

FOR OFFICE USE ONLY
Case #: _____

MODIFICATION APPLICATION CHECKLIST
 ALL DOCUMENTS AND QUANTITIES ARE REQUIRED

**ALL PERTINENT ITEMS ARE DUE AT THE TIME OF FILING
 NO INCOMPLETE APPLICATIONS WILL BE ACCEPTED**

Item #	Required Document	Number of Copies	Check <input checked="" type="checkbox"/>
1.	Pre-Application Form	1 original and 8 copies	
2.	Application Form	1 original and 8 copies	
3.	Letter of Intent (8½ x 11)	1 original and 8 copies	
4.	Legal Description (8½ x 11)	1 original and 8 copies	
5.	Site Plan	1 original (8½ x 11) and 8 (11 x 17) copies	
6.	Adjacent Property Owners/Neighborhood Association Letter (Administrative Modification Only)	1 original and 8 copies	
7.	Departmental Sign-Off Letter (Administrative Modification Only)	1 original and 8 copies	
8.	Disclosure Form	1 original and 8 copies	
9.	Authorization to Inspect Premise	1 original and 8 copies	
10.	CZIM Address List	1 original and 8 copies	

REQUIRED ITEMS FOR MODIFICATION APPLICATIONS:

- PRE-APPLICATION FORM:** Prior to submitting an application, all applicants are required to meet with a Planner who will review the applicant’s proposal and site plan and complete a pre-application form. **No pre-application review meeting will be held on the day of the filing deadline.** Applicants are required to bring the site plan and tax parcel identification number(s) to the meeting. Call (404) 270-7029 to make an appointment.
- APPLICATION FORM:** All application forms must have the original signature(s) of the property owner, or attach a Power-of-Attorney, or documents showing an option to purchase property.
- LETTER OF INTENT:** The letter of intent must explain the circumstances upon which the requested change of condition is based. Include the reason why development or use of the property cannot be accomplished without modification of a condition and identify the zoning/use permit case number and specific condition(s) being addressed.

CONCURRENT VARIANCE(S): Variances sought in connection with a zoning modification may be considered by the City Council, concurrently with a zoning modification if submitted for the same agenda. See Chapter 2, Article I for the Zoning Ordinance and Development Regulations for additional information.

HARDSHIPS

VARIANCE CONSIDERATIONS: Variances from the provisions or requirements of the Ordinance shall be authorized only upon making all of the following findings:

1. By reason of exceptional narrowness, shallowness, or shape of a specific lot, or by reason of exceptional topographic conditions, which were not created by the owner or applicant, the strict application of the requirements of this Ordinance would deprive the property owner of rights and privileges enjoyed by other property owners in the same zoning district;
2. The requested variance does not go beyond the minimum necessary to afford relief, and does not constitute a grant of special privilege inconsistent with the limitations upon other properties in the zoning district in which the subject property is located;
3. Relief, if granted, would not cause substantial detriment to the public good or impair the purposes and intent of this Ordinance. No variance may be granted for a use of land or building or structure that is prohibited by this Ordinance. No variance may be granted that would conflict with or alter a stipulation or condition imposed by the Planning and Zoning Commission or City Council. No variance shall be granted to extend the time period for a temporary outdoor social, religious, entertainment or recreation activity approved by the City Council.
4. No variance shall be granted by the Planning and Zoning Commission that permits the expansion or enlargement of any nonconforming use of land and buildings in combination, nonconforming use of land and structures in combination, or nonconforming use requiring special land use permit;
5. No variance shall permit the reestablishment of any nonconforming use of land, nonconforming use of land and buildings in combination, nonconforming use of land and structures in combination, or nonconforming use requiring special land use permit where such use has lapsed pursuant the requirements and limitations of 10-2017;

or

6. Conditions resulting from existing foliage or structures bring about a hardship whereby a sign meeting minimum letter size, square footage and height requirements cannot be read from an adjoining public road.
4. **LEGAL DESCRIPTION:** The legal description, must be a metes and bounds description. It must establish a “point of beginning” and from said point of beginning give each dimension bounding the property, calling the directions, (such as north, northeasterly, southerly, etc.), the boundary follows around the property, returning to the “point of beginning”, or if the property is in a recorded subdivision, a copy of the deed is acceptable.
 5. **SITE PLAN:** Submit (1) one 8½”x11” and (8) eight 11”x17” copies. The site plan must illustrate the requested modification(s) and or concurrent variance(s). Site plans must be folded and drawn scale.
 6. **ADJACENT PROPERTY OWNERS/NEIGHBORHOOD ASSOCIATION LETTERS:** One (1) original and eight (8) copies are required **IF THE REQUEST IS FOR AN ADMINISTRATIVE MODIFICATION**, required at the time of filing.

7. **DEPARTMENTAL SIGN-OFF LETTERS:** One (1) original and eight (8) copies are required. If a request for an **ADMINISTRATIVE MODIFICATION** requires sign-off by an East Point department or staff person, this letter is required at the time of filing.
8. **DISCLOSURE FORM:** If the owner, applicant and/or applicant's representative has made a campaign contribution to any member of City Council for \$500 or more within the past 2 years, Section 1 through 4 of the Disclosure Form (Form C) must be completed. If no contributions have been made, "No" should be circled and Section 4 of the form completed.
9. **AUTHORIZATION TO INSPECT PREMISES:** This document gives the City of East Point authorization to inspect the premises, which are the subject of this request for rezoning/use permit/variance/subdivision/zoning modification.
10. **COMMUNITY ZONING INFORMATION MEETING (CZIM) ADDRESS LIST:** A CZIM Address List must be completed and filed no later than 7 days before the Planning and Zoning Commission meeting. The report shall include a list of all property owners within 500 feet of the subject property.

PUBLIC PARTICIPATION:

COMMUNITY ZONING INFORMATION MEETING (CZIM): The meeting is held on the second Tuesday after the application deadline at 2757 East Point Street, East Point, GA 30344 from 6 p.m. to 8 p.m.

PUBLIC HEARINGS:

CITY COUNCIL: The City Council holds a public hearing on the first and third Monday of each month at 7:00 p.m. at 2757 East Point Street, City Council Chambers, 1st Floor, East Point, GA 30344.

PUBLIC NOTICE:

POSTING SIGNS:

PURPLE Community Zoning Information Meeting (CZIM) Sign: This sign contains the CZIM date. The applicant will receive this sign (at the time of filing) for posting on the property immediately.

BLUE Zoning Modification Sign: Sign(s) will be posted on the subject property by the applicant along each road frontage

MAILING "DEVELOPMENT OF INTENT" POSTCARDS:

Adjacent Property Owner Notice: By U.S. Mail, postcard notices are sent by the applicant to all property owners within 500 feet (for residential and commercial properties) or 1,000 feet (for industrial and business park properties) of the subject property. Said notices are mailed prior to the CZIM meeting to property owners of record as shown on the current tax records of Fulton County as retrieved by the County's Geographic Information System.



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PLANNING & COMMUNITY DEVELOPMENT

eastpointcity.org

2757 East Point Street, East Point, GA 30344
Phone: (404) 270-7029 Fax: (404) 209-5148

**PRE-APPLICATION FORM
FOR MODIFICATIONS**

Type of Modification: ADMINISTRATIVE ZONING

PROJECT DETAILS

Address: _____

Parcel I.D.: _____

Current Zoning: _____

Project Description (Intent/Request): _____

SITE DETAILS

Ward: _____ Future Land Use: _____

District: _____ Land Lot(s): _____ Overlay District: _____

Acres: _____ Square Feet (Area): _____ Lot Dimensions: _____

Additional Information: _____

APPLICANT

Name: _____ Phone: _____

Address: _____ E-mail: _____

City: _____ State: _____ Zip: _____ Fax: _____

PROPERTY OWNER

Name: _____ Phone: _____

Address: _____ E-mail: _____

City: _____ State: _____ Zip: _____ Fax: _____

REPRESENTATIVE (AGENT/ATTORNEY)

Name: _____ Phone: _____

Address: _____ E-mail: _____

City: _____ State: _____ Zip: _____ Fax: _____

REQUESTED MODIFICATION(S)

Condition: _____

Condition: _____

Condition: _____

Condition: _____

Attach an additional sheet if more space is needed.

ADDITIONAL PROJECT REQUIREMENTS

Post signs		Environmental Site Analysis		Traffic Impact Study		Noise Study	
Attend CZIM		Environmental Impact Report		Mail D.O.I. Postcards		DRI	

PUBLIC HEARING SCHEDULE (ATTENDANCE IS MANDATORY)

Community Zoning Information Meeting Date: _____

City Council Work Session: Date: _____

City Council Meeting: Date: _____

ACTIONS TO BE COMPLETED BY APPLICANT

1. Mail "Development of Intent" postcards (use cardstock paper) to the following by (date) _____:

- City Planner
- All property owners within a _____ foot radius.
- One (1) Mayor plus eight (8) City Council members.
- All Neighborhood Association Presidents in Ward _____.

2. E-mail a photo of the "posted signs" to pcd@eastpointcity.org.

- Post CZIM [purple] sign from: _____ to _____.
- Post Zoning Modification [blue] sign from: _____ to _____.

APPLICANT'S SIGNATURE

To the best of my knowledge, this pre-application form is accurate and complete. If additional variances are determined to be necessary, I understand that I am responsible for filing an appeal as specified by Chapter 2, Article I of the East Point Zoning Code and Development Regulations.

Applicant: _____ Date: _____

Planner: _____ Date: _____



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**APPLICATION FORM
FOR MODIFICATION REQUESTS**

Application Deadline Date: _____

PROJECT LOCATION

Address: _____

Parcel I.D.: _____

SECTION I MODIFICATION REQUEST

Administrative Modification: A modification of condition(s) to a rezoning or Use Permit that does not require a public hearing. A decision will be made by the Director of Planning and Community Development and will be confirmed by the City Council.

Zoning Modification: A modification of condition(s) to a rezoning or Use Permit, where public interest has been determined. This requires a public hearing by the City Council. The Department of Planning and Community Development will make a recommendation to the Council.

Concurrent Variance Request to Modification

SECTION II CONCURRENT VARIANCE(S)

Chapter/Section: _____ Request: _____

Chapter/Section: _____ Request: _____

Chapter/Section: _____ Request: _____

SECTION III IDENTIFY THE CONDITIONS

Conditions: _____

Conditions: _____

Conditions: _____

What is the case number of the rezone or use permit to which this application pertains to? _____

SECTION IV LEGAL DESCRIPTION

Current Zoning: _____

District: _____ Land Lot(s): _____ Lot Number(s): _____

Subdivision: _____ Unit/Phase: _____

Legal description/survey must match submitted site plan.

SECTION V REQUIRED SIGNATURE(S) AND NOTARIZATION(S)

Notice: Property Owner and/or Applicant section below **MUST BE SIGNED AND NOTORIZED** when application is submitted.

PROPERTY OWNER

Owner states under an oath that he or she is the owner of the property described in the attached legal description. **[EACH OWNER'S SIGNATURE MUST BE NOTARIZED]**

OWNER PRINT NAME

Sworn to and subscribed before me this the
_____ Day of _____ 20_____

ADDRESS

NOTARY PUBLIC

CITY STATE ZIP CODE

COMMISSION EXPIRES

OWNER SIGNATURE

(SEAL)

OWNER PHONE NUMBER

APPLICANT

A notarized authorization of the applicant signature is required if applicant has owner's power of attorney.

APPLICANT PRINT NAME

Sworn to and subscribed before me this the
_____ Day of _____ 20_____

ADDRESS

NOTARY PUBLIC

CITY STATE ZIP CODE

COMMISSION EXPIRES

APPLICANT SIGNATURE

(SEAL)

APPLICANT PHONE NUMBER

REPRESENTATIVE (AGENT OR ATTORNEY)

REPRESENTATIVE PRINT NAME

ADDRESS

CITY STATE ZIP CODE

REPRESENTATIVE SIGNATURE

REPRESENTATIVE PHONE NUMBER

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SITE PLAN REQUIREMENTS

Section 10-2226. – Plans.

Site plans for zoning modifications must be folded, drawn to scale, no larger than 30" x 42", and shall, at a minimum, include the following information:

If property is developed, complete items 1-10:

1. Key and/or legend and site location map with North arrow;
2. Boundary survey of subject property which includes dimensions along property lines that match the metes and bounds of the property's written legal description and clearly indicates the point of beginning;
3. Acreage of subject property;
4. Location of land lot lines and identification of land lots;
5. Existing, proposed new dedicated and future reserved rights-of-way of all streets, roads, and railroads adjacent to and on the subject property;
6. Proposed streets on the subject site;
7. Posted speed limits on all adjoining roads;
8. Current zoning of the subject site and adjoining properties;
9. Existing buildings with square footages and heights (stories), wells, driveways, fences, cell towers, and any other structures or improvements on the subject property;
10. Existing buildings with square footages and heights (stories), wells, driveways, fences, cell towers, and any other structures or improvements on adjacent properties within 400 feet of the subject site based on the County's aerial photography or an acceptable substitute as approved by the Director;

If property is undeveloped, complete items 1-26:

11. Location of proposed buildings (except single family residential lots) with total square footage;
12. Layout and minimum lot size of proposed single-family residential lots;
13. Topography (surveyed or County) on subject site and adjacent property within 200 feet as required to assess runoff effects;
14. Location of overhead and underground electrical and pipeline transmission/conveyance lines;
15. Required and/or proposed setbacks;
16. 100-year flood plain horizontal limits and flood zone designations as shown on survey or FEMA FIRM maps;
17. Required landscape strips, undisturbed buffers, and any other natural areas as required or proposed;
18. Required and proposed parking spaces; loading and unloading facilities;
19. Lakes, streams, and waters on the state and associated buffers;
20. Proposed storm water management facilities;
21. Community wastewater facilities including preliminary areas reserved for septic drain fields and points of access;
22. Availability of water system and sanitary sewer system;
23. Tree lines, woodlands and open fields on subject site;
24. Entrance site distance profile assuming the driver's eye at a height of 3.5 feet (See East Point Subdivision Regulations);
25. Wetlands shown on the County's GIS maps or survey; and
26. Airport noise contours on those properties within the FAR Part 150 Airport Noise Contour Map.

A request for relief from any of the above site plan requirements may be submitted in writing to the Director for approval prior to the filing deadline. The request should clearly state the reasons for the request. Projects subject to Development of Regional Impact reviews and other large projects that will be phased shall be required to revise the site plan for each phase of the development to comply with the above standards through a zoning modification.



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AUTHORIZATION TO INSPECT PREMISES

I/we (PRINT NAME) _____,
am/are the owner(s) of the property, which is the subject matter of this application. I/we authorize the City of East Point to inspect the premises, which are the subject of this request for rezoning/use permit/variance/subdivision/zoning modification.

SIGNATURE

APPLICANT SIGNATURE

I have read this entire application and all of the information is completed.
Personally, appeared before me,

APPLICANT (OR AGENT) PRINT NAME

APPLICANT (OR AGENT) SIGNATURE

NOTARIZATION

NOTARY PUBLIC

DATE

(SEAL)

COMMISSION EXPIRES