



CITY OF SOUTH FULTON

**REZONING & SPECIAL USE
PERMIT APPLICATION
PACKAGE**



APPLICANT'S CHECKLIST

DOCUMENTS AND QUANTITIES REQUIRED

**ALL ITEMS ARE DUE AT THE TIME OF FILING.
INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.**

Applications will not be accepted after the due date.

ITEM #	REQUIRED ITEM	CHECK √
1.	PRE-APPLICATION MEETING FORM	
2.	SITE PLAN CHECKLIST	
3.	APPLICATION FORM	
4.	LEGAL DESCRIPTION (8½" X 11")	
5.	DEED	
6.	LETTER OF INTENT (8½" X 11")	
7.	SITE PLAN	
8.	SIGN POSTING AFFIDAVIT	
9.	ENVIRONMENTAL SITE ANALYSIS	
10.	IMPACT ANALYSIS (8½" X 11")	
11.	DISCLOSURE FORM(S)	
12.	PUBLIC PARTICIPATION PLAN	
13.	PUBLIC PARTICIPATION REPORT	
THE FOLLOWING ITEMS MAY BE REQUIRED. SEE THE FOLLOWING INFORMATION FOR DETAILS.		
14.	ADJACENT PROPERTY OWNER LIST	
15.	TRAFFIC IMPACT STUDY	
16.	METROPOLITAN RIVER PROTECTION	
17.	DEVELOPMENT OF REGIONAL IMPACT REVIEW FORM (DRI)	
18.	ENVIRONMENTAL IMPACT REPORT	
19.	NOISE STUDY REPORT	
20.	EMAIL DOCUMENTS TO PLANNING@CITYOFSOUTHFULTONGA.GOV	

- ITEM 1. **PRE-APPLICATION MEETING FORM:** Prior to submitting a rezoning and/or special use permit request, you are required to meet with Staff to review your proposal and complete -a pre-application information -, which becomes part of your application packet. **Application must submitted the Wednesday prior to the Pre -Application meeting date.**
- ITEM 2. **SITE PLAN CHECKLIST:** The site plan checklist (Form F) details the minimum requirements for site plans as specified by Section 803.08 of the Zoning Ordinance. **Prior to acceptance of an application, a review of the site plan and sign-off by CDRA on Form F is required.**
- ITEM 3. **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. See the application form for additional details.
- ITEM 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.
- ITEM 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.
- ITEM 6. **LETTER OF INTENT:** The Letter of Intent should state the requested rezoning and 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 a rezoning request is for a CUP, NUP or MIX district, the Letter of Intent should detail the proposed development standards. 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.

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) (Code Sec. 808.09).

HARDSHIP CRITERIA

Concurrent variances shall only be granted by City Council upon showing that, owing to special conditions, a literal enforcement of the provisions of this Ordinance would result in unnecessary hardship and such approval will not be contrary to the public interest. A variance from the terms on this Ordinance shall not be granted unless a written application is submitted demonstrating:

- (a) The application of the particular provision of the Zoning Ordinance to a particular piece of property, due to extraordinary and exceptional conditions pertaining to that property because of its size, shape, or topography, would create an unnecessary hardship for the owner while causing no detriment to the public;
- (b) That special conditions and circumstances exist which are peculiar to the land, structure, sign, or building involved and which are not applicable to other land, structures, or buildings in the same district;
- (c) That literal interpretation of the provisions of this Zoning Ordinance would deprive the

applicant of rights commonly enjoyed by other properties within the same district under the terms of this Ordinance;

- (d) That the special conditions and circumstances do not result from the actions of the appellant;
- (e) That granting the variance requested will not confer on the appellant any special privilege that is denied by this Zoning Ordinance to other lands, structures or buildings in the same district;
- (f) That the request is limited to the extent necessary to alleviate the unnecessary hardship and not as a convenience to the appellant nor to gain any advantage or interest over similarly zoned properties; and
- (g) Relief, if granted, would be in harmony with, or, could be made to be in harmony with, the general purpose and intent of the Zoning Ordinance.

- ITEM 7. **SITE PLAN:** Site plans must meet the minimum requirements specified by Section 803.08 of the South Fulton Zoning Ordinance. Refer to Site Plan Checklist (Form F).
- ITEM 8. **SIGN POSTING AFFIDAVIT:** The Sign Posting Affidavit form must be completed no later than the Public Notification & Sign Posting Deadline with proof of posting.
- ITEM 9. **ENVIRONMENTAL SITE ANALYSIS (ESA):** All rezoning and/or use permit applications must include an Environmental Site Analysis (ESA) 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.
- ITEM 10. **IMPACT ANALYSIS:** All rezoning applications must include an Impact Analysis (Form B). An Impact Analysis is not required for special use permits.
- ITEM 11. **DISCLOSURE FORM:** If the owner, applicant and/or applicant's representative has made a campaign contribution to any member of the City's Planning Commission or City Council for \$250.00 or more within the past 2 years, Sections 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.
- ITEM 12. **PUBLIC PARTICIPATION PLAN:** The Public Participation Plan is to ensure that applicants pursue early and effective public participation in conjunction with their petitions, ensure that the citizens of City of South Fulton have an adequate opportunity to learn about petitions that may affect them, and to ensure ongoing communication between applicants, adjoining property owners, environmentally stressed communities, community associations and other organizations, elected officials and City staff. Applicants are required to submit a Public Participation Plan (Form D) at the time of the filing of the rezoning/special use permit application.
- ITEM 13. **PUBLIC PARTICIPATION PLAN REPORT:** Prior to the meeting Staff must be notified of the date, time and location. A Public Participation Plan Report must be completed on Form E and sent to Staff via email or by mail per the attached schedule. The applicant shall provide to Staff receipts for all address that will confirm postage of the mailings for the Public Participation meeting.

OTHER DOCUMENTS THAT MAY BE REQUIRED:

- ITEM 14. **ADJACENT PROPERTY OWNER LIST:** If the subject property is within a quarter mile of an adjacent municipality, the petitioner must furnish the names and addresses of all property owners in the adjacent municipality that are within a quarter mile of the subject property.
- ITEM 15. **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.	

- ITEM 16. **METROPOLITAN RIVER PROTECTION:** If the property is within 2,000 linear feet of the natural riverbank of the Chattahoochee River, it is part of the Chattahoochee River Corridor and subject to a Metropolitan River Protection Act Review. Applicants must complete the appropriate letter/form and submit it with all rezoning/use permit applications. The letter/form is available from Department of Community Development and Regulatory Affairs.
- ITEM 17. **DEVELOPMENT OF REGIONAL IMPACT (DRI):** The Department of Community Affairs (DCA) 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 City of South Fulton. 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 and GRTA at www.grta.org/dri/home.htm or call ARC or GRTA at 404-463-3000.

Effective July 1, 2012 DEVELOPMENTS OF REGIONAL IMPACT Tiers and Development Thresholds	
Type of Development	Metropolitan Region

Office	Greater than 400,000 gross square feet
Commercial	Greater than 300,000 gross square feet
Wholesale & Distribution	Greater than gross 500,000 square feet
Hospitals and Health Care Facilities	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
Hotels	Greater than 400 rooms
Mixed Use	Gross square feet greater than 400,000 (with residential units calculated at either 1,800 square feet per unit or, if applicable, the minimum square footage allowed by local development regulations); or covering more than 120 acres; or if any of the individual uses meets or exceeds a threshold as identified herein
Airports	All new airports, runways and runway extensions
Attractions 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 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 major conventional treatment facility or expansion of existing facility by more than 50 percent; or community septic treatment facilities exceeding 150,000 gallons per day or serving a development project that meets or exceeds an applicable threshold as identified herein

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/Public Wells/Reservoirs/Treatment Facilities	New facilities
Intermodal Terminals	New facilities
Truck Stops	A new facility with more than three (3) diesel fuel pumps, or containing a half acre of truck parking or 10 truck parking spaces
Correctional/Detention Facilities	Greater than 300 new beds; or generating more than 375 peak hour vehicle trips per day
Any other development types not identified above (includes parking facilities)	1,000 parking spaces or, if available, more than 5,000 daily trips generated

ITEM 18. **ENVIRONMENTAL IMPACT REPORT:** Any rezoning to M-1 or M-2, or special use request within an M-1 or M-2 district shall include an Environmental Impact Report as part of the rezoning/use permit process.

- ITEM 19. **NOISE STUDY REPORT:** Any residential 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.
- ITEM 20. **EMAIL DOCUMENTS:** Provide a digital copy of the completed application documents to planning@cityofsouthfultonga.gov.

OTHER RELEVANT INFORMATION:

If a project is located in the Chattahoochee River, Big Creek, Whitewater, Line Creek, Cedar Creek or Bear Creek watershed, it may be subject to the Standards for Protection of Public Water Supply Watersheds within City of South Fulton. A copy of the ordinance is available from Community Development Services.

PUBLIC HEARINGS:

- A) **The Planning Commission** holds a public hearing on a specified date and time each month. The meeting location will be publicized in accordance with the Georgia Zoning Procedures Law. The Planning Commission makes recommendations that are forwarded to the City's Mayor and Council.
- B) **City Council** holds a public hearing each month on a specified date, time, and at a location that will be publicized in accordance with the Georgia Zoning Procedures Law.

PUBLIC NOTICE:

- A) **Community Zoning Information Meeting (CZIM):** The CZIM is not a public hearing but rather an informal meeting held on a specified date, time, and at a location (or virtually) as determined by the Department of Community Development and Regulatory Affairs. Notice will be provided on the City of South Fulton website. This meeting is open to all interested citizens and applicants are required to attend.
- B) **Planning Commission and City Council Public Hearing Notice:** Signs posted along the frontages of properties subject to rezoning and/or use permit requests notify area residents of the Planning 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 20 days before the Planning 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 Department of Community Development and Regulatory Affairs to pick up new signs and re-post the property.
- It is the responsibility of the applicant to remove all signs following the City Council Public Hearing.
- C) **Adjacent Property Owner Notice:** By U. S. Mail, notices are sent to all property owners within one mile of properties subject to rezoning and/or use permit request, except as reduced by authority of the Director of the Department of Community Development and Regulatory Affairs, as granted in Section 803.05(f). Said notices are mailed between 15 and 45 days prior to the City Council Public Hearing to property owners of record as shown on the current tax records of the City of South Fulton as retrieved by the City's Geographic Information Systems.

STAFF ANALYSIS:

Prior to the public hearings, Community Development and Regulatory Affairs will publish its findings, recommendations, and comments in the staff analysis. A staff analysis for each petition is available on the Monday before each public hearing after 10:00 a.m. Copies are available at the City of South Fulton Government Service Center at 5440 Fulton Industrial Boulevard and on the Department's website at www.cityofsouthfultonga.gov.



APPLICATION FOR REZONING & USE PERMIT

City of South Fulton Community Development and Regulatory Affairs
City of South Fulton City Hall
5440 Fulton Industrial Boulevard
South Fulton, GA 30336

DATE: _____

TAX PARCEL IDENTIFICATION NUMBER(S): _____

SECTION I **FUTURE LAND USE AMENDMENT REQUEST ***

Office use only:
CDP CASE #: _____ ROAD FRONTAGE: _____

PROPERTY ADDRESS (if available): _____

The undersigned, having an interest in the property herein described, respectfully petitions that said property be changed
from _____ to _____

Existing Future Land Use

Proposed Future Land Use

SECTION II **REZONING REQUEST**

Office use only:
ZONING CASE #: _____ ROAD FRONTAGE: _____

PROPERTY ADDRESS (if available): _____

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

Existing Zoning(s)

Proposed Zoning(s)

SECTION III **SPECIAL USE PERMIT REQUEST**

Office use only:
USE PERMIT CASE # _____ ROAD FRONTAGE: _____

Application is hereby made to obtain a Special Use Permit as follows:

CURRENT ZONING: _____

Office use only:
Concurrent Variance Case # _____

CURRENT ZONING: _____

VARIANCE REQUEST: _____

10 of 27

SECTION V**OWNER/PETITIONER**

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

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

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

TYPE OR PRINT OWNER'S NAME

Sworn to and subscribed before me this the

_____ Day of _____ 20_____

ADDRESS

NOTARY PUBLIC

CITY & STATE ZIP CODE

OWNER'S SIGNATURE

PHONE NUMBER

EMAIL ADDRESS

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").

TYPE OR PRINT PETITIONER'S NAME

Sworn to and subscribed before me this the

_____ Day of _____ 20_____

ADDRESS

NOTARY PUBLIC

CITY & STATE ZIP CODE

PETITIONER'S SIGNATURE

PHONE NUMBER

EMAIL ADDRESS

ATTORNEY / AGENT

Check One: [_____] Attorney [_____] Agent

TYPE OR PRINT ATTORNEY / AGENT NAME

SIGNATURE OF ATTORNEY / AGENT

ADDRESS

EMAIL ADDRESS

CITY & STATE

ZIP CODE

PETITIONER'S SIGNATURE

PHONE NUMBER



ENVIRONMENTAL SITE ANALYSIS (ESA) FORM A

Provide a complete Environmental Site Analysis document fully addressing all items as required in sections 1 through 3 below. Attach this Form A to the front of the completed Environmental Site Analysis document (and any subsequent revisions) prior to submission.

ESA Revision Number: _____

Applicant: _____ Phone Number: _____

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. Information regarding South Fulton's Comprehensive Plan may be found online at www.cityofsouthfultonga.gov.

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). Cite the source of information regarding the presence or absence of environmental site features (e.g. according to the City of South Fulton website (www.cityofsouthfultonga.gov), wetland areas are located on the northwest portion of the site).

a. Wetlands

- U. S. Fish and Wildlife Service, National Wetlands Inventory (<http://www.fws.gov/wetlands/>)
- Georgia Geologic Survey (404-656-3214)
- Fulton County Website (www.fultoncountyga.gov/fcpsd-home)
- Field observation and subsequent wetlands delineation/survey if applicable

b. Floodplain

- Federal Emergency Management Agency (<http://www.fema.org>)
- City of South Fulton Website (www.cityofsouthfultonga.gov)
- Field observation and verification

c. Streams/stream buffers

- Fulton County Website (www.fultoncountyga.gov/fcpsd-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

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



IMPACT ANALYSIS FORM B

Applicant: _____

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

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 Comprehensive 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 City of South Fulton? _____

Attach additional sheets as needed.



DISCLOSURE REPORT FORM C

Office use only:

PETITION #: _____ CITY COUNCIL MEETING DATE: _____

Within the (2) years immediately preceding the filing of this zoning petition have you, as the applicant, owner and/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 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 sections 2, 3, and 4 below.

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: _____

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: _____



PUBLIC PARTICIPATION PROGRAM

The Public Participation Program consists of a two-part process designed to enhance dialogue between applicants and communities which may be impacted by a proposed development.

Part 1 of the process is the Public Participation Plan (Form D) which is required with all rezoning and/or use permit applications. The plan must be filed simultaneously with the application and implemented before the first public hearing. The minimum standards for the plan are as follows:

- Identification of all property owners within a mile of the site and area homeowners' associations, environmentally stressed communities, political jurisdictions, and any other public agencies or organizations which may be affected by an application as determined by the applicant and the current planner at the time of the pre-application review
- Explanation of how interested parties will be informed of rezoning/use permit applications
- Methods for providing opportunities for discussion with interested parties before public hearings are held. Applicants are required to schedule at least one meeting at a convenient location and time and notify all interested parties, as identified above of the purpose, place and time of the meeting.
- Applicant's schedule for completion of the Public Participation Plan

Part 2 of the Public Participation Program is the Public Participation Report (Form E) which is due per the attached schedule. The minimum standards for the Report are as follows:

- Provide a list of all parties that were contacted, the methods of notification that were used, and copies of all notification letters.
- Provide dates and locations of all community and/or other meetings that were attended by the applicant to discuss an application. (Attach meeting notices, letters, etc.)
- Provide the number of people who participated in meetings held to discuss an application. (Attach sign-in sheets)
- A summary of concerns and issues expressed by interested parties.
- A summary of the applicant's response to concerns and issues.
- Certified receipt for each address that was mailed from the 1 mile list provided by Staff.



PUBLIC PARTICIPATION PLAN MEETING INSTRUCTIONS

- **The Public Participation meeting date, time, and location must be provided in the rezoning, special use, or modification application.**
- **The meeting notice(s) must be reviewed and approved by the Department of Community Development and Regulatory Affairs prior to mailing.**
- **The meeting notice(s) are required to be mailed at least 30 days before the meeting.**
- **A hybrid Public Participation meeting is required. The physical location must be within the City of South Fulton city limits and Council District but no more than five (5) miles from the subject property.**
- **A complete audio/video recording of the meeting must be submitted to CDRA via email.**
- **The Public Participation Report must be submitted on the due date reflected in the official calendar. Staff will recommend denial if the Public Participation Report is not received by the due date.**
- **Applicants are required to send a copy of the following; "letter of intent", any required site plan (s), the time, date and location of the required public participation meeting to the South Fulton City Council and the Department of Community Development and Regulatory Affairs immediately after mailing notices to the following email addresses below:**
 - **planning@cityofsouthfultonga.gov**
 - **carmalitha.gumbs@cityofsouthfultonga.gov**
 - **catherine.rowell@cityofsouthfultonga.gov**
 - **aaron.johnson@cityofsouthfultonga.gov**
 - **toni.wright@cityofsouthfultonga.gov**
 - **jaceey.sebastian@cityofsouthfultonga.gov**
 - **keosha.bell@cityofsouthfultonga.gov**
 - **natasha.williams@cityofsouthfultonga.gov**
 - **linda.pritchett@cityofsouthfultonga.gov**



APPLICANT PUBLIC PARTICIPATION COMPLIANCE CHECKLIST

**ALL CHECKLIST ITEMS ARE REQUIRED TO SATISFY
THE PUBLIC PARTICIPATION REQUIREMENT
PORTION OF THE APPLICATION.**

ITEM#	REQUIRED ITEM	CHECK √
PUBLIC PARTICIPATION MAILING NOTICE CHECKLIST (You must state the following items on your mailing notice)		
1.	Project Description (i.e. Rezoning, Special Use, Modification)	
2.	Address & parcel # for subject property	
3.	Case number	
4.	Public Participation meeting date, time and location (within 5-mile radius of subject property) and (within City of South Fulton and Council District limits)	
5.	Virtual Link for Public Participation Hearing	
6.	Planning Commission Hearing date, time and location (If applicable)	
7.	Mayor and Council Hearing date, time and location	
8.	Applicant/Contact information provided	
9.	Public notice mailed minimally 30 days prior to meeting (required)	
10.	Proof of mailing (i.e. postal receipt, next day flyers)	
11.	Meeting notice received and reviewed by CDRA (via email to: planning@cityofsouthfultonga.gov) and Council Members prior to mailing (see page 18 for email information)	
PUBLIC PARTICIPATION REPORTING PROCESSES CHECKLIST		
12.	Copy of letter of intent, site plan & public participation notice has been emailed to City Council & CDRA staff	
13.	Public Participation Plan Report submitted	
14.	Public Participation Plan Report (Form E)	
15.	Proof of meeting (i.e. sign-in sheets, notices, flyers, letters, picture)	
16.	Audio/video recording of the meeting submitted	
17.	NOISE STUDY REPORT	
18.	EMAIL DOCUMENTS TO PLANNING@CITYOFSOUTHFULTONGA.GOV	

*The Public Participation Report **required due date is reflected on the official calendar**. Staff will recommend a denial if the Public Participation Report is not received by the due date.

Public Participation Requirements Acknowledgement Form

Applicant Name: _____

Project Name/Address: _____

Acknowledgement of Public Participation Requirements:

By initialing and signing below, the applicant/participants acknowledge and agree to the following:

1. ____ The Public Participation meeting date, time and location must be included in the rezoning, special use, or modification application upon submission
2. ____ All Public Participation meeting notices must be submitted to CDRA for review and approval **before** any notices are mailed
3. ____ Meeting notices must be mailed **no fewer than 30 days** prior to the Public Participation Meeting
4. Public notice mailed **minimally 30 days prior** to meeting using First Class Mail or Every Door Direct
5. ____ The Public Participation meeting must be conducted in a hybrid format
 - In-person session must be held within the City of South Fulton
 - In-person session must be held within the associated Council District, if practicable
 - In-person session location must be within 5 miles of the subject property
6. ____ A **full and complete** recording of the meeting must be provided to CDRA via email or flash drive
7. ____ Public Participation report must be submitted by the **official due date** that is highlighted in the attached calendar
8. ____ Failure to meet the deadline will result in a **staff recommended denial** of the entire application
9. ____ The applicant must email letter of intent, site plan, time, date and location of the public participation meeting to all listed council members and planning staff **at least 30 days prior** to the public participation meeting

I certify and understand that I have thoroughly read and understand the Public Participation portion requirements that are listed above and I agree to comply with each requirement. I understand that failure to comply with the requirements will potentially result in the denial or deferral of my application to a new cycle.

Applicant/s/ Name (Printed): _____

Applicant/s/ Signature: _____

Date: _____



PUBLIC PARTICIPATION PLAN FORM D

Applicant: _____

1. In addition to the property owners within a one mile of the property we will also notify the homeowner's associations, political jurisdictions, other public agencies, etc., in accordance with the requirements of Section 803.05(f) of the City of South Fulton Zoning Ordinance:

2. The individuals and others listed in 1. above will be notified of the requested rezoning/use permit using the following method(s): (e.g., letters, meeting notices, telephone calls, e-mails, etc.)

3. Individuals and others listed in 1. above will be allowed to participate in the following manner: (At least one meeting at a convenient time and location is required.) **PLEASE LIST THE SPECIFIC PLACE AND TIME OF YOUR PLANNED PUBLIC PARTICIPATION MEETING.**

Attach additional sheets as needed.



PUBLIC PARTICIPATION PLAN REPORT FORM E

Applicant: _____ Petition No. _____

Date: _____

1. The following parties were notified of the requested rezoning/use permit:

2. The following meetings were held regarding this petition: (Include the date, time, and meeting location.)

3. The following issues and concerns were expressed:

4. The applicant's response to issues and concerns was as follows:

Applicants are required to attach copies of sign-in sheets from meetings as well as meeting announcements, i.e., notices, flyers, letters, and any other documentation which supports the opportunity for public input.

Attach additional sheets as needed.



SITE PLAN CHECKLIST FORM F

We reserve the right to request a site plan with higher resolution

ITEM #	DESCRIPTION	CHECK ✓
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 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; Onsite areas with slopes greater than thirty-three percent (33%) shall be labeled and identified through cross-hatching and/or separate colors.	
14	Location of major overhead and underground electrical and petroleum 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 other waters on the site 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 (See South Fulton Subdivision Regulations)	
25	Wetlands shown on the City's GIS maps or survey	
26	Airport noise contours on those properties within the FAR Part 150 Airport Noise Contour Map.	

SITE PLAN CHECKLIST

I hereby certify that I have completed the site plan checklist review of the site plan for this project and determined that it meets the minimum standards specified by Section 803.08 of the South Fulton Zoning Ordinance.

Applicant signature: _____ Date: _____

Applicant printed name: _____

Office use only:

Staff signature: _____ Date: _____
Community Development and Regulatory Affairs

Staff printed name: _____

SIGN POSTING AFFIDAVIT

Rezoning/Special Use Permit Number: _____

Property Address: _____

Date Sign Posted: _____

Describe the location on the property where the sign(s) were posted:

I hereby certify that I have received one public notice sign from the City of South Fulton and have read and understand the City's rules for posting public notice signs. I further attest that I have posted and will maintain the sign provided to me by the City and any additional required signs as prescribed in South Fulton Municipal Code Section 803.05

I understand signs shall be posted along the frontages of properties subject to rezoning/special use that notify area residents of the required public hearing. Furthermore, I am required to post the sign(s) in conspicuous places along the property's public street frontage(s) no later than 20 days before the Planning 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.

I further understand this (original) affidavit with proof of posting must be received by the Community Development and Regulatory Affairs department at least seven (7) days prior to the Planning Commission meeting.

Signature of Person Posting Sign

PERSONALLY APPEARED BEFORE ME
PERSON(S) OF THE ABOVE NAME(S), WHO
SWEAR THAT THE INFORMATION CONTAINED
IN THIS AFFIDAVIT IS TRUE AND CORRECT TO
THEIR BEST KNOWLEDGE AND BELIEF.

Notary

Date

FEE SCHEDULE

REZONING:						
REZONING FROM ANY DISTRICT	TO:	ACREAGE				
		0 to 5	5+ to 10	10+ to 20	20+ to 100	100+
	AG-1, R-1, R-2, R-2A, R-3, R-3A, R-4, R-4A, R-5, R-5A*	\$750	\$1,250	\$1,750	\$2,250	\$3,000 plus an additional \$40 per acre for any portion thereof over 100 acres. Maximum fee = \$10,000
	R-6, TR, A, A-L, O-I, C-1, C-2, M-1, M-2	\$1,750	\$2,250	\$3,500	\$4,000	\$4,250 plus an additional \$50 per acre over 100 acres. Maximum fee = \$10,000
	CUP, NUP, MHP	Any acreage: \$2,500 plus \$50 per acre or any portion thereof. Maximum fee = \$10,000				
	MIX	Any acreage: \$1,500 plus \$50 per acre or any portion thereof. Maximum fee = \$10,000				
USE PERMIT:	Mobile Home	\$250				
	All Other Use Permits	\$400				
REVISIONS:	Rezoning or Use Permit	\$100 for each submittal of a revision				
	Modification	\$100 for each submittal of a revision				
	Variance	\$100 for each submittal of a revision				
	All signs	\$350 plus \$100 for each additional request				
MODIFICATIONS:	Any modification request	\$300 plus \$100 for each additional modification request on the same piece of property				
FUTURE LAND USE AMENDMENT	Any future land use request	\$750				

(ALL PAYMENTS ARE PAID ONLINE THROUGH THE CITY OF SOUTH FULTON WEBSITE)

**FOR THE MOST CURRENT ZONING INFORMATION PLEASE VISIT THE
CITY OF SOUTH FULTON ZONING PAGE AT**

www.cityofsouthfultonga.gov



CITY OF SOUTH FULTON 2026 REZONING & SPECIAL USE SCHEDULE

Cycle	Pre-Application Meeting Deadline	Filing Deadline	Community Zoning Information Meeting (CZIM)	Public Notification & Sign Posting Deadline	Public Participation Plan Report Due	Planning Commission Hearing	Mayor and Council Public Hearing
1	November 7, 2025	November 10, 2025	December 1, 2025	December 31, 2025	January 7, 2026	January 21, 2026	February 10, 2026
2	December 1, 2025	December 8, 2025	January 5, 2026	January 28, 2026	February 4, 2026	February 18, 2026	March 10, 2026
3	January 5, 2026	January 12, 2026	February 2, 2026	February 25, 2026	March 4, 2026	March 18, 2026	April 14, 2026
4	February 2, 2026	February 9, 2026	March 2, 2026	March 25, 2026	April 1, 2026	April 15, 2026	May 12, 2026
5	March 2, 2026	March 9, 2026	April 6, 2026				
6	April 6, 2026	April 13, 2026	May 4, 2026	May 27, 2026	June 3, 2026	June 17, 2026	July 14, 2026
7	May 4, 2026	May 11, 2026	June 1, 2026	June 24, 2026	July 1, 2026	July 15, 2026	August 11, 2026
8	June 1, 2026	June 8, 2026	July 6, 2026	July 29, 2026	August 5, 2026	August 19, 2026	September 8, 2026
9	July 6, 2026	July 13, 2026	August 3, 2026	August 26, 2026	September 9, 2026	September 16, 2026	October 13, 2026
10	August 3, 2026	August 10, 2026	September 9, 2026	September 23, 2026	October 7, 2026	October 21, 2026	November 10, 2026
11	September 9, 2026	September 14, 2026	October 5, 2026	October 28, 2026	November 4, 2026	November 18, 2026	December 8, 2026
12	October 5, 2026	October 13, 2026	November 2, 2026	November 25, 2026	December 2, 2026	December 16, 2026	
13	November 2, 2026	November 9, 2026	December 7, 2026				

COMMUNITY ZONING INFORMATION MEETINGS (CZIM) ARE HELD AT 6.00PM AT CITY HALL (5440 Fulton Industrial Blvd)

PLANNING COMMISSION HEARINGS BEGIN AT 6.00PM

CITY COUNCIL HEARINGS BEGIN AT 5.00PM

NOTES: DATES, TIMES AND LOCATIONS ARE SUBJECT TO CHANGE AND MEETINGS MAY BE ADDED AS NEEDED

DATES MAY CHANGE DUE TO PUBLIC HOLIDAYS OR EMERGENCIES

FOR THE MOST CURRENT ZONING INFORMATION PLEASE VISIT THE CITY OF SOUTH FULTON ZONING PAGE:

<https://www.cityofsouthfultonga.gov/2570/planning-zoning>