified by Article 28.5.2. of the Fulton County Zoning Resolution. Refer to Site Plan Checklist (Form F).
- ITEM 8. **ENVIRONMENTAL SITE ANALYSIS (ESA):** 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. For questions and information, please contact the Office of Environmental Affairs at 404-730-8000.
- ITEM 9. **TRANSPARENCY:** An 8-1/2" x 11" clear transparency of the site plan is required.
- ITEM 10. **IMPACT ANALYSIS:** All rezoning applications must include an Impact Analysis (Form B). An Impact Analysis is not required for Use Permits.
- ITEM 11. **DISCLOSURE FORM:** If the owner, applicant and/or applicant's representative has made a campaign contribution to any member of the Board of Commissioners 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 12. **PUBLIC PARTICIPATION PLAN:** 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 Fulton County 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 County staff. Applicants are required to submit a Public Participation Plan (Form D) at the time of the filing of the rezoning/use permit application.
- ITEM 13. **PUBLIC PARTICIPATION PLAN REPORT:** A Public Participation Plan Report must be completed on Form E and filed no later than 7 days before the Board of Commissioners hearing.

**OTHER DOCUMENTS THAT MAY BE REQUIRED:**

- ITEM 14. **ADJACENT PROPERTY OWNER LIST.** If the subject property is within 300 feet of an adjacent county, the petitioner must furnish the names and addresses of all property owners in the adjacent county that are within 300 feet of the subject property.
- ITEM 15. **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 and the guidelines available in the Department of Public Works.

Thresholds for Traffic Impact Study	
Use	Size
Single family residential	500 units
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 16. **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 Environment and Community Development.
- ITEM 17. **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 18. **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 Fulton County. 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 [www.georgiaplanning.com/planners/dri/](http://www.georgiaplanning.com/planners/dri/) and GRTA at [www.grta.org/dri/home.htm](http://www.grta.org/dri/home.htm) or at 404-463-3000.

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

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

Type of Development	Metropolitan Region
	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
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 facility or expansion of existing facility by more than 50 percent
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)	1,000 parking spaces

ITEM 19. **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 Resolution, as may be deemed environmentally adverse, shall include an Environmental Impact Report as part of the rezoning/use permit process.

ITEM 20. **NOISE STUDY REPORT:** Any rezoning/use permit located within 1,000 feet of an expressway, within 3,000 feet of an active rail line, or within 5 miles of the Hartsfield-Jackson International Airport boundary.

**OTHER RELEVANT INFORMATION:**

1. If a project is located in the Chattahoochee River, Big Creek, Whitewater, Line Creek, Cedar Creek or Bear Creek watershed, it may be subject to the Standards for Protection of Public Water Supply Watersheds within Unincorporated Fulton County, approved by the Board of Commissioners on August 21, 2002. A copy of the ordinance is available from the Department of Environment and Community Development.

2. On November 19, 2003, the Board of Commissioners (BOC) approved a resolution governing the conduct of persons acting as lobbyists before the BOC requiring such persons to register with Fulton County. Contact the Clerk to the Commission at 404-730-8200 to register by providing a copy of each lobbyist registration form and lobbyist report form filed with the Georgia Ethics Commission.

#### **PUBLIC HEARINGS:**

- A) **The Community Zoning Board (CZB)** holds a public hearing on the third Tuesday of each month at 7:00 PM at the respective service center. The CZB makes a recommendation that is forwarded to the Board of Commissioners.
- B) **The Board of Commissioners (BOC)** holds a public hearing on the first Wednesday of each month at 10:00 AM in the Government Center assembly hall at 141 Pryor Street, Atlanta.

#### **PUBLIC NOTICE:**

- A) **Community Zoning Information Meeting (CZIM):** Orange signs posted along the frontages of properties subject to rezonings and/or use permits notify area residents of the Community Zoning Information Meeting (CZIM). The CZIM is not a public hearing but rather an informal meeting held on the second Thursday of each month from 6:30 p.m. until 8:00 p.m., at the respective service center, unless otherwise noted in the schedule. This meeting is open to all interested citizens and applicants are strongly encouraged to attend.
- B) **Community Zoning Board (CZB) and Board of Commissioners (BOC) Public Hearing Notice:** Yellow signs posted along the frontages of properties subject to rezonings and/or use permits notify area residents of the Community Zoning Board and Board of Commissioners 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 CZB 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. **THERE ARE NO EXCEPTIONS TO PROPERLY POSTING THESE SIGNS.**

If an applicant, prior to advertising, defers a petition, it is the responsibility of the applicant to contact the Zoning Division at (404) 730-7800 to pick up new signs and re-post the property.

If the Community Zoning Board or the Board of Commissioners defers a petition, it is the applicant's responsibility to contact the Zoning Division at (404) 730-7800 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 Board of Commissioners for less than 20 days, posting an updated sign is not required.

- C) **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 Community Zoning Board hearing to property owners of record as shown on the current tax records of Fulton County as retrieved by the County's Geographic Information System.

#### **STAFF ANALYSIS:**

Prior to the public hearings, the Department of Environment and Community Development will publish its findings, recommendations and comments in the staff analysis. A staff analysis for each petition is available on the Monday before each public hearing after 10:00 a.m. Copies are available at the North Service Center (7741 Roswell Road), the South Service Center (5600 Stonewall Tell Road), the downtown location (141 Pryor Street, Suite 2085), and on the Department's website at [www.fultonecd.org](http://www.fultonecd.org).



# APPLICATION FOR REZONING, USE PERMIT AND CONCURRENT VARIANCE

Fulton County Department of Environment and Community Development  
Fulton County Government Center  
141 Pryor Street, SW, Suite 2085  
Atlanta, GA 30303

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

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

## SECTION I REZONING REQUEST

Office use only:  
ZONING CASE #: \_\_\_\_\_ ROAD FRONTAGE: \_\_\_\_\_

PROPERTY ADDRESS (if available): \_\_\_\_\_

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

Office use only:  
USE PERMIT CASE # \_\_\_\_\_ ROAD FRONTAGE: \_\_\_\_\_

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

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

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

## SECTION III CONCURRENT VARIANCE REQUEST(S)

Office Use Only:  
VARIANCE CASE # \_\_\_\_\_

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

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

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

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

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

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

*Attach additional sheets as needed.*

**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.**

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

Sworn to and subscribed before me this the

\_\_\_\_\_ 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").**

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

Sworn to and subscribed before me this the

\_\_\_\_\_ 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. For additional information and questions, please contact the Office of Environmental Affairs at 404-730-8000.

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. Information regarding Fulton County's Comprehensive Plan may be found online at <http://wms.co.fulton.ga.us/>.

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). Cite the source of information regarding the presence or absence of environmental site features (e.g. according to the Fulton County website (<http://wms.co.fulton.ga.us/>), wetland areas are located on the northwest portion of the site).

a. Wetlands

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

b. Floodplain

- Federal Emergency Management Agency (<http://www.fema.org>)
- Fulton County Website (<http://wms.co.fulton.ga.us/>)
- Fulton County Department of Environment and Community Development, Development Services Division
- Field observation and verification

- c. Streams/stream buffers
  - Fulton County Website (<http://wms.co.fulton.ga.us/>)
  - Field observation and verification
- d. Slopes exceeding 33 percent over a 10-foot rise in elevation
  - United States Geologic Survey Topographic Quadrangle Map
  - Field observation and verification
- e. Vegetation (including endangered species)
  - United States Department of Agriculture, Nature Resource Conservation Service
  - Field observation
- f. Wildlife Species (including fish and endangered species)
  - United States Fish and Wildlife Service
  - Georgia Department of Natural Services, Wildlife Resources Division, Natural Heritage Program
  - Field observation
- g. Archeological/Historical Sites
  - Fulton County 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 Fulton County? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*Attach additional sheets as needed.*



# DISCLOSURE REPORT FORM C

Office use only:  
 REZONING PETITION #: \_\_\_\_\_ BOARD OF COMMISSIONER'S MEETING 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 a member of the Board of Commissioners.**

**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:

- 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 Board of Commissioners 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 Resolution:

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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.)

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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.)

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*Attach additional sheets as needed.*



# PUBLIC PARTICIPATION PLAN REPORT FORM E

Applicant: \_\_\_\_\_ Petition No. \_\_\_\_\_

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

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

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

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3. The following issues and concerns were expressed:

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

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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 the County's aerial photography or an acceptable substitute as approved by the Director	
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; Onsite areas with slopes greater than thirty-three percent (33%) shall be labeled and identified through cross-hatching and/or separate colors.	
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 Fulton County Subdivision Regulations)	
25	Wetlands shown on the County's GIS maps or survey	
26	Airport noise contours on those properties within the FAR Part 150 Airport Noise Contour Map.	

***See other side for required signatures.***

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 Fulton County Zoning Resolution.

Staff signature: \_\_\_\_\_ Date: \_\_\_\_\_

Plan Review Division  
Environment and Community Development

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

The undersigned acknowledges that the site plan is submitted in accordance with Article 28.5.2 of the Fulton County Zoning Resolution 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: \_\_\_\_\_