



APPLICATION

COMPREHENSIVE PLAN CHARACTER AREA MAP AMENDMENT

Application Checklist:

Page No.	Item	Completed/ Included in Submittal
2	Project Information Sheet	<input type="checkbox"/>
3-6	Detailed Process and Instructions	N/A
7	Application Form	<input type="checkbox"/>
8-10	Authorization and Disclosure Forms	<input type="checkbox"/>
	Additional Requirements:	
11	Letter of Intent	<input type="checkbox"/>
11	Legal Description	<input type="checkbox"/>
11	Character Area Analysis	<input type="checkbox"/>
12	Meeting Schedule	N/A
13	Fee Schedule	N/A
14	Sign Specifications	N/A
15	Sign-In Sheet Template	N/A

Provide also:

All documents in electronic form (CD/DVD, thumb drive, or via email) Note: The Legal Description must be in a Word document	<input type="checkbox"/>
Sign-In Sheet completed CM1	<input type="checkbox"/>
Fee Payment	<input type="checkbox"/>

The Director reserves the right to request additional information deemed necessary to analyze the request. Incomplete applications will not be accepted.

Planner's initials: _____



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Case No.: _____
Planner's initials: _____

PROJECT INFORMATION SHEET

PROPERTY	Address(es):	
	Parcel Tax ID(s):	
	Total acreage:	Council District:
	Current zoning:	Current use:
	Character Area:	

APPLICATION	Purpose of the application:	
	Detailed request:	
	Petitioner:	
	Petitioner's address:	
Phone:	Email:	

OWNER	Property owner:	
	Owner's address:	
	Phone:	Email:
	Signature (authorizing initiation of the process):	
	<i>If the property is under contract and the owner is unavailable to sign, provide a copy of the contract</i>	

- TO BE FILLED OUT BY P&Z STAFF -

Pre-Application Meeting date:	Anticipated application date:
CM1 date, time, and location:	
ADDITIONAL INFORMATION NEEDED:	
SUBMITTAL ITEMS WAIVED BY DIRECTOR:	

DETAILED PROCESS & INSTRUCTIONS

Legend: and O: action required by applicant

•: for information only

Before the Pre-Application Meeting:

- Read this application packet in its entirety.
- Consult the Sandy Springs Development Code (available online at <http://www.sandyspringsga.gov/>).
- Character Area Map Amendment requests will be placed on the April and October MCC agendas only.
- A Character Area Map Amendment is required prior to a Rezoning application where the proposed zoning is not allowed in the applicable Character Area. See Sec. 1.2.1.
- If a change to the Character Area Map is required in order to maintain consistency with the Comprehensive Plan, the Character Area Map Amendment must be approved prior to initiation of the Rezoning, and the application for Rezoning must be filed within one (1) year of the Character Area Map decision.
- Fill out the Project Information Sheet of this application packet.
- Obtain written permission from the property owner to pursue the project. If the property is under contract, provide a copy of the contract at the Pre-Application Meeting.
- Contact a Planner at pz@sandyspringsga.gov or (770) 730-5600 to schedule the Meeting.

Pre-Application Meeting:

- The Pre-Application Meeting must take place at least one (1) month before the application filing date.

After the Pre-Application Meeting:

- Organize the First Community Meeting (CM1):
 - Select a location as close to the site as possible, capable of holding a large audience, and ADA accessible or with reasonable accommodation. It is the applicant's responsibility to secure a location for the CM1. The location must have the capacity to hold at least twenty (20) people and comply with ADA requirements (or can provide reasonable accommodations to disabled persons).
 - Confirm the proposed location, date, and time with the Lead Planner prior to advertising.
- Order the signs to be posted on the subject property (see p.14).
- Advertise the CM1, at least **fifteen (15) calendar days** prior to the Meeting:
 - Post signs on the subject property containing the date, time, place, and purpose of the Meeting.
 - Mail written notice to all property owners within 500' of the boundaries (P&Z can provide the contact info) containing the date, time, place, and purpose of the Meeting, the location of the property, and the nature of the application; notices must be postmarked at least fifteen (15) calendar days prior to the CM1. *Obtain a Certificate of Mailing from the Post Office and keep for your records; applicant must produce a Certificate of Mailing upon request from Staff.*
 - Send a date-stamped picture of the sign once in place to the Lead Planner.
- Staff will post the Project Information Sheet on the City website for public information.

First Community Meeting (CM1):

- This Meeting and the report are the applicant's responsibility. Staff may attend but will not intervene.
- Allocate at least thirty (30) minutes to address questions and comments from the audience.
- Take notes and summarize the discussion, including the points of contention, and use a sign-in sheet (see p.15). The applicant is responsible for collecting the names and addresses of all attendees.
- The applicant must provide a summary of the Community Meeting, including attendees, when filing the application.
- Where an application is significantly revised following the CM1, the Director may require an additional Community Meeting on the revised application prior to placing the application on the PC Public Hearing agenda.

Filing:

- Contact the Lead Planner prior to coming to the office.
- Complete the rest of the application packet and submit a complete application to the Department. The applicant must provide a summary of the CM1, including attendees, when filing the application.
- Bring payment (check or card, verify the amount with the Lead Planner beforehand, +5% card charge; see p.13).
- Character Area Map Amendment requests will be considered twice annually, with **application in January and July for action in April and October, respectively**. Applications are due by **4:00 PM** on the **first Tuesday** of the month.
- No more than five (5) applications, all types included, will be accepted each month.
- Staff will initiate review and will send a confirmation letter, or ask for more information if needed (at which point the application may be placed on administrative hold).

After receiving the Initiation Letter:

- Organize and advertise the Second Community Meeting (CM2):
 - Contact the Lead Planner to select a date (the CM2 will be held at City Hall). Confirm the proposed date and time with the Lead Planner prior to advertising.
 - Order signs and post on the site at least **fifteen (15) calendar days** prior to the CM2; send a date-stamped picture to the Lead Planner.
 - Mail written notice to property owners within 500' of the boundaries (P&Z can provide the contact info); notices must be postmarked at least **fifteen (15) calendar days** prior to the CM2; include dates, times, and locations of the CM2, tentative PC Meeting, and tentative MCC Meeting, the purpose of the CM2, the location of the property, and the nature of the application. *Obtain a Certificate of Mailing from the Post Office and keep for your records; applicant must produce a Certificate of Mailing upon request from Staff.*
- Staff will post the application on the City website for public information.

Second Community Meeting (CM2):

- The CM2 will take place at City Hall. There may be other cases discussed at the same time, but they will be set up in a separate room.
- This Meeting is the applicant's responsibility. Staff may facilitate but will not intervene otherwise.
- Arrive fifteen (15) minutes before the Meeting for set-up; bring your own equipment, including easels.
- Be prepared to address the issues raised at the CM1.
- Allocate at least thirty (30) minutes to address questions and comments from the audience.

- Take notes and summarize the discussion, including the points of contention, and use a sign-in sheet (see p.15). The applicant is responsible for collecting the names and addresses of all attendees.

Before the Planning Commission (PC) Meeting:

- The Pre-Application Meeting and the PC Public Hearing must not be more than six (6) months apart, unless the applicant submits a written request to the Director, stating the reasons for the delay. The Director has the discretion to allow a one-time extension of no more than three (3) months.
- Any revision to the application is due at least **thirty (30) days** prior to a scheduled Public Meeting or Public Hearing, to allow time for proper revision by Staff and legal advertisement.
- The staff report, including the recommendation, and package will be posted on the City website one (1) week prior to PC.
- Staff will publish a legal ad in the newspaper.
- Order* and place signs on the property on each public or private street frontage at a point visible from the nearest public or private street at least **fifteen (15) calendar days** prior to the PC Meeting before **8:30 AM** (see p.14).
- Send a date-stamped picture of the sign once in place to the Lead Planner.
- Mail written notice to property owners within 500' at least **fifteen (15) calendar days but not more than 45 calendar days** prior to the date of the Public Hearing.

* For cases resulting in 3 single-family residential lots or less, the City will provide the sign (\$25 fee).

Planning Commission (PC) Meeting:

- Staff will briefly introduce your request and present its recommendation.
- You will have ten (10) minutes to present your case to PC, including any supporters speaking in favor of your request. You may save any remaining time for rebuttal to the opposition.
- The opposition will also have ten (10) minutes to speak.
- PC will discuss and formulate its recommendation for MCC. PC may recommend approval, approval with conditions, or denial of the request. PC may also defer the case to another regularly scheduled Meeting.

Before the Mayor and City Council (MCC) Meeting:

- No major revision will be accepted after the PC Meeting.
- Where an application is significantly revised following the PC Public Hearing, the Director may require an additional Community Meeting and/or an additional PC Public Hearing on the revised application prior to placing the application on the MCC Public Hearing agenda.
- Mail written notice to property owners within 500' at least **fifteen (15) calendar days but not more than 45 calendar days** prior to the date of the Public Hearing.

Mayor and City Council (MCC) Meeting:

- The Public Hearing procedure will be similar to that of the PC Meeting.
- MCC may approve, approve with conditions, defer, or deny the request.

Typical sequence of events

See p.12 for meeting schedule

Responsible Party	Week (approx.)	Activity & Timeframe
Applicant	-5	Pre-Application Meeting: Between one (1) and three (3) months prior to the filing deadline
Applicant	-4	CM1 advertising: At least fifteen (15) calendar days prior to the CM1
Applicant	-2	CM1: At least two (2) weeks prior to filing the application
Applicant	0	Filing: Before 4:00 PM, 1st Tuesday of January or July
City	+1	Initial review and Initiation Letter: One (1) week after the filing deadline
Applicant	+2	CM2 advertising: At least fifteen (15) calendar days prior to the CM2
Applicant	+4	CM2: Approximately one (1) month after the filing deadline
Applicant	+6	Revised application, if necessary: At least thirty (30) days prior to PC
Applicant	+7	PC and MCC advertising: At least fifteen (15) calendar days prior to the date of the Public Hearing for sign posting, and at least fifteen (15) calendar days but not more than 45 calendar days prior to the date of the Public Hearing for mailed notices
City	+8	Staff report production
City	+9	Staff report posted on website: 3 rd Tuesday of the month
City	+10	PC Meeting: 4 th Tuesday of the month
City	+12	Staff report update
City	+15	MCC Meeting: 3 rd Tuesday of the month
City	+16	Decision Letter: A few days after MCC

Failure to complete any of these events within the above timeframe may result in an administrative hold, and the case will be rescheduled to a future filing cycle.



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Case No.: _____
Planner's initials: _____

APPLICATION FORM

APPLICATION	Purpose of the application:	
	Detailed request:	

COMMUNITY MEETING 1 REPORT	Date and location of CM1:	
	Beginning time:	End time:
	Summary of concerns discussed:	
	Does the application address the concerns discussed at the CM1? <input type="checkbox"/> Yes <input type="checkbox"/> No	
	Explain:	

- TO BE FILLED OUT BY P&Z STAFF -

Application date:	Planning Commission date:
CM2 date and time:	Mayor and City Council date:
OFFICIAL REQUEST (FOR PUBLICATION):	



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AUTHORIZATION FORM – PART I

A- The property owner must fill out the following section and have it notarized. If a property has multiple owners, each owner must separately fill out a copy of the authorization form.

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.
Owner's name:
Address:
City, State, Zip Code:
Email address:
Phone number:
Owner's signature:
Sworn and subscribed before me this
th day of 20
Notary public:
Seal:
Commission expires:

B- If the applicant is not the owner of the subject property:
Fill out the following section, check the appropriate statement and have it notarized.

Applicant states under oath that:
He/she is the executor or Attorney-in-Fact under a Power-of-Attorney for the owner (attach a copy of the contract); or
He/she has an option to purchase the subject property (attach a copy of the contract); or
He/she has an estate of years which permits the applicant to apply (attach a copy of the lease)
Applicant's name:
Company name:
Address:
City, State, Zip Code:
Email address:
Phone number:
Applicant's signature:
Sworn and subscribed before me this
th day of 20
Notary public:
Seal:
Commission expires:



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AUTHORIZATION FORM – PART II

C- If an agent or attorney will represent the owner and/or the applicant:
Fill out the following section and have it notarized.

Agent's name:
Company:
Address:
City, State, Zip Code:
Email address:
Phone number:
Agent's signature:
Applicant's signature:

Sworn and subscribed before me this _____th day of _____ 20____
Notary public:
Seal:
Commission expires:



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DISCLOSURE OF CONTRIBUTION FORM

Within the two (2) years immediately preceding the filing of this application have you 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? Yes No

List all individuals or business entities which have an ownership interest in the property which is the subject of this application:

Campaign Contributions:			
Name of Government Official	Total Dollar Amount	Date of Contribution	Enumeration and Description of Gift Valued at \$250.00 or more

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:	
Signature:	Date:

Note: Each party involved in the application must sign an individual copy of this form.

ADDITIONAL REQUIREMENTS

Letter of Intent

Address the following in detail, on a separate sheet:

1. Requested Character Area Map Amendment
2. Factual information about the property

Note: Proposed development or use of the property should not be discussed during this process.

Legal Description

Provide a legal description (metes and bounds).

Character Area Analysis (Sec. 11.3.6.B)

Provide a written analysis of the impact of the proposed Character Area Map change with respect to each of the approval criteria in Sec. 11.3.6. Address the following in detail, on a separate sheet:

1. The Character Area Map Amendment corrects an error or meets the challenge of some changing condition, trend or fact.
2. The Character Area Map Amendment substantially conforms with the remainder of the Comprehensive Plan.
3. The Character Area Map Amendment will reinforce the existing or planned character of the area.
4. The Character Area Map Amendment will not significantly impact the natural environment, including air, water, noise, stormwater management, wildlife and vegetation.
5. The Character Area Map Amendment will not have a significant adverse impact on property in the vicinity of the subject property.

The Director reserves the right to request additional information deemed necessary to analyze the request.

FEE SCHEDULE

Type	Adopted Fee	
Comprehensive Plan Character Area Map Amendment	To:	
	RE-, RD-	\$750 + \$100/acre*
	RU-, RT-, RM-, RX- ON-, OX-, CX-, SX-, TX-, CS-, IX-, CC-, PR-, PX-, PM-	\$1,000 + \$100/acre*
	PK, CON	\$500**
Revisions to a filed application	Comprehensive Plan Character Area Map Amendment	\$350
Public Notice	Public Notice (newspaper)	Actual cost
	Readvertisement (newspaper)	Actual cost
PC & MCC meeting signs (min. 1 sign/street frontage)	Applicant handles	
*Additional cost per acre for each additional acre (or portion thereof) over the first acre		
**If donating or deeding land to the City, fees may be waived		
Notes:		
<ul style="list-style-type: none"> • Debit and credit card transactions are subject to a 5% surcharge • All fees are based on each request 		

SIGN SPECIFICATIONS

For Community Meetings:

- At least one (1) sign on each public or private street frontage at a point visible from the nearest public or private street, installed parallel to the roadway; in the case of multiple lots, sufficient signs must be posted to provide reasonable notice to interested persons
- Signs must be removed within 48 hours of the Meeting
- Minimum 3’ x 3’ in size, printed on durable material
- Letters to be minimum 2” in height
- Provide the following information:

<i>Case number</i> <i>Address of the subject property</i> <i>Nature of the request</i>
COMMUNITY MEETING <i>Date and time of the CM</i> <i>Location of the CM</i>
Applicant <i>Name</i> <i>Phone</i>

Example:

Case RZ18-0001 7840 Roswell Rd Rezoning from OX-3 to TX-4
COMMUNITY MEETING October 11, 2017, at 6:00 PM Eva Galambos Center 1111-A Roswell Rd
Applicant Excellent Developers, Inc. (770) 730-5600

For Planning Commission and Mayor and City Council:

- Staff will provide the template for printing or will create the sign (signs for 3 residential lots or less are provided by the City);
- At least one (1) sign on each public or private street frontage at a point visible from the nearest public or private street, installed parallel to the roadway; in the case of multiple lots, sufficient signs must be posted to provide reasonable notice to interested persons
- Printed on durable material
- Sign must be removed within 48 hours of final action on the petition

SIGN-IN SHEET TEMPLATE

<i>Case number – Community Meeting Date, time, and location</i>		
<i>Name and Organization</i>	<i>Address</i>	<i>Email Address</i>

Example:

<i>Case RZ18-0001 – Community Meeting October 11, 2017, at 6:00 PM Galambos Center</i>		
<i>Name and Organization</i>	<i>Address</i>	<i>Email Address</i>
<i>John Smith, Greatest Subdivision HOA</i>	<i>1234 Best Street</i>	<i>johnsmith@something.com</i>