

# CONDITIONAL USE PERMIT APPLICATION



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 \_\_\_\_\_ SIZE OF PROPERTY \_\_\_\_\_

**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**

The application fee for a conditional use permit for an existing building is \$300. The fee for a conditional use 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 fees must be paid no later than thirty (30) calendar days prior to the Planning Commission meeting at which the conditional use permit application will be considered.

**PUBLIC NOTIFICATION**

The City of College Park is responsible for notifying the public of the Conditional Use Permit applied for. The notification shall include:

- 1) A letter will be sent to adjacent properties located within a 1000-foot radius of the property requesting the CUP.
- 2) An ad will be run in the local newspaper listing the hearing dates for the CUP.
- 3) A sign will be posted on the subject property at least 15 days before any hearing date.

**PLANNING COMMISSION MEETING**

The applicant or his agent must attend the Planning Commission meeting to present the application and respond to questions from the Commission. Planning Commission meets the last Monday of each month at 5:30 PM in the Mayor and Council chambers of City Hall, except for December, when they do not have a meeting. The Commission will give a recommendation of approval or denial on the application for consideration by Mayor and Council.

**COUNCIL HEARING**

Conditional use permit requests must be decided at a public hearing before Mayor and Council. The applicant must attend the public hearing to present the application and respond to questions from the Council. Mayor and Council meet the first and third Monday of each month, except for July, when they do not meet on the FIRST Monday; and December, when they do not meet on the THIRD Monday. Applicants will be notified via email and/or phone call of the date of the public hearing.

**QUESTIONS**

For assistance please contact the Planning Commission Secretary, 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:	_____

All documents are required prior to acceptance of the application.

Required Items	Copies	Requirements	Check/Initial
Pre-Application Meeting	1	Pre-application meeting is required before submitting the conditional use permit application.	
Application Form	12	Must include information for applicant and property owner.	
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 use, or that owner is aware of and consents to the conditional use request.	
Letter of Intent	12	Must clearly state the proposed use and development intent.	
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.	
Architecturals		Renderings or photographs of the proposed building elevations are helpful, but not required unless the proposed zoning is being conditioned to architectural exhibits submitted.	
Adjacent Property Notice		Proof that notices were mailed to adjacent property owners and all those within a 300 foot radius of the parcel in question.	

APPLICANT AFFIDAVIT

Personally appeared before me \_\_\_\_\_ who on oath deposes and says  
(Print applicant's name)  
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

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, Zip

OWNER'S AFFIDAVIT

Personally appeared before me \_\_\_\_\_ who on oath  
(Print owner's name)  
agrees with the above request 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 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 of residential properties (if applicable)	
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)	