

Application process:

- 1) Pre-application meeting with City staff. Prior to submitting the application, the applicant shall meet with the planning department to discuss the zoning proposal and the application submittal requirements.
- 2) Submittal of the application. The applicant or property owner should submit **all** items as listed on the rezoning application.
- 3) Review by City staff. The planning department will process the application. Staff may contact the applicant or owner for additional information during the review period.
- 4) Presentation to Planning Commission. The Planning Commission shall review the application and hear any presentation which the Applicant may wish to make. The Planning Commission shall make a recommendation to the City Council for approval, denial, or approval with conditions to the City Council.
- 5) Notification of public hearing. Staff will notify the applicant of the date of the public hearing. A legal notice is also sent to the local newspaper for publication.
- 6) Posting of signs on property for zoning notification. As required by ordinance, the applicant will be responsible for the cost of posting the zoning notification signs on the property for which the change in zoning has been requested prior to the public hearing in accordance with the Georgia Zoning Procedures Law.
- 7) City Council public hearing. A public hearing is required for a zoning amendment application. During the public hearing, staff will present a summary of the proposed development to the Mayor and Council. Persons in support of the proposed request and persons in opposition to the proposed request may speak during the public hearing. The applicant, property owner, and/or their representative, may be present at the meeting and should be prepared to discuss the conditional use permit and answer any questions that arise.
- 8) City Council decision. After hearing the evidence and reviewing the application as well as any staff comments, the City Council considers the proposed zoning amendment.
- 9) Conditions. The City Council may require such modifications in the proposed use and attach such conditions to the zoning amendment as they deem necessary to mitigate adverse effects of the proposed use and to carry out the spirit and intent of the ordinance. Conditions and modifications may include, but are not limited to: limitation of building size or height, increased open space, limitations on impervious surfaces, enhanced loading and parking requirements, additional landscaping, curbing, sidewalk, vehicular access and parking improvements, placement or orientation of buildings and entryways, buffer yards, landscaping and screening, signage restrictions and design, maintenance of buildings and outdoor areas, duration of the permit, and hours of operation.

Applications are accepted at City Hall, Monday through Friday between 8:30 a.m. and 4:30 p.m.

Schedule may be subject to change, please check the meeting agendas webpage to confirm meeting dates:

<http://doravillecityga.iqm2.com/Citizens/Default.aspx>

Application Deadline	Planning Commission Meeting at 6pm	Newspaper Advertisement Deadline	Property Sign Posting Deadline (15 days prior to hearing)	City Council Public Hearing at 6:30pm
December 8, 2017	January 3, 2018	January 10	January 21	February 5, 2018
		January 24	February 5	February 20, 2018
January 5, 2018	February 7, 2018	February 7	February 19	March 5, 2018
		February 21	March 5	March 19, 2018
February 2, 2018	March 7, 2018	March 7	March 19	April 9, 2018
		March 21	April 1	April 16, 2018
March 9, 2018	April 4, 2018	April 11	April 23	May 7, 2018
		April 25	May 7	May 21, 2018
April 6, 2018	May 2, 2018	May 9	May 21	June 4, 2018
		May 23	June 4	June 18, 2018
May 11, 2018	June 6, 2018	-	-	No meetings in July
June 8, 2018	July TBD, 2018	July 11	July 23	August 6, 2018
		July 25	August 6	August 20, 2018
July 6, 2018	August 1, 2018	August 8	August 20	September 4, 2018
		August 22	September 3	September 17, 2018
August 10, 2018	September 5, 2018	September 5	September 17	October 1, 2018
		September 19	September 30	October 15, 2018
September 7, 2018	October 3, 2018	October 10	October 22	November 5, 2018
October 5, 2018	November 7, 2018	November 7	November 18	December 3, 2018
November 2, 2018	December 5, 2018	-	-	January 2019 TBD
December 7, 2018	January 2, 2019	-	-	February 2019 TBD

Rezoning, zoning text amendments, conditional use permits (CUP), and variances go to the Planning Commission and the Doraville City Council.

Appeals go to the Doraville City Council only.

Last updated: March 2018



REZONING APPLICATION
Community Development Department

Application # _____



APPLICANT

Name: _____
Mailing Address: _____ Suite/Unit # _____
E-mail: _____ Daytime Phone: _____ Fax: _____

PROPERTY OWNER

Name: _____
Mailing Address: _____
E-mail: _____ Daytime Phone: _____ Fax: _____

SUBJECT PROPERTY (provide separate cover page if more than one property)

Street Address: _____
Tax ID Parcel No.: _____ Council District: _____
Current Zoning Category: _____ **Requested Zoning Category:** _____ **Acreeage:** _____
Future Land Use Character Area: _____ Within LCI Study Area: Yes _____ No _____

Application Submission Requirements (one copy of application materials & 3 copies of drawings if larger than 8 1/2" x 11").

SUBMIT ALL MATERIALS NOTED BELOW:

- ____ 1) Cover letter describing the requested rezoning and the development proposed for the property. The letter should provide a project overview and should also include the following information:
 - a. Building square footages and heights
 - b. Square footages of each type of use (e.g. office, retail, residential)
 - c. Residential developments: Number of dwellings, unit mix (studio, 1BR, 2BR, and 3 BR), and unit square footages
 - d. Number of parking spaces (automobile, truck, bicycle, alternative fuel charging stations)
 - e. Green space/Amenities (club house, swimming pools, walking trails,
 - f. Trash/waste disposal method (e.g. identify the private company hired to remove trash and how often it is removed)
 - g. Other uses to remain on the property, and also all uses/businesses on adjacent properties
- ____ 2) Letter responding to the 14 "Standards" criteria. List each criterion before each response.
- ____ 3) Notarized property owner (or owner representative) authorization and applicant campaign contributions disclosure using the attached forms
- ____ 4) Written Property Legal Description in metes and bounds on 8 1/2" x 11" piece of paper.
- ____ 5) Property Survey (prepared within the last 10 years) showing property lines, building footprints and parking layout.
- ____ 6) Full site plan, drawn-to-scale (see site plan check list for requirements).
- ____ 7) Floor plan, drawn-to-scale, for proposed use for projects involving adaptive reuse or interior renovations (to scale);
- ____ 8) Photographs of existing site. Conceptual Renderings and/or building elevations for new construction.
- ____ 9) CD or USB flash drive of drawings submitted in digital PDF format.
- ____ 10) Additional information: may be required by the City based upon the initial application meeting with staff.



Community Development Department

Application #: _____

PRE-APPLICATION MEETING WITH STAFF

Prior to submitting the CUP application, applicants shall meet with staff to discuss all application submittal requirements.

DATE RECEIVED

DATE OF MEETING: _____

SUBJECT PROPERTY

Street Address: _____

Tax ID Parcel No.: _____

Conditional Use Requested _____

APPLICANT

Name: _____

Mailing Address: _____ Suite/Unit # _____

E-mail: _____ Phone: _____ Fax: _____

PROPERTY OWNER

Name: _____

Mailing Address: _____

E-mail: _____ Phone: _____ Fax: _____

Applicant's Signature: To the best of my knowledge, this Pre-application review is correct and complete. Applicant will submit documentation for the application pursuant to the Zoning Ordinance of the City of Doraville.

Applicant signature: _____ Date: _____

Staff signature: _____ Date: _____

Staff name printed: _____

Signature of Staff only represents that the required pre-application for a CUP application has been held and does not indicate the position of the Community Development Department on any proposal.



Community Development Department

Application #: _____

DATE RECEIVED

NOTARIZED AUTHORIZATION OF PROPERTY LANDOWNER

I, _____ SWEAR THAT I AM THE **PROPERTY LANDOWNER**
Printed owner(s) name

OF **SUBJECT PROPERTY:** _____

WITH **PARCEL ID NO.:** _____

AS SHOWN IN THE RECORDS OF **DEKALB COUNTY**, GEORGIA WHICH IS THE SUBJECT MATTER OF THE ATTACHED APPLICATION. I AUTHORIZE THE PERSON NAMED BELOW TO ACT AS THE APPLICANT IN THE PURSUIT OF THIS APPLICATION. I ALSO HEREBY AUTHORIZE CITY STAFF TO INSPECT PREMISES OF ABOVE DESCRIBED PROPERTY.

NAME OF APPLICANT (PRINT CLEARLY):

ADDRESS: _____

TELEPHONE: _____ EMAIL: _____

Personally Appeared
Before Me

Signature of Property Landowner

Print Name of Property Landowner

Print Name

Who Swears That The Information Contained
In this Authorization Is True and Correct
To The Best of His or Her Knowledge and Belief.

Signature of Notary Public

Date



Community Development Department

Application #: _____

DATE RECEIVED

DISCLOSURE OF CAMPAIGN CONTRIBUTIONS

In accordance with the Conflict of Interest in Zoning Act, O.C.G.A. Ch 36-67A, the following questions must be answered:

Have you the applicant made \$250 or more in campaign contributions to a local government official within two years immediately preceding the filing of this application? Yes _____ No _____

If the answer is Yes, you must file a disclosure report with the governing authority of the City of Doraville showing:

1. The name and official position of the local government official to whom the campaign contribution was made.
2. The dollar amount and description of each campaign contribution made during the two years immediately preceding the filing of this application and date of each such contribution.

NOTARY DATE

SIGNATURE OF APPLICANT DATE

Notary Name Printed

Applicant Name Printed

EXPIRATION DATE / SEAL

Check One: Owner _____ Applicant/Agent _____

Subject Property Street Address:



Community Development Department
Application #: _____

DATE RECEIVED

APPLICANT SIGNATURES

- SUBMISSION:** REQUIRED FOR SUBMITTAL FOR REVIEW BY STAFF, PLANNING COMMISSION AND CITY COUNCIL:
- **ONE (1) COMPLETED SET OF APPLICATION FORMS and**
 - **15 STAPLED SETS OF COLLATED DRAWINGS. DRAWINGS MUST BE LEGIBLE. DRAWINGS LARGER THAN 11" x 17" MUST BE FOLDED TO APPROXIMATELY 9" X 12" IN SIZE.**

APPLICATION FEE: See current City Fee Schedule: Sec. 2-261. - Zoning processing fees

PLEASE READ THE FOLLOWING BEFORE SIGNING

This form must be completed in its entirety before it will be accepted. It must include all required attachments and filing fees. **An application which lacks any of the required attachments or information shall be deemed incomplete and shall not be accepted.**

NOTARY DATE

SIGNATURE OF APPLICANT DATE

Notary Name Printed

Applicant Name Printed

EXPIRATION DATE / SEAL

Check One: Owner _____ Applicant/Agent _____

Subject Property Street Address:

STANDARDS for a Rezoning

In addition to the cover letter, applicant shall submit a letter listing each standard and providing a written response to each standard.

Pursuant to Sec. 23-1603, the Mayor, City Council, staff and appointed bodies shall, in deciding any rezoning application, consider the below listed standards governing the exercise of the zoning power whenever deliberating over any zoning proposal:

- 1) The existing uses and zoning nearby;
- 2) The extent to which property values are diminished by their particular zoning restriction;
- 3) The extent to which the destruction of property values of the subject property promotes the health, safety, morals or general welfare of the public;
- 4) The relative harm to the public as compared to the hardship imposed upon the individual property owner;
- 5) The suitability of the subject property for zoning proposed;
- 6) The length of time the property has been vacant as zoned, considered in the context of land development of adjacent and nearby property;
- 7) Whether the zoning proposal will permit a use that is suitable in view of the use and development of adjacent and nearby property;
- 8) Whether the zoning proposal will adversely affect the existing use or usability of adjacent or nearby property;
- 9) Whether the property to be affected by the zoning proposal has a reasonable economic use as currently zoned;
- 10) Whether the zoning proposal will result in a use which will or could cause an excessive or burdensome use of existing streets, transportation facilities, utilities or schools;
- 11) Whether the zoning proposal is in conformity with the policy and intent of the land use plan;
- 12) Whether there are other existing or changing conditions affecting the use and development of property which gives supporting grounds for either approval or disapproval of the zoning proposal;
- 13) The possible effects of the change in the regulations or map on the character of a zoning district, a particular piece of property, neighborhood, a particular area or the community; and
- 14) The impact of the proposed zoning change upon pedestrian and vehicular circulation and traffic and thoroughfare capacities and capabilities.

SITE PLAN REQUIREMENTS (Survey may replace site plan if it matches the existing site conditions and no improvements or new construction are proposed):

The site plan shall be clearly drawn at a scale of not less than 100 feet per inch on a sheet size not to exceed 24" x 36". The Director may approve other sheet sizes as deemed appropriate.

The following information shall be depicted on the site plan if applicable:

- _____ Project name;
- _____ Project owner and address (both local and permanent if different), telephone numbers and e-mail address;
- _____ Date, scale and north arrow;
- _____ Site location / vicinity map;
- _____ Proposed use and development of the property;
- _____ Required yard setbacks;
- _____ Project acreage including breakdown of pervious / impervious area, and/or dedicated greenspace;
- _____ Total number of lots and minimum lot sizes (if applicable);
- _____ Names, locations, and right-of-way widths of adjoining existing streets or access drives and proposed right-of-ways and roadways;
- _____ The present zoning classification and ownership of all adjacent parcels;
- _____ Topography with contour interval no greater than 10 feet;
- _____ All proposed development features and layout;
- _____ The proposed location of all driveways and entry/exit points for vehicular traffic, using arrows to depict direction of movement;
- _____ The location of required off street parking and loading spaces to include number of spaces and space and driveway dimensions;
- _____ Sewage disposal method (note);
- _____ Property lines with bearings and distances; location of utility and private easements;
- _____ Location of floodplains, lakes, ponds, water courses, conservation areas, and environmental areas of concern;
- _____ Building heights and gross square footage;
- _____ Proposed buffers, landscape development, sidewalks and other hardscape;
- _____ Land lot and district;
- _____ General development data in tabular form;
- _____ Name of person or company preparing the site plan;
- _____ Any other data requested by the Planning Director necessary for an understanding and evaluation of the project.