

2006

Neighborhood Planning Unit N Zoning, Variance or Special Use Permit Checklist

In an effort to facilitate the review of applications submitted to the NPU for review, the following checklist has been established.

Please note, that upon initial review, the neighborhood association may ask for additional information to be provided by the applicant and that these requests will likely vary due to the nature of the specific application at hand.

Applicants are requested to submit ten (10) copies of the following materials. If you are unable to provide some or all of these items, discuss options with the NPU-N Representative or Zoning Chair for the appropriate neighborhood about options. We can return all materials to you, upon request, when your presentation is complete and the vote has been taken.

- [] a. Copy of application or Referral Sheet and any amended applications with all materials filed with the City of Atlanta (including the Referral Certificate) with a date stamp as provided by the Bureau of Planning, upon receipt of the application and materials submitted
- [] b. Site plan as proposed and survey of existing site (noting property lines, setbacks, trees, hard surfaces) – drawn to scale and appropriately labeled
- [] c. Floor plan(s) – existing and proposed (if appropriate) – drawn to scale and appropriately labeled
- [] d. Exterior elevations – drawn to scale and appropriately labeled
- [] e. Photographs of property and adjacent properties
- [] f. Signatures of adjacent neighbors or property owners within a 150 foot radius (all sides) of the site (acknowledging review and approval of SAME application and drawings submitted to NPU-N for review).
- [] g. A vicinity map – indicating locations of adjacent neighbors and supporters of application and appropriately labeled (within three hundred feet of each property line of the applicant property) drawing does not need to be to scale – OPTIONAL but helpful.

Brief Summary Statement:

If proposed development includes a variance for increase in lot coverage exceeding 50% the please provide the following information;

What will you do to reduce 'impermeable' lot coverage?

How will you address rainwater run-off?

What will you do to replace trees removed or lost?

What is the proposed FAR of 'buildable' space? _____

For Rezoning requests:

Will applicant be applying for CDP amendment? _____

For Liquor License?

Will applicant be applying for Parking Reduction? _____