

CONDITIONAL HEIGHT PERMIT



Date Received _____

APPLICANT INFORMATION

APPLICANT NAME (PLEASE PRINT) _____

ADDRESS _____

PHONE _____ CELL _____ FAX _____

E-MAIL ADDRESS _____

OWNER INFORMATION (If different from Applicant)

PROPERTY OWNER (PLEASE PRINT) _____

ADDRESS _____

PHONE _____ CELL _____ FAX _____

E-MAIL ADDRESS _____

PROPERTY INFORMATION

ADDRESS _____

CURRENT USE _____ CURRENT ZONING _____

PROPOSED USE _____

PROPOSED HEIGHT, IN FEET AND NUMBER OF STORIES _____

REQUEST FOR CONDITIONAL HEIGHT PERMIT

REQUIREMENTS

Please complete all attached forms, which must be typed or legibly printed; signatures must be in BLUE INK. The applicant or his agent must submit the ORIGINAL, SIGNED form to the Inspections Department located on the first floor of City Hall, 3667 Main Street, College Park.

PRE-APPLICATION MEETING

A pre-application meeting with the City Planner is required prior to submission of any application. Please contact the City Planner's office at 404-767-1537 or nwashington@tcfatl.com to schedule a pre-application meeting.

FEE AND APPLICATION REQUIREMENTS

The application fee for a conditional height permit for an existing building is \$300. The fee for a conditional height permit for new construction is as follows:

- \$300, when the proposed construction cost is an amount up to \$25,000;
- \$500, when the proposed construction cost is greater than \$25,000 and up to \$100,000; and
- \$500, PLUS \$5.00 per \$1,000 of proposed construction, when the proposed construction cost is greater than \$100,000.

Applications will not be accepted until they are deemed complete and the application fee is paid. Incomplete applications will be returned to the applicant; payment of fee will not be accepted until the application is complete. Fee shall be paid to the City of College Park in the form of **check or money order only**.

FILING DEADLINE

Applications must be received, and the appropriate fee must be paid, no later than thirty (30) calendar days prior to the next available Planning Commission meeting, or Mayor and Council meeting. The Planning Commission meets on the last Monday of the month, with the exception of December, when they do not meet. Mayor and Council meet on the first and third Monday of the month, with the exception of July, when they only meet on the THIRD Monday; and December, when they only meet on the FIRST Monday.

PLANNING COMMISSION MEETING

Conditional height permit applications go to the Planning Commission when they are requested along with another zoning action (rezoning, Conditional Use Permit, etc.). Otherwise, CHP applications can be heard by Mayor and Council. If a Planning Commission meeting is necessary, the applicant or his agent must attend the meeting to present the application and respond to questions from the Commission. The Planning Commission will make a recommendation of approval or denial of the request to the Mayor and Council.

MAYOR AND COUNCIL HEARING

Conditional height permit requests must be decided at a hearing before Mayor and Council. The applicant must attend the hearing to present the application and respond to questions from Mayor and Council. Mayor and Council meet the first and third Monday of each month (see exceptions listed in the "Filing Deadline" section). Applicants will be notified by email and/or phone call of the date of the hearing.

QUESTIONS

For assistance, please contact Ms. Sabrina Walters, at swalters@collegeparkga.com or 404-669-3762, or the City Planner's office at nwashington@tcfatl.com or 404-767-1537.

(For Office Use Only)

Total Amount Paid \$ _____ Check# _____ Money Order # _____ Received by: _____

Application checked by: _____ Date: _____

Pre-application meeting: _____ Date: _____

**CITY OF COLLEGE PARK
CONDITIONAL HEIGHT PERMIT
APPLICATION REQUIREMENTS**

This form must be completed for all conditional height permit applications and should be attached to the application.

All documents are required prior to acceptance of the application.

Required Items	Copies	Requirements	Check/Initial
Pre-Application Meeting	N/A	You must schedule a pre-application meeting with the City Planner prior to submitting your application.	
Application Form	12	Must provide contact information for applicant and property owner, property address, current use of property and zoning district, proposed use of property, and proposed height of building.	
Applicant/Owner's Affidavit	12	Must be completed by applicant and property owner. Must be notarized.	
Letter of Ownership	12	Letter from the property owner stating that the applicant is the owner of property subject to conditional height permit, or that owner is aware of and consents to the conditional height permit request.	
Letter of Intent	12	Must clearly state the proposed use, development intent, and height of proposed building(s).	
Site Plans	24x36 - 1 11x17 - 12	Must meet requirements specified on Site Plan Checklist.	
Site Plan Checklist	1	Completed copy of site plan checklist.	
Survey Plat	12 (11x17 or 8.5x11)	Survey plat shall be prepared and sealed within the last five years by a professional engineer, landscape architect or land surveyor registered in the State of Georgia. Survey plat shall indicate complete boundaries of the subject property and all buildings and structures existing therein; include a notation as to whether or not any portion of the subject property is within the boundaries of the 100 year floodplain; and include a notation as to the total acreage or square footage of the property.	
Architectural Drawings		Renderings or photographs of the proposed building elevations are required.	

APPLICANT AFFIDAVIT

Personally appeared before me _____ who on oath deposes and says
(Print applicant name)

that the information provided in this application is true to the best of his/her knowledge and belief:

Notary Public

Signature of Applicant

Date

Print Name

Address

City, State, Zip

OWNER'S AFFIDAVIT

Personally appeared before me _____ who on oath
(Print owner's name)

agrees with the request for the conditional height permit, and states that the information on the application is true to the best of his/her knowledge and belief:

Notary Public

Signature of Applicant

Date

Print Name

Signature of City Clerk

Address

Date

City, State, Zip

CITY OF COLLEGE PARK SITE PLAN CHECKLIST

Checklist should be attached to the application.

All applicable information below must be included for site plan and application to be considered complete.

Item #	Requirements	Check/Initial
1	North arrow	
2	Acreage of subject property	
3	Current zoning and requested zoning classifications	
4	All property lines	
5	Adjacent streets with posted speed limits	
6	Current use and zoning of adjacent properties	
7	Required and/or proposed building setback lines	
8	Proposed structure locations, heights and square footages	
9	Existing structure locations and approximate heights for adjacent properties	
10	Layout, minimum lot size and proposed density (residential properties only)	
11	Topographic information to show elevation and drainage	
12	Required and/or proposed landscaped areas and buffers	
13	Required and proposed parking spaces and loading/unloading facilities	
14	Lakes, streams and other waters on the site and associated buffers (if applicable)	
15	Proposed stormwater management facilities (if applicable)	