

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 at City Hall, Monday through Friday between 8:30 a.m. and 2:00 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 6pm	Newspaper Advertisement Deadline	Property Sign Posting Deadline	City Council Public Hearing 6:30pm
December 9, 2015	January 4, 2017	January 11, 2017	January 22, 2017	February 6, 2017
		January 25, 2017	February 5, 2017	February 21, 2017
January 6, 2017	February 1, 2017	February 8, 2017	February 19, 2017	March 6, 2017
		February 22, 2017	March 5, 2017	March 20, 2017
February 3, 2017	March 1, 2017	March 15, 2017	March 26, 2017	April 10, 2017
		March 22, 2017	April 2, 2017	April 17, 2017
March 10, 2017	April 5, 2017	April 12, 2017	April 23, 2017	May 1, 2017
		April 19, 2017	April 30, 2017	May 15, 2017
April 7, 2017	May 3, 2017	May 10, 2017	May 21, 2017	June 5, 2017
		May 24, 2017	June 4, 2017	June 19, 2017
May 12, 2017	June 7, 2017	June 21, 2017	July 2, 2017	July 17, 2017
June 9, 2017	July 5, 2017	July 12, 2017	July 23, 2017	August 7, 2017
		July 26, 2017	August 6, 2017	August 21, 2017
July 7, 2017	August 2, 2017	August 9, 2017	August 20, 2017	September 5, 2017
		August 23, 2017	September 3, 2017	September 18, 2017
August 11, 2017	September 6, 2017	September 13, 2017	September 24, 2017	October 10, 2017
		September 27, 2017	October 8, 2017	October 23, 2017
September 8, 2017	October 4, 2017	October 18, 2017	October 29, 2017	November 13, 2017
October 6, 2017	November 1, 2017			
November 10, 2017	December 6, 2017	December 13, 2017	December 24, 2017	January 8, 2018
		December 20, 2017	December 31, 2017	January 16, 2018
December 8, 2017	January 3, 2018	January 10, 2018	January 21, 2018	February 5, 2018
		January 24, 2018	February 4, 2018	February 20, 2018

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: April 11, 2017



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