

**PLANNING & COMMUNITY DEVELOPMENT**
[eastpointcity.org](http://eastpointcity.org)

2757 East Point Street, East Point, GA 30344

Phone: 404.669.4399

## REZONE OR USE PERMIT 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 Digital Copies	Check <input type="checkbox"/>
1.	Pre-Application Form	1 digital copy	
2.	Application Form	1 digital copy; plus 1 additional copy if project includes a DRI or MARTA review	
3.	Letter of Intent (8½ x 11)	1 digital copy; plus 1 additional copy if project includes a DRI or MARTA review	
4.	Legal Description (8½ x 11)	1 digital copy	
5.	Deed	1 digital copy	
6.	Site Plan	1 1 digital copy (8½ x 11) and 8 (11 x 17) copies; plus 1 additional copy if project includes a DRI or MARTA review Form F	
7.	Environmental Site Analysis	1 digital copy – Form A	
8.	Impact Analysis (8½ x 11) (Rezone Only)	1 digital copy – Form B	
9.	Disclosure Form	1 digital copy – Form C	
10.	Authorization to Inspect Premise	1 digital copy	
11.	CZIM Address List	1 digital copy	
<b>THE FOLLOWING ITEMS MAY BE REQUIRED. SEE THE FOLLOWING INFORMATION FOR DETAILS.</b>			
12.	Environmental Impact Report	1 digital copy	
13.	Noise Study Report	1 digital copy	
14.	Traffic Impact Study	1 digital copy	
15.	Development of Regional Impact Review Form (DRI)	1 digital copy	

### REQUIRED ITEMS FOR REZONING OR USE PERMIT APPLICATIONS:

Please read the application in its entirety

- 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 or email [zoning@eastpointcity.org](mailto:zoning@eastpointcity.org).
- APPLICATION FORM:** Original and notarized signatures of the property owner(s) and applicant(s) or a notarized statement by the applicant as to ownership are required. If a contract is used in lieu of the owner's signature, the signature on the contract must be an original and the contract must be valid for the duration of the rezoning process.

3. **LETTER OF INTENT:** On a separate word document, the letter of intent should state the requested rezoning or use permit(s) and should include factual details about the proposed use(s), such as: number and square footages of buildings, number of residential units, minimum heated floor area of residential units, number of fixed seats in places of worship, number of employees and beds in assisted living facilities, personal care homes and nursing homes, number of employees and students in day care facilities, number of classrooms and number of students in schools, hours of operation, and number and use of playing fields. If concurrent variances are requested, the Letter of Intent should clearly state the requested variances and include explanations of hardships and any other reasons why the development standards cannot be met. *If a rezoning request is for a CUP or MIX district, the Letter of Intent should detail the proposed development standards.*

**CONCURRENT VARIANCE(S):** All requests for variances shall have a statement of hardship. On a separate word document, provide a written response to the following considerations which shall be used in justifying the hardship(s) (Section 10-2184):

### **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 of the property that establishes a point of beginning and gives directions (bounds) and distances (metes) of property lines. If the property consists of more than one parcel, all parcels must be combined into one legal description.
5. **DEED:** A copy of the deed which matches the applicant's name or a copy of the letter indicating a closing and the recordation of a new deed.
6. **SITE PLAN:** Site plans must meet the minimum requirements specified by 10-2226 of the East Point Zoning Ordinance. Refer to Site Plan Check list (Form F).  
  
**SITE PLAN CHECKLIST:** The site plan checklist (Form F) details the minimum requirements for site plans as specified by 10-2226 of the Zoning Ordinance. **Prior to submitting an application, a review of the site plan and sign-off by Plan Review on Form F is required.**
7. **ENVIRONMENTAL SITE ANALYSIS:** All rezoning and/or use permit applications must include an Environmental Site Analysis identifying environmental conditions on the site to determine if the proposed use may be considered environmentally adverse. Refer to Environmental Site Analysis (Form A) for specific instructions.
8. **IMPACT ANALYSIS (REZONE CASES ONLY):** All rezoning applications must include Impact Analysis (Form B). An Impact Analysis is not required for Use Permits.
9. **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.
10. **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.
12. **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.

## OTHER DOCUMENTS THAT MAY BE REQUIRED:

15. **ENVIRONMENTAL IMPACT REPORT:** Any rezoning to I-1, I-2 as may be deemed environmentally adverse shall include an Environmental Impact Report as part of the rezoning/and or use permit process.
16. **NOISE STUDY REPORT:** Any rezoning/use permit located within **1,000 feet** of an expressway, within **3,000 feet** of an active rail line, or within **5 miles** of the Hartsfield-Jackson International Airport boundary.
17. **TRAFFIC IMPACT STUDY:** When a project equals or exceeds the thresholds listed below, a traffic impact study must be submitted. The traffic impact study shall be prepared by a qualified traffic engineer or transportation planner in accordance with professional practices and the guidelines available in the Department of Public Works.

Thresholds for Traffic Impact Study	
Use	Size
Single Family Residential	500 units
Multifamily residential	700 units
Office	300,000 square feet
Hospital	375 beds
Commercial	175,000 square feet
Hotel/Motel	600 rooms
Industrial	500,000 square feet
Any mixed-use development that exceeds 500 peak hour trips as based on the standards of the Institute of Transportation Engineers (ITE) Handbook.	

18. **DEVELOPMENT OF REGIONAL IMPACT (DRI):** The Department of Community Affairs has formulated development thresholds as listed below. When a development meets or exceeds the thresholds, the Atlanta Regional Commission (ARC) and the Georgia Regional Transportation Authority (GRTA) shall review the project concurrently. Applicants shall first file the rezoning/use permit request with East Point. After the ARC/GRTA findings are complete, the rezoning/use permit will be placed on the next available agenda. It is the applicant's responsibility to contact and follow all ARC and GRTA review procedures. For details visit the ARC at [www.atlantaregional.com](http://www.atlantaregional.com) and GRTA at [www.grta.org/dri/home.htm](http://www.grta.org/dri/home.htm) or call ARC or GRTA at (404) 463-3000.

Effective January 1, 2005 DEVELOPMENTS OF REGIONAL IMPACT Tiers and Development Thresholds	
Type of Development	Metropolitan Region
Office	Greater than 400,000 square feet
Commercial	Greater than 300,000 square feet
Wholesale & Distribution	Greater than 500,000 square feet
Hospitals and Health Care Services	Greater than 300 new beds; or generating more than 375 peak hour vehicle trips per day
Housing	Greater than 400 new lots or units
Industrial	Greater than 500,000 gross square feet; or employing more than 1,600 workers; or covering more than 400 acres
Hotel	Greater than 400 rooms
Mixed Use	Gross square feet greater than 400,000 (with residential units calculated at 1,800 square feet per unit toward the total gross square footage); or covering more than 120 acres; or any of the individual uses meet or exceed a threshold as identified herein.

Airports	All new airports, runways and runway extensions
Attraction and Recreational Facilities	Greater than 1,500 parking spaces or a seating capacity of more than 6,000.
Post Secondary Schools	New school with a capacity of more than 2,400 students; or expansion by at least 25 percent of capacity.
Waste Handling Facilities	New facility or expansion of use of an existing facility by more than 50 percent or more
Quarries, Asphalt and Cement Plants	New facility or expansion of existing facility by more than 50 percent
Wastewater Treatment Facilities	New facility or expansion of existing facility by more than 50 percent
Petroleum Storage Facilities	Storage greater than 50,000 barrels if within 1,000 feet of any water supply, otherwise storage capacity greater than 200,000 barrels
Water Supply Intakes/Reservoirs	New facilities
Intermodal Terminals	New facilities
Truck Stops	A new facility with more than three diesel fuel pumps; or containing a half acre of truck parking or 10 truck parking spaces
Any other development types not identified above (includes parking facilities)	1,000 parking spaces

## PUBLIC PARTICIPATION:

**COMMUNITY ZONING INFORMATION MEETING (CZIM):** The CZIM is to allow applicants an opportunity to present their application, allow the citizens of East Point opportunities to review all applications submitted and ask questions of the applicant and express and preliminary concerns and to provide for a standard meeting location, day and time. 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:

**PLANNING AND ZONING COMMISSION:** The Planning and Zoning Commission holds a public hearing on the third Thursday of each month at 7:00 p.m. at via zoom platform, please see the city's website for the online link. The Planning and Zoning Commission will make a recommendation that is forwarded to City Council.

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

## PUBLIC NOTICE:

### **POSTING SIGNS:**

**Planning and Zoning Commission and City Council Public Hearing Notice:** Public Hearing Signs will need to be posted along the frontages of properties subject to rezoning and/or orange signs for use permits notify area residents of the Planning and Zoning Commission and City Council public hearings. Applicants are required to post signs in conspicuous places along the property's public street frontage(s) no later than **twenty (20) days** before the Planning and Zoning Commission hearing. Failure to post the signs properly, in accordance with instructions given to applicants at the time of filing, will result in delaying action on the petition until the next available appropriate hearing date. **THERE ARE NO EXCEPTIONS TO PROPERLY POSTING THESE SIGNS.**

If an applicant, prior to advertising, defers a petition, it is the responsibility of the applicant to contact the Planning Division at (404) 270-7029 to pick up new signs and re-post the property.

If the Planning and Zoning Commission or the City Council defers a petition, it is the applicant's responsibility to contact the Planning Division at (404) 270-7029 to pick up new signs and re-post the property **20 days** prior to the next hearing date. When a petition is deferred by the City Council for less than **20 days**, posting and updated sign is not required.

**Community Zoning Information Meeting (CZIM):** Purple signs posted along the frontages of properties subject to rezoning and/or use permits that notify area residents of the Community Zoning Information Meeting (CZIM). The CZIM is not a public hearing but rather an informational meeting held on the second Tuesday following the filing deadline of each month from **6:30 p.m. until 8:00 p.m.** at 2757 East Point Street, East Point, GA. This meeting is open to all interested citizens and mandatory for applicants.

#### **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.



FOR OFFICE USE ONLY

Case #: \_\_\_\_\_

## PLANNING & COMMUNITY DEVELOPMENT

[eastpointcity.org](http://eastpointcity.org)

2757 East Point Street, East Point, GA 30344  
Phone: 404.669.4399

### PRE-APPLICATION FORM FOR REZONING, USE PERMIT AND CONCURRENT VARIANCE(S)

Check all that apply:

☐

REZONING

☐

USE PERMIT(S)

☐

CONCURRENT VARIANCE(S)

#### PROJECT DETAILS

Address: \_\_\_\_\_

Parcel I.D.: \_\_\_\_\_

Current Zoning: \_\_\_\_\_ Proposed Zoning: \_\_\_\_\_

Proposed Use Permit: \_\_\_\_\_ Use Permit Section: \_\_\_\_\_

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 OR ATTORNEY)

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ E-mail: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Fax: \_\_\_\_\_

CONCURRENT VARIANCE(S)

Chapter/Section: Request:

Chapter/Section: Request:

Chapter/Section: Request:

Chapter/Section: Request:

Chapter/Section: Request:

Chapter/Section: Request:

Variance Description (if needed):

PROJECT REQUIREMENTS

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

PROPOSED DEVELOPMENT SPECIFICATIONS

Commercial/Industrial:

Building Height:

Gross Square Footage:

Density:

Residential:

No. of Units: Density:

Minimum Heated Floor Area:

Minimum Lot Area:

DEVELOPMENT STANDARDS FOR CUP, & MIX DISTRICTS			
Minimum Front Yard		Minimum Lot Frontage	
Minimum Rear Yard		Minimum Lot Width	
Minimum Side Yard		Minimum Rear Yard	



## PUBLIC HEARING SCHEDULE (ATTENDANCE IS MANDATORY)

Community Zoning Information Meeting	Date: _____
Planning and Zoning Work Session:	Date: _____
Planning and Zoning Commission:	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 on (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](mailto:pcd@eastpointcity.org).

- ☐ Post CZIM [purple] sign from: \_\_\_\_\_ to \_\_\_\_\_.
- ☐ Post Rezone [green] sign from: \_\_\_\_\_ to \_\_\_\_\_.
- ☐ Post Special Use Permit [orange] sign from: \_\_\_\_\_ to \_\_\_\_\_.
- ☐ Post Variance [yellow] 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: \_\_\_\_\_



FOR OFFICE USE ONLY

Case #: \_\_\_\_\_

**PLANNING & COMMUNITY DEVELOPMENT**

[eastpointcity.org](http://eastpointcity.org)

2757 East Point Street, East Point, GA 30344  
Phone: 404.669.4399

**APPLICATION FORM  
FOR REZONING, USE PERMIT AND CONCURRENT VARIANCE(S)**

Application Deadline Date: \_\_\_\_\_

**PROJECT DETAILS**

Address: \_\_\_\_\_

Parcel I.D.: \_\_\_\_\_

**SECTION I COMPLETE ONLY IF REQUESTING A REZONE**

Zoning Case #: \_\_\_\_\_ Road Frontage (in feet): \_\_\_\_\_

The undersigned, having interest in the property herein described, respectfully petitions that said property be rezoned from

Current Zoning: \_\_\_\_\_

to Proposed Zoning: \_\_\_\_\_

**SECTION II COMPLETE ONLY IF REQUESTING A USE PERMIT**

Use Permit Case #: \_\_\_\_\_ Road Frontage (in feet): \_\_\_\_\_

Under the provisions of Article D of the Zoning Ordinance, the application is hereby made to obtain a Use Permit as follows:

Current Zoning: \_\_\_\_\_

Proposed Use Permit: \_\_\_\_\_

**SECTION III COMPLETE ONLY IF REQUESTING A CONCURRENT VARIANCE**

Variance Case #: \_\_\_\_\_ Road Frontage (in feet): \_\_\_\_\_

Chapter/Section: \_\_\_\_\_ Request: \_\_\_\_\_

Chapter/Section: \_\_\_\_\_ Request: \_\_\_\_\_

Chapter/Section: \_\_\_\_\_ Request: \_\_\_\_\_

Chapter/Section: \_\_\_\_\_ Request: \_\_\_\_\_

Chapter/Section: \_\_\_\_\_ Request: \_\_\_\_\_

Chapter/Section: \_\_\_\_\_ Request: \_\_\_\_\_

Chapter/Section: \_\_\_\_\_ Request: \_\_\_\_\_

*Please attach additional sheets as needed*

## SECTION IV

## REQUIRED SIGNATURE(S) AND NOTARIZATION(S)

**NOTICE: Part 1 and/or Part 2 below must be signed and notarized when the petition is submitted. Please complete Section IV as follows:**

- If you are the sole owner of the property and not the petitioner complete Part 1.
- If you are the petitioner and not the sole owner of the property complete Part 2.
- If you are the sole owner and petitioner complete Part 1.
- If there are multiple owners **each** must complete a separate Part 1 and include it in the application.

**Part 1 Owner state under oath that he/she is the owner of the property described in the attached legal description, which is made part of this application.**

_____ PRINT OWNER'S NAME	Sworn to and subscribed before me this the _____ Day of _____ 20_____
_____ ADDRESS	_____ NOTARY PUBLIC
_____ CITY                      STATE                      ZIP CODE	_____ COMMISSION EXPIRES
_____ OWNER'S SIGNATURE	(SEAL)

**Part 2 Petitioner states under oath that: (1) he/she is the executor or Attorney-in-fact under a Power-of-Attorney for the owner (attach a copy of the Power-of-Attorney letter and type name above as "Owner"); (2) he/she has an option to purchase said property (attach a copy of the contract and type name of owner above as "Owner"); or (3) he/she has an estate for years which permits the petitioner to apply (attach a copy of lease and type name of owner above as "Owner").**

_____ PRINT OWNER'S NAME	Sworn to and subscribed before me this the _____ Day of _____ 20_____
_____ ADDRESS	_____ NOTARY PUBLIC
_____ CITY                      STATE                      ZIP CODE	_____ COMMISSION EXPIRES
_____ OWNER'S SIGNATURE	(SEAL)

## ATTORNEY OR AUTHORIZED AGENT

\_\_\_\_\_  
PRINT NAME

\_\_\_\_\_  
ADDRESS

\_\_\_\_\_  
CITY                      STATE                      ZIP CODE

\_\_\_\_\_  
SIGNATURE

## APPLICANT'S SIGNATURE

\_\_\_\_\_  
PRINT NAME

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

## **SITE PLAN REQUIREMENTS FORM F**

### **Section 10-2226. – Plans.**

**Site plans** for rezonings and land use petitions 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:*

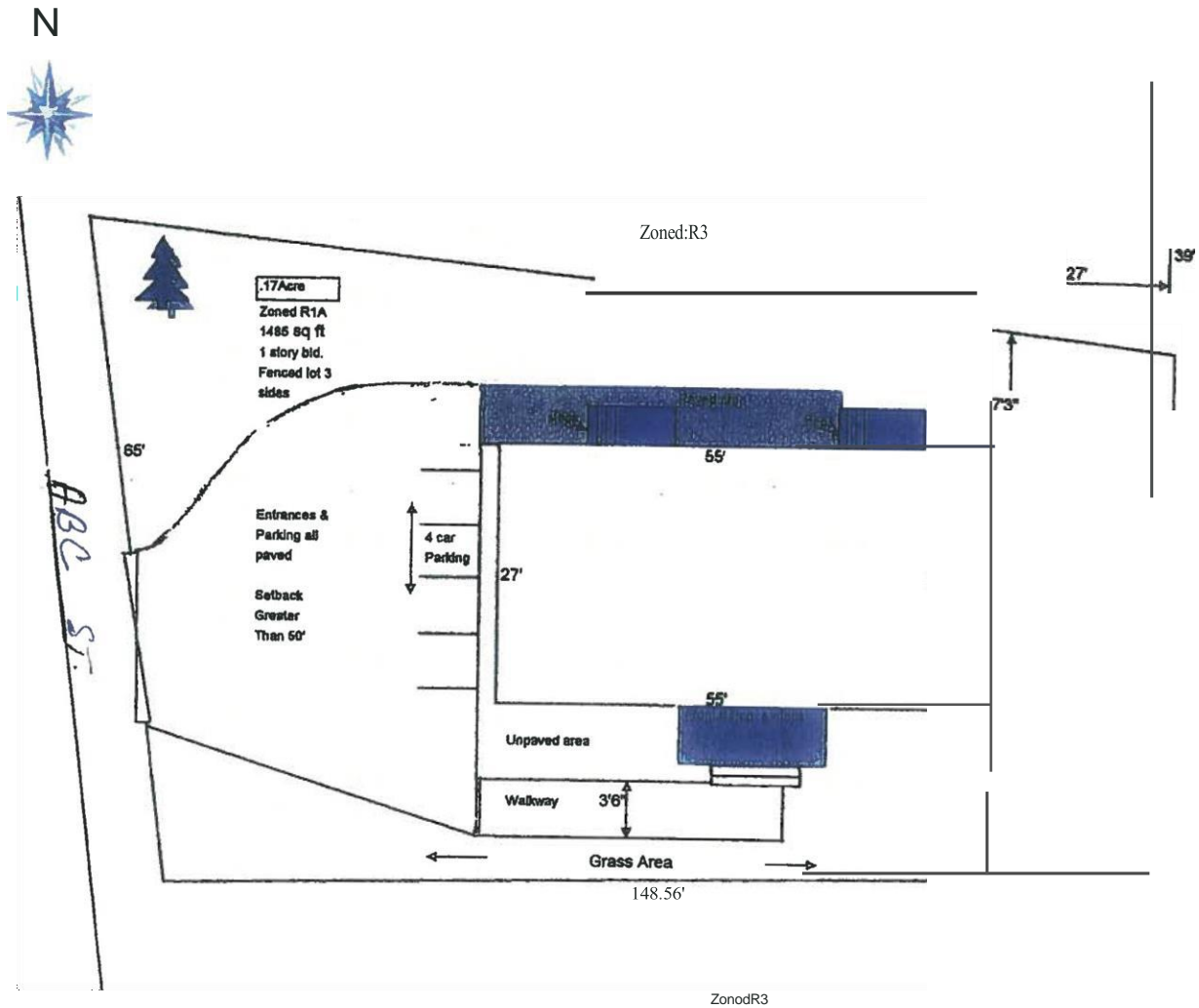
1. Key and/or legend and site location map with North arrow;
2. Boundary survey of subject property which includes dimensions along property lines that match the metes and bounds of the property's written legal description and clearly indicates the point of beginning;
3. Acreage of subject property;
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.

## SAMPLE SITE PLAN FORM F



## **ENVIRONMENTAL SITE ANALYSIS FORM A**

### **INSTRUCTIONS**

On a separate Word document, provide a complete Environmental Site Analysis addressing all items required in sections 1 through 3 below. Attach this form (Form A) to the front of the completed Environmental Site Analysis document (and any subsequent revisions) prior to submission. For additional information, contact the Department of Planning and Community Development at (404) 270-7029.

Prepared by: \_\_\_\_\_ Phone #: \_\_\_\_\_

### **SECTION 1 EAST POINT COMPREHENSIVE PLAN CONFORMITY**

1. Describe the proposed project and the existing environmental conditions on the site. Describe the adjacent properties.
  - Include a site plan that depicts the proposed project.
2. Describe how the project conforms to the Comprehensive Land Use Plan. Include the portion of the Land Use Map which supports the project's conformity to the Plan. Evaluate the proposed project with respect to the land use suggestion of the Comprehensive Plan as well as any pertinent Plan policies.
  - The East Point Comprehensive Plan may be found online at [www.eastpointcity.org](http://www.eastpointcity.org).
  - Future Development Map Character Area: \_\_\_\_\_

### **SECTION 2 ENVIRONMENTAL EFFECTS OF THE PROPOSED PROJECT**

For each environmental site feature listed below, indicate the presence or absence of that feature on the property. Describe how the proposed project may encroach or adversely affect an environmental site feature. Information on environmental site features may be obtained from the indicated source(s). Cite the source of information regarding the presence or absence of environmental site features (e.g. according to the (<http://www.fultoncountyga.gov/fcgis-home>)).

#### **a. Wetlands**

- U.S. Fish and Wildlife Service, National Wetlands Inventory (<http://wetlands.fws.gov/downloads.htm>)
- Georgia Geologic Survey 404.656.3214
- Fulton County Website (<http://www.fultoncountyga.gov/fcgis-home>)
- Filed observation and subsequent wetlands delineation/survey if applicable

#### **b. Floodplain**

- Federal Emergency Management Agency (<http://www.fema.org>)
- Fulton County Website (<http://www.fultoncountyga.gov/fcgis-home>)
- City of East Point Department of Public Works
- Field observation and verification

**c. Streams/stream buffers**

- Fulton County Website (<http://www.fultoncountyga.gov/fcgis-home>)
- Field observation and verification

**d. Slopes exceeding 33 percent over a 10-foot rise in elevation**

- United States Geologic Survey Topographic Quadrangle Map
- Field observation and verification

**e. Vegetation (including endangered species)**

- United States Department of Agriculture, Nature Resource Conservation Service
- Field observation

**f. Wildlife Species (including fish and endangered species)**

- United States Fish and Wildlife Service
- Georgia Department of Natural Services, Wildlife Resources Division, Natural Heritage Program
- Field observation

**g. Archeological/Historical Sites**

- Fulton County Historic Resources Survey
- Georgia Department of Natural Resources, Historic Preservation Division
- Field observation and verification

### **SECTION 3 PROPOSED PROJECT IMPLEMENTATION MEASURES**

Describe how the project implements each of the measures listed below as applicable. Indicate specific implementation measures required to protect environmental site feature(s) that may be affected.

- a. Protection of environmentally sensitive areas, i.e. floodplain, slopes exceeding 25 percent, river corridors
- b. Protection of water quality
- c. Minimization of negative impacts on existing infrastructure
- d. Minimization on archeological/historically significant areas
- e. Minimization of negative impacts on environmentally stressed communities where environmentally stressed communities are defined as communities exposed to a minimum of two environmentally adverse conditions resulting from public and private municipal (e.g., solid waste and wastewater treatment facilities, utilities, airports, and railroads) and industrial (e.g., landfills, quarries and manufacturing facilities) uses
- f. Creation and preservation of green space and open space
- g. Protection of citizens from the negative impacts of noise and lighting
- h. Protection of parks and recreational green space
- i. Minimization of impacts to wildlife habits

## **IMPACT ANALYSIS FORM B**

### **INSTRUCTIONS**

Analyze the impact of the proposed rezoning and answer the following questions:

Prepared by: \_\_\_\_\_ Phone #: \_\_\_\_\_

1. Does the zoning proposal permit a use that is suitable in view of the use and development of adjacent and nearby property?  
\_\_\_\_\_  
\_\_\_\_\_
2. Does the zoning proposal adversely affect the existing use or usability of adjacent or nearby property?  
\_\_\_\_\_  
\_\_\_\_\_
3. Does the property to be rezoned have a reasonable economic use as currently zoned?  
\_\_\_\_\_  
\_\_\_\_\_
4. Will the zoning proposal result in a use that could cause an excessive or burdensome use of existing streets, transportation facilities, utilities or schools?  
\_\_\_\_\_  
\_\_\_\_\_
5. Is the zoning proposal in conformity with the policies and intent of the land use plan?  
\_\_\_\_\_  
\_\_\_\_\_
6. Are there existing or changing conditions that affect the use and development of the property which support either approval or denial of the zoning proposal?  
\_\_\_\_\_  
\_\_\_\_\_
7. Does the zoning proposal permit a use that can be considered environmentally adverse to the natural resources, environment and citizens of East Point?  
\_\_\_\_\_  
\_\_\_\_\_

*Attach additional sheets as needed.*



## DISCLOSURE FORM FORM C

City Council Meeting Date: \_\_\_\_\_

**Within the (2) years immediately preceding the filing of this zoning petition have you, as the applicant or opponent for the rezoning petition, or an attorney or agent of the application or opponent for the rezoning petition, made any campaign contributions aggregating \$500.00 or more or made gifts having an aggregate value of \$500.00 to a member of City Council.**

**CIRCLE ONE:**                      Yes                      NO

If the answer is YES, proceed to sections 1 through 4.

If the answer is NO, complete only section 4.

1. CIRCLE ONE:                      Party to Petition                      In Opposition to Petition

If party to petition, complete section 2, 3 and 4 below

If in opposition, proceed to section 3 and 4 below.

2. List all individuals or business entities which have an ownership interest in the property which is subject of this rezoning petition:

---



---



---

3. CAMPAIGN CONTRIBUTIONS:

Name of Government Official	Total Dollar Amount	Date of Contribution	Enumeration and Description of Gift Valued at \$500.00 or more

4. The undersigned acknowledges that this disclosure is made in accordance with the Official Code of Georgia, Section 36-67A-1 et. Seq. Conflict of interest in zoning actions, and that the information set forth herein is true to the undersigned's best knowledge, information and belief.

Name (print): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



FOR OFFICE USE ONLY

Case #: \_\_\_\_\_

**PLANNING & COMMUNITY DEVELOPMENT**

*eastpointcity.org*

2757 East Point Street, East Point, GA 30344

Phone: 404.669.4399

**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.

\_\_\_\_\_  
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