

# REZONING

## CITY OF COLLEGE PARK

Planning Commission



www.collegeparkga.com

DATE SUBMITTED \_\_\_\_\_

### APPLICANT INFORMATION

APPLICANT NAME (PLEASE PRINT) \_\_\_\_\_

ADDRESS \_\_\_\_\_

PHONE \_\_\_\_\_ CELL \_\_\_\_\_ FAX \_\_\_\_\_

E-MAIL ADDRESS \_\_\_\_\_

### OWNER INFORMATION (If different from Applicant)

PROPERTY OWNER (PLEASE PRINT) \_\_\_\_\_

ADDRESS \_\_\_\_\_

PHONE \_\_\_\_\_ CELL \_\_\_\_\_ FAX \_\_\_\_\_

E-MAIL ADDRESS \_\_\_\_\_

### PROPERTY INFORMATION

ADDRESS \_\_\_\_\_

CURRENT USE \_\_\_\_\_ CURRENT ZONING \_\_\_\_\_

PROPOSED USE \_\_\_\_\_ PROPOSED ZONING \_\_\_\_\_

SIZE OF PROPERTY \_\_\_\_\_ NET DENSITY (RESIDENTIAL) \_\_\_\_\_

## REQUEST FOR REZONING

### REQUIREMENTS

Please complete all attached forms, which must be typed or legibly printed; signatures must be in BLUE INK. The applicant or his agent must submit the ORIGINAL, SIGNED application to the Inspections Department located on the first floor of City Hall, 3667 Main Street, College Park.

### PRE-APPLICATION MEETING

A pre-application meeting with the City Planner is required prior to submission on any application. Please contact the City Planner's office at 404-767-1537 or [arambeau@tcfatl.com](mailto:arambeau@tcfatl.com) to schedule a pre-application meeting.

### FEE

The application fees for rezoning to single-family residential are as follows: 0 - less than 2 acres - \$300; 2- less than 11 acres - \$500, 11-100+ acres - \$500 + \$50 per acre. The fees for rezoning to multi-family residential are: 0 - less than 2 acres - \$300; 2- less than 11 acres - \$500, 11 + acres - \$500 + \$50 per acre. The fees for rezoning to offices/commercial/industrial are: 0- less than 2 acres - \$300; 2- less than 11 acres - \$500; 11+ acres - \$500 + \$50 per acre. These fees shall be paid to the City of College Park. **Checks or Money Order Only.**

### FILING DEADLINE

Applications must be received and fees must be paid no later than 30 calendar days prior to the Planning Commission meeting at which the rezoning will be considered.

### PLANNING COMMISSION MEETING

The applicant or his agent must attend the Planning Commission meeting to present the application and respond to questions from the Commission. Planning Commission meets the last Monday of each month at 5:30 PM in the Mayor and Council chambers of City Hall, with the exception of December, when the Commission does not meet.

### COUNCIL HEARING

Property rezonings must be decided at a public hearing before Mayor and Council. The applicant must attend the public hearing to present the application and respond to questions from the Council. Mayor and Council meet the first and third Monday of each month, with the exception of July and December, when they only meet once a month. Applicants will be notified in writing of the date of the public hearing.

### QUESTIONS

For assistance, please contact the Planning Commission Secretary, Ms. Sabrina Walters, at [swalters@collegeparkga.com](mailto:swalters@collegeparkga.com), 404-669-3762 or the City Planner's office at [arambeau@tcfatl.com](mailto:arambeau@tcfatl.com), 404-767-1537.

(For Office Use Only)

Total Amount Paid \$ \_\_\_\_\_ Check# \_\_\_\_\_ Money Order # \_\_\_\_\_ Received by: \_\_\_\_\_

Application checked by: \_\_\_\_\_ Date: \_\_\_\_\_

Pre-application meeting: \_\_\_\_\_ Date: \_\_\_\_\_

## CITY OF COLLEGE PARK ZONING APPLICATION CHECKLIST

To be completed when accepting all rezoning applications. Checklist should be attached to the application.

All documents are required prior to acceptance of the application.

Required Items	Copies	Requirements	Check/Initial
Pre-Application Meeting	1	Pre-application meeting with the City Planner is required prior to submitting rezoning application.	
Application Form	12	Must include information for applicant and property owner.	
Applicant/Owner's Affidavit	12	Must be completed by applicant and property owner. Must be notarized.	
Addendum to Application for Rezoning	12	Required for all property owners and applicants. Must be notarized.	
Letter of Ownership	12	Letter from the property owner stating that the applicant is the owner of property subject to rezoning, or that owner is aware of and consents to the rezoning request.	
Letter of Intent	12	Must clearly state the proposed use and development intent.	
Site Plans	24x36- 1 11x17- 12 1 jpg on CD	Must meet requirements specified on Site Plan Checklist.	
Site Plan Checklist	1	Completed copy of site plan checklist.	
Survey Plat	12 (11x17 or 8.5x11)	Survey plat shall be prepared and sealed within the last five years by a professional engineer, landscape architect or land surveyor registered in the State of Georgia. At a minimum, the survey plat shall indicate complete boundaries of the subject property and all buildings and structures existing therein; include a notation as to whether or not any portion of the subject property is within the boundaries of the 100 year floodplain; and include a notation as to the total acreage or square footage of the property.	
Architecturals		Renderings or photographs of the proposed building elevations are helpful, but not required unless the proposed zoning is being conditioned to architectural exhibits submitted.	

APPLICANT AFFIDAVIT

Personally appeared before me \_\_\_\_\_ who on oath deposes and states that the  
(Applicant's Name)

Information contained in this application is true to the best of his/her knowledge and belief:

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, Zip

OWNER'S AFFIDAVIT

Personally appeared before me \_\_\_\_\_ who on oath agrees with  
(Property Owner's Name)

the rezoning request and states that the information contained in this application is true to the best of his/her knowledge and belief:

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature of City Clerk

\_\_\_\_\_  
Address

\_\_\_\_\_  
Date

\_\_\_\_\_  
City, State, Zip

ADDENDUM TO APPLICATION FOR REZONING  
(As required by Section 36-85-3 of the Official Code of Georgia, Annotated)

36-85 3 (a) When any applicant for rezoning action has made, within two years, immediately preceding the filing of that applicant's application for the re-zoning action, campaign contributions aggregating \$250.00 or more or made gifts having in the aggregate a value of \$250.00 or more to a local government official of the local government which will consider the application, it shall be the duty of the applicant and the attorney representing the applicant to file a disclosure report with the governing authority of the respective local government showing:

- (1) The name of the local government official to whom the campaign contribution or gift was made.
- (2) The dollar amount of each campaign contribution made by the applicant to the local government official during the two years immediately preceding the filing of the application for the rezoning action and the date of each such contribution and
- (3) An enumeration and description of each gift having a value of \$250.00 or more made by the applicant to the local government official during the two years immediately preceding the filing of the application for the zoning change.

Pursuant to the above, please list all campaign contributions to elected officials of the City of College Park a minimum of two years prior to the filing of this Rezoning Application totaling \$250 or more or gifts to elected officials of the City of College Park with an aggregate value of \$250 a minimum of two years prior to the filing of this Rezoning Application:

<u>City Elected Official</u>	<u>Amount of Gift</u>	<u>\$ Amount of Campaign Contribution</u>

\_\_\_\_\_  
Rezoning Applicant

ATTEST:

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
Date

NOTE: This certification must be filed in the Office of the City Clerk, College Park, Georgia, within 10 days of the date of filing the application.

## CITY OF COLLEGE PARK SITE PLAN CHECKLIST

Checklist should be attached to the application.

All information below must be included for site plan and application to be considered complete.

Item #	Requirements	Check/Initial
1	North arrow	
2	Acreage of subject property	
3	Current zoning and requested zoning classifications	
4	All property lines	
5	Adjacent streets with posted speed limits	
6	Current use and zoning of adjacent properties	
7	Required and/or proposed building setback lines	
8	Proposed structure locations, heights and square footages	
9	Existing structure locations and approximate heights for adjacent properties	
10	Layout, minimum lot size and proposed density of residential properties	
11	Topographic information to show elevation and drainage	
12	Required and/or proposed landscaped areas and buffers	
13	Required and proposed parking spaces and loading/unloading facilities	
14	Lakes, streams and other waters on the site and associated buffers	
15	Proposed stormwater management facilities	