

# **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 a Concept Plan, Land Disturbance Permit, Building Permit, or Sign Permit. Staff courtesy review will take place for all Concept Plans with the exception of the required Design Review Board meeting for the CHC Overlay District.

The trigger for an overlay review is a standard permit application. Permit approval cannot be granted without an Overlay District Recommendation.

### Step 2: Contact Overlay District Planner

Contact Overlay District planner and verify filing requirements and deadlines for overlay review. Overlay Districts with Design Review Boards have additional filing requirements. Please refer to *Design Review Board Filing Procedures* for additional requirements for Design Review Boards.

#### **Cascade Corridor Overlay District**

Samuel Jones, Planner III  
Comprehensive Planning Division, E&CD  
404.730.8105  
Samuel.Jones@fultoncountyga.gov

#### **Cedar Grove Overlay District**

Samuel Jones, Planner III  
Comprehensive Planning Division, E&CD  
404-730-8105  
Samuel.Jones@fultoncountyga.gov

#### **Chattahoochee Hill Country Overlay District**

Michelle Macauley, Senior Planner  
Comprehensive Planning Division, E&CD  
404-730-8052  
Michelle.Macauley@fultoncountyga.gov

#### **Cliftondale Overlay District**

Vicki D. Coleman, AICP, Planner III  
Comprehensive Planning Division, E&CD  
404-730-8025  
VickiD.Coleman@fultoncountyga.gov

**Old National Highway Overlay District**

Vicki D. Coleman, AICP, Planner III  
Comprehensive Planning Division, E&CD  
404-730-8025  
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**Sandtown Overlay District**

Samuel Jones, Planner III  
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**South Fulton Parkway Overlay District**

Vicki D. Coleman, AICP, Planner III  
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404-730-8025  
VickiD.Coleman@fultoncountyga.gov

**Step 3: Send letter and plans for review**

The applicant must provide a letter, plans, and material samples (as specified) for review. 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 2 copies of plans, specifications, samples, or drawings at 11"x17" (preferable) or smaller to the appropriate Overlay District Planner at the following address.

Mail to: **Department of Environment & Community Development  
(Insert Overlay District Planner Name)  
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.
  - 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.
  - Copy of sign permit application.

- For Concept Plans (courtesy review except for CHC Overlay):
  - Plan showing location on the site. Concept plans shall all overlay items which relate to concept plan submittal.
  - Color photos of existing conditions.
  - Schematic drawings of proposed building(s).

#### **Step 4: Note other requirements**

**Please Note:** The Overlay District 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 5: Continue the Permitting Process with your Overlay District Written Recommendation**

Upon completion of the Overlay District review, staff will submit the 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 Overlay District Review.