

Candler Park Neighborhood Organization Zoning Committee Submittal Checklist

In an effort to facilitate a thorough review of applications filed with Zoning Committee, the Committee has established the following checklist. All of the information listed below must be submitted to the Zoning Committee Chair no later than 7 (seven) full days prior to Zoning Committee Meeting. Zoning Committee meetings are typically held at 7:00 p.m. on the first Wednesday of each month. A completed application package must reach the Committee Chair by close of business on Tuesday of the week preceding the Committee's meeting. Applications received after this deadline and applications that are incomplete will not be reviewed by the Committee, and will be deferred until the Committee's next monthly meeting. Applicants are responsible for coordinating and verifying the date and time of the meeting with the Zoning Chair. A complete application package must include:

Please note, that upon initial review, the Zoning Committee 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.

[]	a. Copy of all materials filed with the City of Atlanta (including the Referral Certificate), with the date stamp that is provided by the Bureau of Planning when the application is filed with the Bureau.
[]	b. Site plan or survey (noting property lines, setbacks, trees, hard surfaces) – drawn to scale with dimensions, and appropriately labeled
[]	c. Floor plan drawing(s) – existing and proposed (if appropriate) – drawn to scale with complete information on all dimensions for existing and proposed floor plans, and appropriately labeled as “Existing floor plan” and “Proposed floor plan.”
[]	d. Exterior elevation drawings – both existing and proposed elevations, drawn to scale with complete information on all dimensions, and appropriately labeled as “Existing elevation” and “Proposed elevation,” with additional details that specify “North”, “South,” “East,” and “West” for each exterior elevation drawing.
[]	e. Photographs of property and adjacent properties with clear labels for every photograph (e.g., rear view, view from north, etc.)
[]	f. Affidavit and signature page: This must provide signatures and <u>clearly</u> printed names and addresses of adjacent property owners, acknowledging that they have had an opportunity to review the project application and drawings, and that they approve of the proposed project. Generally, signatures of support are required from five neighbors who face the applicant's property, at least one neighbor on each side of the property, and three neighbors located behind the property. In some instances, due to the physical location of a property on a street, the number of required supportive signatures may vary. All such instances must be discussed with the Zoning Committee chairperson prior to the zoning committee meeting. The committee chair will inform the committee members about these instances before any materials are submitted for their review.
[]	g. A vicinity map – indicating locations of adjacent neighbors and all neighbors whose signatures indicate support for the application, appropriately labeled (within three hundred feet (300') of each property line of the applicant property) drawing does not need to be to scale
[]	h. A presentation board (see CPNO Zoning Committee Website for illustration of the requested format (www.candlerpark.org/cm/files/sample_presentation.pdf) that displays the following components of the application: site plan, supporting photographs, affidavit and signature page, and the vicinity map.
[]	i. A description of the project, explaining why a variance is being requested and how it will contribute to the neighborhood.
[]	j. A copy of this Zoning Committee Application Checklist with checks next to all items that are being submitted in support of the application.

Applicants are requested to submit the required information to the Zoning Committee Chairperson by e-mail, preferably in PDF format, and to contact the Chairperson if email is not practical.

Applications that do not provide all of the requested information will not be reviewed by committee members.

Applicant Name: _____

Application Address: _____

Application Number: _____

Date: _____

Candler Park Neighborhood Organization Zoning Committee (6 March 2015)