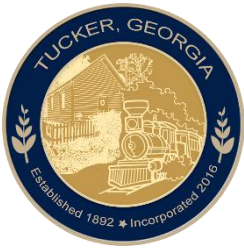


Planning and Zoning  
 1975 Lakeside Parkway, Suite 350  
 Tucker, GA 30084  
 Phone: 678-597-9040  
 Email: LandDevelopment@tuckerga.gov  
 Website: www.tuckerga.gov

# Land Use Petition Application Checklist

## FOR ALL REZONINGS, COMPREHENSIVE PLAN AMENDMENTS, SPECIAL LAND USE PERMITS, MODIFICATIONS, AND CONCURRENT VARIANCES

REQUIRED ITEMS	NUMBER OF COPIES	CHECK <input type="checkbox"/>
One (1) digital copy of all submitted materials	<ul style="list-style-type: none"> <li>One (1) flash drive or CD in .JPEG, .PDF format</li> </ul>	<input type="checkbox"/>
Pre-Application Meeting Form	<ul style="list-style-type: none"> <li>One (1) Copy</li> </ul>	<input type="checkbox"/>
Public Participation Report	<ul style="list-style-type: none"> <li>One (1) Copy</li> </ul>	<input type="checkbox"/>
Application, Signature Pages, Disclosure Form	<ul style="list-style-type: none"> <li>One (1) Copy each</li> </ul>	<input type="checkbox"/>
Written Legal Description	<ul style="list-style-type: none"> <li>One (1) 8 ½" x 11" Legal Description</li> </ul>	<input type="checkbox"/>
Boundary Survey and Proposed Site Plan (See Page 9 for Requirements)	<ul style="list-style-type: none"> <li>Five (5) Full-Size (24" x 36") Copies of each</li> <li>One (1) 8 ½" x 11" or 11x17 Site Plan of each</li> </ul>	<input type="checkbox"/>
Building Elevations (renderings or architectural drawings to show compliance with Article 5)	<ul style="list-style-type: none"> <li>One (1) Copy</li> </ul>	<input type="checkbox"/>
Letter of Intent	<ul style="list-style-type: none"> <li>One (1) Copy</li> </ul>	<input type="checkbox"/>
Analysis of Standards/Criteria (See page 5)	<ul style="list-style-type: none"> <li>One (1) Copy</li> </ul>	<input type="checkbox"/>
Environmental Site Analysis Form	<ul style="list-style-type: none"> <li>One (1) Copy</li> </ul>	<input type="checkbox"/>
Trip Generation Letter (ITE Trip Generation Manual)	<ul style="list-style-type: none"> <li>One (1) Copy</li> </ul>	<input type="checkbox"/>
THE FOLLOWING ITEMS MAY BE REQUIRED		
Traffic Impact Study (See Sec. 46-1309)	<ul style="list-style-type: none"> <li>Three (3) Copies</li> </ul>	<input type="checkbox"/>
Development of Regional Impact Review Form	<ul style="list-style-type: none"> <li>Three (3) Copies</li> </ul>	<input type="checkbox"/>
Environmental Impact Report	<ul style="list-style-type: none"> <li>Three (3) Copies</li> </ul>	<input type="checkbox"/>
Noise Study Report	<ul style="list-style-type: none"> <li>Three (3) Copies</li> </ul>	<input type="checkbox"/>
Other items required per the Zoning Ordinance	<ul style="list-style-type: none"> <li>Three (3) Copies</li> </ul>	<input type="checkbox"/>
LAND USE PETITION FEE SCHEDULE		
Residential Rezoning	\$500	<input type="checkbox"/>
Multifamily Rezoning	\$750	<input type="checkbox"/>
Non-Residential Rezoning	\$750	<input type="checkbox"/>
Special Land Use Permit	\$400	<input type="checkbox"/>
Comprehensive Plan Amendment	\$1000	<input type="checkbox"/>
Modification	\$250	<input type="checkbox"/>
Variance (includes Concurrent Variance)	\$300	<input type="checkbox"/>
Public Notice Sign Fee	\$80 (per required sign)	<input type="checkbox"/>



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# Land Use Petition Application

Type of Application:  Rezoning     Comprehensive Plan Amendment     Special Land Use Permit  
 Concurrent Variance     Modification

APPLICANT INFORMATION		
Applicant is the: <input type="checkbox"/> Property Owner <input type="checkbox"/> Owner's Agent <input type="checkbox"/> Contract Purchaser		
Name:		
Address:		
City:	State:	Zip:
Contact Name:		
Phone:	Email:	
OWNER INFORMATION		
Name:		
Address:		
City:	State:	Zip:
Contact Name:		
Phone:	Email:	
PROPERTY INFORMATION		
Property Address:		
Present Zoning District(s):		Requested Zoning District(s):
Present Land Use Category:		Requested Land Use Category:
Land District:	Land Lot(s):	Acreage:
Proposed Development:		
Concurrent Variance(s):		
RESIDENTIAL DEVELOPMENT		
No. of Lots/Dwelling Units:	Dwelling Unit Size (Sq. Ft.):	Density:
NON-RESIDENTIAL DEVELOPMENT		
No. of Buildings/Lots:	Total Building Sq. Ft.:	Density:

**APPLICANT'S CERTIFICATION**

THE UNDERSIGNED BELOW STATES UNDER OATH THAT THEY ARE AUTHORIZED TO MAKE THIS APPLICATION. THE UNDERSIGNED IS AWARE THAT NO APPLICATION OR REAPPLICATION AFFECTING THE SAME LAND SHALL BE ACTED UPON WITHIN 24 MONTHS FROM THE DATE OF LAST ACTION BY THE MAYOR AND CITY COUNCIL.

---

Signature of Applicant

Date

---

Type or Print Name and Title

---

Signature of Notary Public

Date

Notary Seal

## PROPERTY OWNER'S CERTIFICATION

I do solemnly swear and attest, subject to criminal penalties for false swearing, that I am the legal owner, as reflected in the records of DeKalb County, Georgia, of the property identified below, which is the subject of the attached Land Use Petition before the City of Tucker, Georgia. As the legal owner of record of the subject property, I hereby authorize the individual named below to act as the applicant in the pursuit of the Application for Rezoning (RZ), Comprehensive Plan Amendment (CA), Special Land Use Permit (SLUP), Modification (M) & Concurrent Variance (CV) in request of the items indicated below.

I, \_\_\_\_\_, authorize, \_\_\_\_\_,  
(Property Owner) (Applicant)

to file for \_\_\_\_\_, at \_\_\_\_\_  
(RZ, CA, SLUP, M, CV) (Address)

on this date \_\_\_\_\_, 20\_\_\_\_\_  
(Month) (Day)

- I understand that if a rezoning is denied or assigned a zoning classification other than the classification requested in the application, then no portion of the same property may again be considered for rezoning for a period of twenty-four (24) months from the date of the mayor and city councils' final decision.
- I understand that if an application for a special land use permit affecting all or a portion of the same property for which an application for the same special land use was denied shall not be submitted before twenty-four (24) months have passed from the date of final decision by the mayor and city council on the previous special land use permit.
- I understand that failure to supply all required information (per the relevant Applicant Checklists and requirements of the Tucker Zoning Ordinance) will result in REJECTION OF THE APPLICATION.
- I understand that preliminary approval of my design plan does not authorize final approval of my zoning or signage request. I agree to arrange additional permitting separately, after approval is obtained.
- I understand that representation associated with this application on behalf of the property owner, project coordinator, potential property owner, agent or such other representative shall be binding.

---

Signature of Property Owner

---

Date

---

Type or Print Name and Title

---

Signature of Notary Public

---

Date

---

Notary Seal

# **ANALYSIS OF STANDARDS/CRITERIA**

## **ZONING MAP AMENDMENT CRITERIA**

Section 46-1560 of the City of Tucker Zoning Ordinance lists standards and factors that are found to be relevant to the exercise of the city's zoning powers and shall govern the review of all proposed amendments to the Official Zoning Map. The applicant shall write a detailed written analysis of each standard and factor as it relates to their proposed project.

## **COMPREHENSIVE PLAN MAP AMENDMENT CRITERIA**

Section Sec. 46-1559 of the City of Tucker Zoning Ordinance lists standards and factors that are found to be relevant for evaluating applications for amendments to the comprehensive plan map and shall govern the review of all proposed amendments to the comprehensive plan map. The applicant shall write a detailed written analysis of each standard and factor as it relates to their proposed project.

## **SPECIAL LAND USE PERMIT CRITERIA**

Section 46-1594 and 46-1595 of the City of Tucker Zoning Ordinance lists specific criteria that shall be considered by the planning and zoning department, the planning commission, and the mayor and city council in evaluating and deciding any application for a special land use permit. No application for a special land use permit shall be granted by the mayor and city council unless satisfactory provisions and arrangements have been made concerning each of the following factors, all of which are applicable to each application, and the application is in compliance with all applicable regulations in Article 4. The applicant shall write a detailed written analysis of criteria as it relates to their proposed project.

## **CONCURRENT VARIANCE CRITERIA**

Section 46-1633 of the City of Tucker Zoning Ordinance lists specific criteria the board shall use in determining whether or not to grant a variance. The applicant shall provide a written analysis of how the request complies with this criteria, if they are requesting a concurrent variance.

## ENVIRONMENTAL SITE ANALYSIS FORM

Analyze the impact of the proposed rezoning and provide a written point-by-point response to Points 1 through 3:

1. **CONFORMANCE WITH THE COMPREHENSIVE PLAN**. Describe the proposed project and the existing environmental conditions on the site. Describe adjacent properties. Include a site plan that depicts the proposed project.

Describe how the project conforms to the Comprehensive Land Use Plan. Include the portion of the Comprehensive Plan 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.

2. **ENVIRONMENTAL IMPACTS 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).

- a. Wetlands
  - U. S. Fish and Wildlife Service, National Wetlands Inventory (<http://wetlands.fws.gov/downloads.htm>)
  - Georgia Geologic Survey (404-656-3214)
  - Field observation and subsequent wetlands delineation/survey if applicable
- b. Floodplain
  - Federal Emergency Management Agency (<http://www.fema.org>)
  - Field observation and verification
- c. Streams/stream buffers
  - Field observation and verification
- d. Slopes exceeding 25 percent over a 10-foot rise in elevation
  - United States Geologic Survey Topographic Quadrangle Map
  - Field observation and verification
- e. Vegetation
  - United States Department of Agriculture, Nature Resource Conservation Service
  - Field observation
- f. Wildlife Species (including fish)
  - United States Fish and Wildlife Service
  - Georgia Department of Natural Services, Wildlife Resources Division, Natural Heritage Program
  - Field observation
- g. Archeological/Historical Sites
  - Historic Resources Survey
  - Georgia Department of Natural Resources, Historic Preservation Division
  - Field observation and verification

## **ENVIRONMENTAL SITE ANALYSIS FORM (CONTINUED)**

3. **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 impacted.
- 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 habitats

**DISCLOSURE REPORT FORM**

**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 APPLICANT OR OPPONENT FOR THE REZONING PETITION, MADE ANY CAMPAIGN CONTRIBUTIONS AGGREGATING \$250.00 OR MORE OR MADE GIFTS HAVING AN AGGREGATE VALUE OF \$250.00 TO THE MAYOR OR ANY MEMBER OF THE CITY COUNCIL.**

**CIRCLE ONE:**                      **YES** (if YES, complete points 1 through 4);                      **NO** (if NO, complete only point 4)

1.            **CIRCLE ONE:**                      **Party to Petition** (If party to petition, complete sections 2, 3 and 4 below)

**In Opposition to Petition** (If in opposition, proceed to sections 3 and 4 below)

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

1.	5.
2.	6.
3.	7.
4.	8.

3.            **CAMPAIGN CONTRIBUTIONS:**

Name of Government Official	Total Dollar Amount	Date of Contribution	Enumeration and Description of Gift Valued at \$250.00 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: \_\_\_\_\_



## **SITE PLAN CHECKLIST**

All items must be included on the Site Plan; separate Site Plans may be necessary to address all items

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 property
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 improvement or adjacent properties within 400 feet of the subject site based on the City's aerial photography or an acceptable substitute as approved by the Director
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 City) 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 stormwater 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
25. Wetlands shown on the County's GIS maps or survey.
26. Mail kiosk location.

## LAND USE PETITION CALENDAR

<b>*Application Deadline</b>	<b>Planning Commission</b>	<b>M&amp;CC 1<sup>st</sup> Read</b>	<b>M&amp;CC 2<sup>nd</sup> Read</b>
11/9/2020	12/17/2020	1/11/2021	2/8/2021
12/14/2020	1/21/2021	2/8/2021	3/8/2021
1/11/2021	2/18/2021	3/8/2021	4/12/2021
2/8/2021	3/18/2021	4/12/2021	5/10/2021
3/8/2021	4/15/2021	5/10/2021	6/14/2021
4/12/2021	5/20/2021	6/14/2021	7/12/2021
5/10/2021	6/17/2021	7/12/2021	8/9/2021
6/14/2021	7/15/2021	8/9/2021	9/13/2021
7/12/2021	8/19/2021	9/13/2021	10/12/2021
8/9/2021	9/16/2021	10/12/2021	11/8/2021
9/13/2021	10/21/2021	11/8/2021	12/13/2021
10/12/2021	11/18/2021	12/13/2021	TBD
11/8/2021	12/16/2021	TBD	TBD

\*Incomplete applications will not be accepted.

## PUBLIC PARTICIPATION PLAN AND REPORT

See separate document.

## PUBLIC NOTICE REQUIREMENTS

Sec. 46-1526 details the public notice requirements for land use petitions, which include public notice sign(s), advertisement in The Champion newspaper, and written notice to everyone within 500'.

- The applicant is responsible for posting the public notice sign(s). City of Tucker Staff will order the signs(s) and provide the required timeframe for posting.
- The City of Tucker is responsible for placing the legal ad in The Champion newspaper
- The City of Tucker is responsible for mailing the written notification to surrounding property owners.

## **PROPERTY COMPLIANCE**

All Occupational Tax payments must be paid in-full and any and all outstanding code violations on the property must be rectified prior to the public hearing.