

Application process:

- 1) Meet with City staff. Prior to submitting for a conditional use permit, the applicant shall meet with the planning department to discuss the process, zoning, conditional use permits, and development of the property.
- 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 Monday through Friday between 8:30AM and 2PM.

Application Deadline	Planning Commission Meeting 6pm	Newspaper Advertisement Deadline	Property Sign Posting Deadline	City Council Public Hearing 6:30pm
November 6, 2015	December 9, 2015	December 9, 2015	December 20, 2015	January 4, 2016
		December 23, 2015	January 3, 2016	January 19, 2016
December 11, 2015	January 6, 2016	January 6, 2016	January 17, 2016	February 1, 2016
		January 20, 2016	January 31, 2016	February 16, 2016
January 15, 2016	February 3, 2016	February 10, 2016	February 21, 2016	March 7, 2016
		February 24, 2016	March 6, 2016	March 21, 2016
February 12, 2016	March 2, 2016	March 9, 2016	March 20, 2016	April 4, 2016
		March 23, 2016	April 3, 2016	April 18, 2016
March 18, 2016	April 6, 2016	April 6, 2016	April 17, 2016	May 2, 2016
		April 20, 2016	May 1, 2016	May 16, 2016
April 15, 2016	May 4, 2016	May 11, 2016	May 22, 2016	June 6, 2016
		May 25, 2016	June 5, 2016	June 20, 2016
May 13, 2016	June 1, 2016	June 8, 2016	June 19, 2016	July 5, 2016
		June 22, 2016	July 3, 2016	July 18, 2016
June 17, 2016	July 6, 2016	July 6, 2016	July 17, 2016	August 1, 2016
		July 20, 2016	July 31, 2016	August 15, 2016
July 15, 2016	August 3, 2016	August 10, 2016	August 21, 2016	September 6, 2016
		August 24, 2016	September 4, 2016	September 19, 2016
August 19, 2016	September 7, 2016	September 7, 2016	September 18, 2016	October 3, 2016
		September 21, 2016	October 2, 2016	October 17, 2016
September 16, 2016	October 5, 2016	October 12, 2016	October 23, 2016	November 14, 2016
		October 26, 2016	November 6, 2016	-
October 14, 2016	November 2, 2016	November 9, 2016	November 20, 2016	November 14, 2016
		December 14, 2016	December 23, 2016	January 9, 2017
November 18, 2016	December 7, 2016	December 14, 2016	December 23, 2016	January 9, 2017
		December 21, 2016	January 1, 2017	January 17, 2017
December 9, 2016	January 4, 2017	January 11, 2017	January 22, 2017	February 6, 2017
		January 25, 2017	February 5, 2017	February 20, 2017

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.



REZONING APPLICATION
Community Development Department

REZONING # _____



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:** _____ **Acreage:** _____
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 request and the proposed use and the manors of operation:
 - a. Proposed Use and Square Footage
 - b. Business hours
 - c. Services to be provided
 - d. Total number of employees and job descriptions
 - e. Business manager experience
 - f. Sewage disposal method (e.g. information about private company hired to dispose of waste). For automobile fuel stations, proposed underground fuel tanks refueling methods/schedule.
 - g. Uses on adjacent properties
- ___ 2) "Standards" letter responding to each of the 14 criteria. List each criteria and responses in the same letter.
- ___ 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 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. Renderings and/or building elevations for new construction.
- ___ 9) Additional information: may be required by the City based upon the initial application meeting with staff.
- ___ 10) CD or thumbdrive of drawings submitted in digital PDF format.

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.



REZONING APPLICATION
Community Development Department

REZONING # _____

Subject Property Street Address: _____

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 _____



NOTARIZED AUTHORIZATION OF PROPERTY LANDOWNER

TYPE OF APPLICATION: _____.

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

LANDOWNER OF: _____
AND 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: _____

Signature of Property Landowner

Print Name of Property Landowner

Personally Appeared
Before Me

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

