



REZONING/FUTURE LAND USE AMENDMENT APPLICATION PACKET

This application may be used by a property owner or an authorized agent to:

- Amend the Future Land Use Map
- Amend the Zoning Map (Rezoning)
- Modify conditions of approval from existing rezoning cases.

No rezoning will be considered if it is not consistent with the Future Development Map. A request to amend the Future Development Map may be filed concurrently with or separately from a Rezoning application.

Applications requiring concurrent [Development of Community Impact \(DCI\)](#), [Variance](#), or Waiver approval must include application forms and letters of intent for each.

Application Requirements Checklist:

Per Section 280-5 of the UDO, applications shall be filed with the Development Director on forms provided by the Development Department. The following information and documentation must be received in order for a submittal to be deemed a complete application:

- Completed Application Requirements Checklist
- Rezoning/Future Land Use Amendment Application Form
- Owner Permission Affidavit(s)
- Campaign Contribution Disclosure Statement(s)
- Pre-Application Form Signed by the Development Director
- Redevelopment Assessment Form
- Legal Description of the property
- Letter of Intent, that provides a project description and justification of how the project complies with the Review and Approval Criteria in Section 280-17. Each of the following Criteria must be addressed by the applicant for the type of action sought:
 - a. *Future land use map amendments.* The following review and approval criteria shall be used in reviewing and taking action on all comprehensive plan land use map amendments, including changing conditions to existing zoning:
 - 1) Whether the land use amendment proposal is compatible with the surrounding future land uses as identified in the future development map.
 - 2) Whether the land use amendment proposal can be adequately served by existing transportation facilities and other infrastructure, such as schools, water and sewer.
 - 3) Whether the land use amendment proposal negatively impacts natural and historic resources identified by the City.
 - 4) Whether the land use amendment proposal is in the best interest of the City and the public good and whether the proposal protects the health and welfare of its citizens.
 - 5) Whether the property to be affected by the land use amendment proposal has a reasonable economic use as currently designated on the future development map.
 - 6) Whether the land use amendment proposal meets the policies and intent established in the future development map.

b. *Zoning map amendments (Rezoning)*. The following review and approval criteria shall be used in reviewing and taking action on all zoning map amendments, including changing conditions to existing zoning:

- 1) The existing uses and zoning of nearby property;
- 2) The extent to which property values are diminished by their particular zoning restrictions;
- 3) The extent to which the possible reduction 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 the zoning proposed;
- 6) The length of time the property has been vacant as zoned, considered in the context of land development in the area in the vicinity of the 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 future development map; and
- 12) Whether there are other existing or changing conditions affecting the use and development of the property which gives supporting grounds for either approval or disapproval of the zoning proposal.

- Site Plan (see attached Site Plan Checklist)
- Applicable architectural elevations
- Other materials reasonably required by the City necessary to the analysis of the application.
- Application Fee (Rezoning: \$2,000; Future Land Use Map amendment: \$1,000, or \$250 if concurrent with rezoning. See [fee schedule](#) for concurrent DCI, variance, and waiver fees.)

Please submit the entirety of your application electronically, saved in .pdf format with a maximum 25 MB file size, to Chambleedevelopment@chambleega.gov. No hard copies are required to be submitted. Fees can be paid electronically via the link found at www.chambleega.gov/152/applications-and-forms.

Application Processing:

An application will only be considered complete and ready for processing if it is submitted in the required format, includes all required information and supporting documentation, and is accompanied by the application filing fee. Applications deemed complete by the Development Department will be considered to be in the processing cycle and will be reviewed by City Staff, affected agencies, and other review and decision-making bodies in accordance with applicable review and approval procedures of the UDO.

The Mayor and City Council will, upon receipt of recommendations from Staff, hold a public hearing. This typically takes place at the Mayor and City Council Work Session the Thursday prior to the regular monthly Mayor and City Council meeting, at 6:00 pm at the Chamblee Civic Center, located at 3540 Broad Street, Chamblee, GA 30341.

A meeting of the Mayor and City Council for the purposes of reviewing and making final decisions on rezoning/future land use amendment cases will be conducted either no more than five days after the date of the public hearing, or at the next scheduled meeting of the Mayor and City Council, where Mayor and City Council act by simple majority vote to approve the request(s), approve the request(s) with conditions, or deny the request(s) based on the applicable review and approval criteria of Section 280-17. Mayor and City Council are also authorized to defer action or continue a hearing in order to receive additional information or further deliberate. The regular meeting of the Mayor and City Council typically occurs the third Tuesday of every month at 7:30 pm at the Chamblee Civic Center, located at 3540 Broad Street, Chamblee, GA 30341.

If an application is denied, a successive application for a rezoning/future land use amendment affecting all or a portion of the same property may not be submitted within six (6) months measured from the date of final action by Mayor and City Council.

See Zoning Application Schedule for submittal deadlines and public meeting dates.

The current Rezoning/Future Land Use Amendment application schedule can be found at www.chambleega.gov/160/zoning.



APPLICATION FOR REZONING/LAND USE AMENDMENT

CHECK ALL THAT APPLY: Change in conditions only Future Development Map Amendment
Concurrent variance(s) Concurrent waiver(s) Concurrent DCI

Property Address

Name & Brief Description of Project

Present Zoning District

Proposed Zoning District

Present Character Area (Future Development Map)

Proposed Character Area (Future Development Map)

OWNER:

Name and Company

Mailing Address

City, State

Zip Code

Phone #

E-mail

APPLICANT: Check here if Applicant is also the Property Owner

Name and Company

Mailing Address

City, State

Zip Code

Phone #

E-mail

Applicant Signature

Date

I hereby certify that all information provided herein is true and correct.

NOTARY:

Sworn to and subscribed before me this _____ day of _____, 20_____

Notary Public:



Owner Permission Affidavit

Subject Property Street Address: _____

Subject Property Tax ID number: 18 - _____ - _____ - _____

Owner:

Name (Person, Firm, Corporation, or Agency): _____

Mailing Address: _____

Phone: _____

Email: _____

Property Owner's Agent (If applicable)

Name (Person, Firm, Corporation, or Agency): _____

Mailing Address: _____

Phone: _____

Email: _____

I am applying for, or I hereby give authority to the applicant to file an application for: _____

Owner/Agent signature

Owner/Agent printed name

This instrument was signed before me on this date _____

County _____ Georgia Notary Signature: _____

Affix seal/stamp as close to signature as possible



Disclosure of Campaign Contributions

Please read the law and complete the Campaign Disclosure Statement on the following page if you are requesting a Variance, Amendment, or Development of Community Impact.

GA Citation/Title

GA Code 36-67A-3, Disclosure of Campaign Contributions

*38069 Code, 36-67A-3

CODE OF GEORGIA TITLE 36. LOCAL GOVERNMENT PROVISIONS APPLICABLE TO COUNTIES AND MUNICIPAL CORPORATIONS CHAPTER 67A. CONFLICT OF INTEREST IN ZONING ACTIONS (Current through 2016 General Assembly)

36-67A-3 Disclosure of campaign contributions.

- a) When any applicant for rezoning action has made, within two years immediately preceding the filing of that applicant's application for the rezoning action, campaign contributions aggregating \$250.00 or more to a local government official who will consider the application, it shall be the duty of the applicant to file a disclosure report with the governing authority of the respective local government showing:
 - 1) The name and official position of the local government official to whom the campaign contribution was made; and
 - 2) The dollar amount and description 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.
- b) The disclosures required by subsection (a) of this Code section shall be filed within ten days after the application for the rezoning action is first filed.
- c) When any opponent of a rezoning action has made, within two years immediately preceding the filing of the rezoning action being opposed, campaign contributions aggregating \$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 opponent to file a disclosure with the governing authority respective local government showing:
 - 1) The name and official position of the local government official to whom the campaign contribution was made; and
 - 2) The dollar amount and description of each campaign contribution made by the opponent 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.
- d) The disclosure required by subsection (c) of this Code section shall be filed at least five calendar days prior to the first hearing by the local government of any of its agencies on the rezoning application.

(Code 1981, 36-67A-3, enacted by Ga. L. 1986, p. 1269, 1; Ga. L. 1991, p. 1365, 1; Ga. L. 1993, p. 91, 36.)

Official Code of Georgia Annotated Copyright 1982 – 2016 State of Georgia.



Campaign Contributions Disclosure Form

Have you as applicant, agent for applicant, property owner, or person associated with the application for property, located at _____, within the two (2) years immediately preceding the filing of this application, made campaign contributions aggregating \$250.00 or more to an elected official of the City of Chamblee? YES NO

Applicant/ Owner	Name:
	Address:
	Signature:
	Date:

If the answer above is YES, then please complete the following section:

Date	Government Official	Official Position	Description	Amount



INSTRUCTIONS FOR REQUESTING A PRE-APPLICATION MEETING

Projects That Require a Pre-Application Meeting:

1. Amend the future development map
2. Amend the zoning map
3. Variance and/or waiver
4. Development of Community Impact (DCI)
5. Subdivide land
6. Any other application deemed necessary

Application Submittal and Review Process:

- A. **Complete a Pre-Application Information Form** that contains a detailed description of the request.
- B. **Prepare Concept Plans and Submit a PDF digital version** that conveys the proposed project. These plans may be conceptual in nature and do not need to be developed by a design professional. (Note: Individual PDF files may not exceed 25 MB. Large files should be separated into individual PDF files not exceeding 25 MB.)
- C. **Submit the Pre-Application Instruction Form and Concept Plans** to the Development Department in person or via email to chambleedevelopment@chambleega.gov. The application and forms will be reviewed within (2) two business days. Once the plans are reviewed, the Development Department will notify the applicant if an in-person Pre-Application meeting is required. Note: If an in-person meeting is not necessary, then the Pre-Application Meeting will take place during Building Permit submittal.
- D. **Attend a Pre-Application Meeting** with the Development Department. The Development Department will contact the applicant to schedule a Pre-Application Meeting. Feedback about the proposal along with an overview of the application/review process will be provided during this meeting. The applicant should bring a hard copy of the concept plans to the meeting.
- E. **Submit a Signed Copy of the Pre-Application Information Form** with the formal application. When the applicant is prepared to submit the full, complete application for the development activity or zoning process a copy of this form is required to be submitted.

PRE-APPLICATION INFORMATION FORM SUBMITTAL CHECKLIST:

- Complete Pre-Application Information Form
- One PDF digital version of Concept Plans (Note: Individual PDF files may not exceed 25 MB. Large files should be separated into individual PDF files not exceeding 25 MB.)



PRE-APPLICATION INFORMATION FORM

This page must be completed by the Applicant.

APPLICANT

Name _____

Company _____

Mailing Address _____

Suite/Apt. # _____

City, State _____

Zip Code _____

Primary Phone # _____

Alternate Phone # _____

E-mail _____

PROJECT SUMMARY

Address of Project _____

Name of Project _____

Application Type (Rezoning, Building Permit, Land Disturbance, Variance, etc.) _____

Total Project Acreage _____

Detailed Description (*Include Proposed Use(s) and Square Footage of Floor Area for each use:*)

Applicant Signature _____ Date: ____ / ____ / ____

NOTE: This form must be signed by the Development Department and submitted with your application.

For Internal Use Only:

Pre-Application Meeting Date: _____

Staff Printed Name: _____ Signed: _____



Redevelopment Assessment Form

(Applies to all existing structures except for Single-Family Detached Residential structures, per Chamblee UDO Section 270-9)

PROPERTY ADDRESS: _____

APPLICANT NAME: _____ DATE: _____

PROJECT TYPE: (Check all that apply)

- Renovation
- Alteration
- Addition
- Repair
- Other _____

THRESHOLD ASSESSMENT:

Total construction cost post renovation/improvement, cumulative: **TCC =** _____

(Attach documentation for all improvements made over the last 3 years. See UDO [Section 270-9](#). Interior-only renovations are 50% of the cost valuation based on the ICC Building Valuation Data Construction Cost Table)

Fair Market Value of existing structure(s): **FMV =** _____

(Attach DeKalb County Tax Assessor documentation for all buildings on the site. The information can be obtained from the following website: <https://propertyappraisal.dekalbcountyga.gov/search/>)

Percent calculation: **TCC/FMV =** _____

ASSESSMENT: (Check one)

- Improvements not required because less than 30% improvement
- $\geq 30\%$ $\geq 60\%$ $\geq 70\%$

See Page 2 of this form for *Redevelopment Thresholds Summary Table*.

Mandatory compliance is not intended to result in total improvement costs greater than or equal to 125% of FMV value but applicant shall meet items in order of priority listed in Section 270-9 of the UDO until the 125% cap is met.

Redevelopment Thresholds Summary Table

Code to be applied	Redevelopment costs as a percentage of the fair market value of the structure			
	Less than 30%	30% or more	60% or more	70% or more
Section 230-26 (Streetscape design)	Not mandatory	Mandatory	Mandatory	Mandatory
Section 250-7 (Parking)	Not mandatory	Not mandatory	Not mandatory	Mandatory
Section 230-27 Building architecture)	Not mandatory	Not mandatory	Mandatory	Mandatory
Section 230-29 (Storefront Streets)	Not mandatory	Not mandatory	Mandatory	Mandatory
Remaining provisions of Chapter 230, Article 2 (Civic Design) not listed above	Not mandatory	Not mandatory	Not mandatory	Mandatory
Section 250-21 (Dumpsters)	Not mandatory	Not mandatory	Mandatory	Mandatory
Remaining provisions of Chapter 250 (Off-Street Parking and Loading Standards) not listed above	Not mandatory	Not mandatory	Not mandatory	Mandatory
Section 320-21 (Off-street surface parking lot planting requirements)	Not mandatory	Not mandatory	Mandatory	Mandatory
Remaining provisions of Chapter 320, Article 2 (Buffers) not listed above	Not mandatory	Not mandatory	Not mandatory	Mandatory
Subsection 350-2(a)(1)(b) (Sidewalks crossing driveways)	Not mandatory	Not mandatory	Mandatory	Mandatory
Remainder of UDO	Not mandatory	Not mandatory	Not mandatory	Mandatory

Rezoning/Land Use Amendment Site Plan Checklists

At a minimum, a rezoning request shall include the following:

1. Site Plan of Existing Conditions. The site plan must be to scale and include:

- Parcel boundaries
- North arrow
- Visual scale a minimum of 1"=100'
- Location of streams and lakes affecting the property
- Abutting streets, sidewalks, and rights-of-way
- Existing building footprints, and other existing impervious surfaces such as driveways and walkways
- Location of permanent ground signs
- Existing easements
- Required zoning setbacks
- Existing impervious surface area ratio calculation
- Existing open space calculation provided (if non-residential)
- Required zoning buffers
- Additional information as requested by Staff

2. *For applications involving proposed new construction:* Site Plan of Proposed Conditions. The site plan must be to-scale and include the following, clearly identified with dimensions and materials:

- Parcel boundaries
- North arrow
- Visual scale a minimum of 1"=100'
- Location of streams and lakes affecting the property
- Abutting streets, sidewalks, and rights-of-way
- Proposed building footprints, and other impervious surfaces such as driveways and walkways
- Location of permanent ground signs
- Easements
- Required zoning setbacks
- Impervious surface area ratio calculation
- Open space calculation provided (if non-residential)
- Required zoning buffers
- Required streetscape elements
- Additional information as requested by Staff