

2006

## **NPU-N General Information**

### **Rezoning, Variance, Special Use Permits**

#### **Introduction**

If you have either a rezoning or variance application filed at the City and are scheduled to meet with either the Zoning Review Board (ZRB) or Board of Zoning Adjusters (BZA), please read this completely, as it is intended to assist you through a rather complicated process.

The business of rezoning, variance and special use permit review for this NPU is generally performed at the neighborhood association level. A list of NPU contacts should have been included with this document. If the property is on a street between two neighborhoods then the applicant is advised to contact both associations. Applications submitted for property EAST of Moreland Ave in Little Five Points should contact both the L5P Business Association and Candler Park Neighborhood Assoc. Applications submitted for property WEST of Moreland Ave in Little Five Points should contact both the L5P Business Association and Inman Park Neighborhood Association.

Each neighborhood association has a committee structure and process of its own. The review process at the neighborhood level may take up to 30 days if multiple meetings are necessary to address your neighbors' concerns. The NPU will NOT consider any application until it has been presented to the applicable neighborhood association for a vote.

#### **Our goal is to;**

- a) provide for a clear process that facilitates the review of all filed applications in a timely and equitable manner,
- b) provide feedback from all stakeholders directly to the applicant for consideration;
- c) obtain the neighborhood findings and position on each application;
- d) provide clear recommendation and any conditions for consideration by The Bureau of Planning, the relevant committees (ZRB, BZA, Zoning Committee) and City Council.

Please insure you are clear about meeting dates and attend scheduled meeting. The NPU Representative for the neighborhood will provide you information on documents needed, when regularly scheduled neighborhood committee meetings are held, and guidance through the process. Each neighborhood has a web site with contact information and many include specific guidance for application processing. Please follow instructions carefully. Call the NPU-N Chair if you need assistance.

Deferral by the NPU for one month can be approved if it is clear the applicant is working with the neighborhood toward preparation for the next NPU meeting. A deferral at the NPU will likely require a deferral at the ZRB or BZA as both are waiting for our recommendation and you will not be permitted to move your application forward without our position on your application. You are responsible for advising the City if you need a deferral at the ZRB or BZA.

ONLY AFTER the applicant has completed the review process at the neighborhood level will the applicant attend the scheduled NPU meeting. NPU-N Board is made up of representatives from 10 neighborhood and business associations located within the boundaries of NPU-N.

Documents required for NPU-N are very much the same as what you provided to the neighborhood association. Refer to attached Checklist. Bring 10 copies of each and, and if it helps, feel free to bring a presentation board(s).

At the NPU meeting;

- The applicant is asked to select ONE person to speak about the application, turn off your cell phone during presentation, and give a brief presentation generally not more than 10 minutes, to the NPU Board.
- Anyone in the audience may speak on the application. Additional time is provided for presentations and rebuttal on complicated rezoning applications.
- The neighborhood vote (recommendation), along with any conditions, is presented for NPU consideration by the neighborhood association repetitive (in writing for our minutes).
- Motions can come only from the Board.

NOTE: Please do NOT attempt to bypass this process as it may result in a delay in processing your application at the City.

NPU-N meets;

**4<sup>th</sup> Thursday or each month at 7PM.**

Location:

**1083 Austin Ave (Little 5 Points Community Center)  
Atlanta GA 30307**