

APPLICATION

ZONING MAP AMENDMENT (REZONING) & CONDITIONAL USE PERMIT

ZONING MAP AMENDMENT - OR - CONDITIONAL USE PERMIT

Application Checklist:

Page No.	Item (All documents in electronic form (email))	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"/>
11	Letter of Intent	<input type="checkbox"/>
11	Zoning Impact Analysis	<input type="checkbox"/> or N/A <input type="checkbox"/>
11-12	Conditional Use Analysis	<input type="checkbox"/> or N/A <input type="checkbox"/>
12	Traffic Impact Study	<input type="checkbox"/> or N/A <input type="checkbox"/>
12	Development of Regional Impact	<input type="checkbox"/> or N/A <input type="checkbox"/>
12	Chattahoochee River Corridor Certificate	<input type="checkbox"/> or N/A <input type="checkbox"/>
12-13	8½" x 11" copy of Survey	<input type="checkbox"/>
12-13	8½" x 11" copy of Site Plan (optional for Rezoning)	<input type="checkbox"/> or N/A <input type="checkbox"/>
12-13	11" x 17" copy of Survey	<input type="checkbox"/>
12-13	11" x 17" copy of Site Plan (optional for Rezoning)	<input type="checkbox"/> or N/A <input type="checkbox"/>
12-13	Full-scale copies of Survey	<input type="checkbox"/>
12-13	Full-scale copies of Site Plan (optional for Rezoning)	<input type="checkbox"/> or N/A <input type="checkbox"/>
12	8½" x 11" copy of Legal Description (must be in Word format)	<input type="checkbox"/>
	11" x 17" copy of Elevations and/or Sections	<input type="checkbox"/> or N/A <input type="checkbox"/>
14	Meeting Schedule	N/A
15	Fee Schedule	N/A
15	Fee Payment	<input type="checkbox"/>
16	Sign Specifications	N/A
17	Sign-In Sheet Template	N/A
4	Summary of and Sign-In Sheet Completed at CMI	<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:	
	Check all that apply:	
	<input type="checkbox"/> Zoning Map Amendment (Rezoning) <input type="checkbox"/> Conditional Use Permit	
	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, provide a copy of the contract</i>	

- TO BE FILLED OUT BY P&Z STAFF -

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

DETAILED PROCESS & INSTRUCTIONS

Legend: and o: Action required by Applicant

•: For information

Before the Pre-Application Meeting:

- Read this Application packet in its entirety.
- Consult the Sandy Springs Development Code (available online at https://library.municode.com/ga/sandy_springs/codes/development_code).
- A Character Area Map Amendment is required prior to a Zoning Map Amendment (Rezoning) Application whenever the proposed zoning is not allowed in the applicable Character Area. See Sec. 1.2.1. of the Development Code.
- 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 Amendment decision.
- Fill out the Project Information Sheet of this Application packet.
- Prepare a plan to scale of the proposed project.
- 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.
- A stormwater concept plan and/or corresponding meeting may be required depending on the scope of work of the particular project or request.

Pre-Application Meeting:

- The Pre-Application Meeting must take place at least one (1) month but no more than three (3) months before the Application filing date.

After the Pre-Application Meeting:

- Organize the First Community Meeting (CMI):
 - Select a location as close to the site as possible, capable of holding a large audience with social distancing, and ADA accessible or with reasonable accommodation. It is the applicant's responsibility to secure a location for the CMI. The location must have the capacity to hold at least twenty 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.
- Advertise the CMI at least **fifteen (15) calendar days** prior to the Meeting:
 - Order and post signage on the subject property containing the date, time, place, and purpose of and virtual option for the Meeting (see p. 16). Send date-stamped pictures of the signage once in place to the Lead Planner.
 - Mail written notice to all property owners within 500' of the boundaries of the subject property, containing the date, time, place, and purpose of and virtual option for the Meeting, the location of the property, and the nature of the Application; use Staff's mailing template. Notices must be postmarked at least fifteen (15) calendar days prior to the CMI. *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.*
- Where a Zoning Map Amendment (Rezoning) follows a Character Area Map Amendment, only the CMII is required.

- Staff will post the Project Information Sheet and plan on the City website for public information.

First Community Meeting (CMI):

- Follow the Community Meeting Protocol for Petitioner.
- This Meeting and the Summary are the Applicant's responsibility. Staff will attend, briefly introduce the Meeting, and read the ground rules, but will not intervene otherwise.
- Ensure a copy of the Survey and the proposed Site Plan (the latter is optional for a Zoning Map Amendment (Rezoning)) are available at the Meeting.
- 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 Sign-In Sheets (see p. 17). The Applicant is responsible for collecting the names and addresses of all attendees.
- Remove signage within 48 hours of the CMI.**
- Provide a Summary of and Sign-In Sheets from the CMI when filing the Application.
- Where an Application is revised significantly following the CMI, 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 filing.
- Complete the Application packet, and submit a complete Application to the Department. The Applicant must provide a Summary of and Sign-In Sheets the CMI when filing the Application.
- Provide payment (verify the amount with the Lead Planner beforehand); see p. 15.
- Where a Zoning Map Amendment (Rezoning) and Conditional Use Permit Applications are requested simultaneously, two (2) separate Applications must be filed.
- No more than five (5) Applications, all types included, will be accepted each month.
- Staff will initiate review, ask for more information if needed (at which point the Application may be placed on administrative hold), and send an Initiation Letter.

After receiving the Initiation Letter:

- Organize and advertise the Second Community Meeting (CMII):
 - Contact the Lead Planner to select a date (the CMII will be held at City Hall and virtually). Confirm the proposed date and time with the Lead Planner prior to advertising.
 - Order and post signage on the subject property containing the date, time, place, and purpose of and virtual option for the Meeting (see p. 16). Send date-stamped pictures of the signage once in place to the Lead Planner.
 - Mail written notice to all property owners within 500' of the boundaries of the subject property, containing the date, time, place, and purpose of and virtual option for the Meeting, the location of the property, and the nature of the Application; use Staff's mailing template. Notices must be postmarked at least fifteen (15) calendar days prior to the CMII. *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.*
- Where a Zoning Map Amendment (Rezoning) follows a Character Area Map Amendment, only the CMII is required.
- Staff will post the Application on the City website for public information.

Second Community Meeting (CMII):

- The CMII will take place at City Hall and virtually. There may be other cases discussed at the same time, but they will be in a separate room.
- Follow the Community Meeting Protocol for Petitioner.
- This Meeting and the Summary are the Applicant's responsibility. Staff will attend, briefly introduce the Meeting, and read the ground rules, but will not intervene otherwise.
- Arrive before the Meeting for set-up; bring your own equipment, including easels.
- Ensure a copy of the Survey and the proposed Site Plan (the latter is optional for a Zoning Map Amendment (Rezoning)) are available at the Meeting.
- Be prepared to address the issues raised at the CMI.
- 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 Sign-In Sheets (see p. 17). The Applicant is responsible for collecting the names and addresses of all attendees.
- Remove signage within 48 hours of the CMII.**
- Provide a Summary of and Sign-In Sheets from the CMII following the Meeting.

Before the Planning Commission (PC) Meeting:

- Submit any revision to the Application 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 Pre-Application Meeting and the PC Meeting 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 (1)-time extension of no more than three (3) months.
- The Staff Report, including the recommendation, will be posted on the City website at least one (1) week prior to the PC Meeting.
- Staff will publish a legal ad in the newspaper.
- Order and post signage using Staff's sign template on the subject property (see p. 16) at least **fifteen (15) calendar days** prior to the PC Meeting before **8:30 AM**. Send date-stamped pictures of the signage once in place to the Lead Planner.
- Mail written notice to property owners within 500' of the boundaries of the subject property at least **fifteen (15) calendar days but not more than 45 calendar days** prior to the PC Meeting; use Staff's mailing template. *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.*

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 Meeting, the Director may require an additional Community Meeting and/or an additional PC Meeting on the revised Application prior to placing the Application on the MCC Meeting Agenda.
- Mail written notice to property owners within 500' of the boundaries of the subject property at least **fifteen (15) calendar days but not more than 45 calendar days** prior to the MCC

Meeting; use Staff's mailing template. *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.*

Mayor and City Council (MCC) Meeting:

- The MCC Meeting procedure will be similar to that of the PC Meeting.
- MCC may approve, approve with conditions, defer, or deny the request.
- Remove signage within 48 hours of final action on the petition.

TYPICAL SEQUENCE OF EVENTS

See p. 14 for Meeting Schedule

Week (approx.)	Activity & Timeframe
1	Pre-Application Meeting: Between one (1) and three (3) months prior to the filing deadline
1-2	CMI advertising: At least fifteen (15) calendar days prior to the CMI
3-4	CMI: At least two (2) weeks prior to filing the Application
5	Filing: Before 4:00 PM on the first (1st) Tuesday of the month
6	Initial review and Initiation Letter: Approx. one (1) week after the filing deadline
4-7	CMII advertising: At least fifteen (15) calendar days prior to the CMII
5-14	Staff Report production
6-9	CMII: Approximately one (1) month after the filing deadline
11-13	Revised Application, if necessary: At least thirty (30) days prior to PC
13/15	PC advertising: At least fifteen (15) calendar days prior to the date of PC for sign posting, and at least fifteen (15) calendar days but not more than 45 calendar days prior to the date of PC for mailed notice
14-16	Staff Report posted on website at least one (1) week prior to the PC Meeting
15-17	PC Meeting: (Typ.) Third (3 rd) Wednesday of the month
Days After PC	Staff Report update
18-20	MCC advertising: At least fifteen (15) calendar days prior to the date of MCC for sign posting, and at least fifteen (15) calendar days but not more than 45 calendar days prior to the date of MCC for mailed notice
20-22	MCC Meeting: 3 rd Tuesday of the month
Days After MCC	Decision Letter: A few days after MCC (maximum seven (7) days)

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:	
	Check all that apply:	
	<input type="checkbox"/> Zoning Map Amendment (Rezoning)	<input type="checkbox"/> Conditional Use Permit
	Detailed request:	

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

- TO BE FILLED OUT BY P&Z STAFF -

Application date:	Tentative Planning Commission date:
CMII date and time:	Tentative 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:	Sworn and subscribed before me this
Address:	th day of _____ 20 _____
City, State, Zip Code:	Notary public: _____
Email address:	Seal: _____
Phone number:	
Owner's signature:	
Commission expires: _____	

B- If the Applicant is *not* the current owner of the subject property:

Fill out the following section, check the appropriate statement, and have it notarized.

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



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: _____



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
Required for all cases
Address the following in detail, on a separate sheet:
<ol style="list-style-type: none">1. Requested Zoning Map Amendment (Rezoning) and/or Conditional Use Permit2. Factual details about the proposal:<ul style="list-style-type: none">• Number and size of buildings• Square footage of gross floor area of nonresidential uses• Type and number of residential units• Number of employees and customers, number of classrooms, hours of operation, etc.

Zoning Impact Analysis (Sec. 11.3.6.C.)
Required for Zoning Map Amendment (Rezoning) cases
Provide a written analysis of the impact of the proposed Official Zoning Map change with respect to each of the approval criteria in Sec. 11.3.6. Address the following in detail, on a separate sheet:
<ol style="list-style-type: none">1. The Zoning Map Amendment corrects an error or meets the challenge of some changing condition, trend or fact.2. The Zoning Map Amendment substantially conforms with the Comprehensive Plan.3. The Zoning Map Amendment substantially conforms with the stated purpose and intent of this Development Code.4. The Zoning Map Amendment will reinforce the existing or planned character of the area.5. The subject property is appropriate for the development allowed in the proposed district and the use and development of adjacent properties.6. There are substantial reasons why the property must not be used according to the existing zoning.7. There is a need for the proposed use at the proposed location.8. The City and other service providers will be able to provide sufficient public facilities and services including schools, roads, recreation facilities, wastewater treatment, water supply and stormwater facilities, police, fire and emergency medical services, while maintaining sufficient levels of service to existing development.9. The Zoning Map Amendment will not significantly impact the natural environment, including air, water, noise, stormwater management, wildlife and vegetation.10. The Zoning Map Amendment will not have a significant adverse impact on property in the vicinity of the subject property.

Conditional Use Analysis (Sec. 11.3.6.D.)
Required for Conditional Use Permit cases
Provide a written analysis of the impact of the proposed Conditional Use with respect to each of the approval criteria in Sec. 11.3.6. Address the following in detail, on a separate sheet:
<ol style="list-style-type: none">1. The use is allowed as a Conditional Use in the respective zoning district (see Div. 7.2).2. The use complies with the applicable specific use standard listed in Article 7, if any, without the granting of any Variance.3. The use is compatible with adjacent uses in terms of location, scale, site design, hours of operation and operating characteristics.4. Any significant adverse impacts resulting from the proposed use in the affected area will be effectively mitigated or offset.5. The City and other service providers will be able to provide sufficient public facilities and services including schools, roads, recreation facilities, wastewater treatment, water supply and

stormwater facilities, police, fire and emergency medical services, while maintaining sufficient levels of service to existing development.

Traffic Impact Study (Sec. 11.5.1.E.4.)

Required when any development generates 100 or more trips during the peak hour

Contact Jon Amsberry, City Engineer, at (770) 206-1514 or jamsberry@sandyspringsga.gov.

Development of Regional Impact

Required for proposals that meet the latest **thresholds** set by the Atlanta Regional Commission; see <http://atlantaregional.com/land-use/developments-of-regional-impact>

Note: Cases subject to DRI follow a custom-tailored Meeting schedule.

Chattahoochee River Corridor Certificate

Required for properties located within the Chattahoochee River Corridor (within 2,000' of the Chattahoochee River)

Contact Roger Bledsoe, City Arborist, at (770) 206-1568 or rbleedsoe@sandyspringsga.gov

Survey and Site Plan

Survey required for **all** cases

Site Plan required for **Conditional Use Permit** cases and optional for Zoning Map Amendment (Rezoning) cases

Note: For Zoning Map Amendment (Rezoning) cases, a Site Plan is for conceptual and illustrative purposes and not likely to be conditioned. Proposed future development or specific use of the property should not be discussed in detail during this process. However, potential uses based on what is permitted in the requested zoning district should be conceptualized and discussed.

Provide one (1) copy at 11" x 17" and one (1) to scale no larger than 30" x 42", in the electronic package.

The Survey and Site Plan (the latter is optional for a Zoning Map Amendment (Rezoning)) must include, at a minimum, the following:

Basic Information	<ul style="list-style-type: none"><input type="checkbox"/> Legal description (metes and bounds; should also be submitted as a separate document)<input type="checkbox"/> Key and/or legend, site location map with North arrow, and scale<input type="checkbox"/> Boundary survey of the subject property, which includes dimensions along property lines that match the metes and bounds of the subject property's written legal description, and clearly indicate the point of beginning<input type="checkbox"/> Acreage of the subject property<input type="checkbox"/> Location of the subject property's land lot lines and identification of land lots<input type="checkbox"/> Current zoning district of the subject and adjacent properties<input type="checkbox"/> Layout and minimum lot size of proposed single unit detached residential lots<input type="checkbox"/> Topography on the subject and adjacent properties within 200' to assess runoff effects<input type="checkbox"/> Location of overhead and underground electrical and pipeline transmission/conveyance lines<input type="checkbox"/> Building setback lines and build-to zones, transitions, buffers, etc.
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Roads	<input type="checkbox"/> Existing and proposed dedicated and reserved rights-of-way of all streets on and adjacent to the subject property <input type="checkbox"/> Posted speeds of existing streets <input type="checkbox"/> Proposed streets on the subject property
Improvements	<input type="checkbox"/> Existing buildings with square footages and heights (stories), wells, driveways, fences, cell towers, and any other structures or improvements on the subject property <input type="checkbox"/> Existing buildings with square footages and heights (stories), wells, driveways, fences, cell towers, and any other structures or improvements on adjacent properties within 400' of the subject property <input type="checkbox"/> Location of proposed buildings with total square footage <input type="checkbox"/> Required and proposed parking spaces, loading areas, service areas, etc. <input type="checkbox"/> Development Statistics Summary Chart with % of total lot coverage: <ul style="list-style-type: none"> ○ Total area of site (acres and sq. ft.) ○ Building footprints (sq. ft. and %) ○ Parking spaces (number and %) ○ Lot coverage (sq. ft. and %)
Environmental	<input type="checkbox"/> 100-year floodplain horizontal limits and flood zone designations as shown on survey or Federal Emergency Management Agency Flood Insurance Rate Maps <input type="checkbox"/> State waters and associated buffers <input type="checkbox"/> Existing and proposed stormwater management facilities <input type="checkbox"/> Community wastewater facilities, including preliminary areas reserved for septic drain fields and points of access <input type="checkbox"/> Availability of water and sanitary sewer systems <input type="checkbox"/> Trees and open space on the subject property <input type="checkbox"/> Wetlands

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

2023 REZONING, CONDITIONAL USE PERMIT, AND CHARACTER AREA MAP AMENDMENT SCHEDULE

Pre-Application Meeting Deadline	Initial Community Meeting (CMI) Deadline	Application Filing Deadline (Typ. 1 ST Tuesday)	Second Community Meeting (CM2) Deadline	Planning Commission 30-Day Revision Deadline	Planning Commission Meeting Sign Posting Deadline	Planning Commission Meeting (Typ. 3 RD Wednesday)	Mayor and City Council Meeting (3 RD Tuesday)
09/27/2022	10/31/2022	11/01/2022	12/06/2022	12/19/2022	01/03/2023	01/18/2023	02/21/2023
11/02/2022	12/05/2022	12/06/2022	01/08/2023	01/23/2023	02/07/2023	02/22/2023	03/21/2023
12/01/2022	01/16/2023	01/17/2023	02/01/2023	02/20/2023	03/07/2023	03/22/2023	*04/18/2023
12/29/2022	02/06/2023	02/07/2023	03/01/2023	03/20/2023	04/04/2023	04/19/2023	05/16/2023
01/31/2023	03/06/2023	03/07/2023	04/01/2023	04/17/2023	05/02/2023	05/17/2023	06/20/2023
02/28/2023	04/03/2023	04/04/2023	05/01/2023	05/22/2023	06/06/2023	06/21/2023	07/18/2023
04/03/2023	05/01/2023	05/02/2023	06/01/2023	06/19/2023	07/04/2023	07/19/2023	08/15/2023
05/02/2023	06/05/2023	06/06/2023	07/01/2023	07/17/2023	08/01/2023	08/16/2023	09/19/2023
05/30/2023	07/02/2023	07/03/2023	08/01/2023	08/21/2023	09/05/2023	09/20/2023	*10/17/2023
06/27/2023	07/31/2023	08/01/2023	09/01/2023	09/18/2023	10/03/2023	10/18/2023	11/21/2023
N/A	N/A	N/A	N/A	N/A	N/A	N/A**	12/19/2023
08/29/2023	10/02/2023	10/03/2023	11/01/2023	11/20/2023	12/05/2023	12/20/2023	TBD
09/27/2023	10/25/2023	11/01/2023	12/06/2023	TBD	TBD	TBD	TBD
11/01/2023	11/29/2023	12/01/2023	TBD	TBD	TBD	TBD	TBD

NOTE: All meetings will have a virtual option available for attendees

*Character Area Map Amendment requests will be placed on the April and October MCC Agendas only; bold cell used to indicate two (2) available sequences.

**No November meeting in observance of Thanksgiving.

The deadlines for the Pre-Application and Community Meetings are flexible at the discretion of the Director.

“Blackout Dates” for Community Meetings:

- Mayor & City Council Meetings (typically 1st and 3rd Tuesdays of the month)
- Board of Appeals Meetings (typically 1st Wednesday (after MCC Meeting) of the month)
- Federal, State, and City Observed Holidays
- Holiday Season:
 - First (full) week of January (Jan. 2-6, 2023)
 - Week of Thanksgiving (Nov. 20-24, 2023)
 - Last two (2) weeks of December (Dec. 18-22 & 25-29, 2023)
- Major Jewish Holidays:
 - Purim (Mar. 6-7, 2023)
 - Passover (Apr. 5-7; Apr. 10-13, 2023)
 - Rosh Hashanah (Sep. 15, 2023)
 - Yom Kippur (Oct. 25, 2023)
 - Sukkot (Sep. 29; Oct. 2-6, 2023)
 - Simchat Torah (Oct. 6, 2023)
 - Hanukkah (Dec. 7-8; Dec. 11-15, 2023)

FEE SCHEDULE

Type	Adopted Fee	
Zoning Map Amendment (Rezoning)	To:	
	RE-, RD-	\$750 + \$100/acre*
	RU-, RT, RM-, RX-, PR-	\$2,000 + \$50/acre*; max. fee: \$10,000
	ON-, OX-, CX-, SX-, TX-, CS-, IX-, CC-, PX-, PM-	\$1,000 + \$50/acre*; max. fee: \$10,000
	PK, CON	\$500**
Conditional Use Permit	\$1,000	
Revisions to a filed Application	Zoning Map Amendment (Rezoning)	\$350
	Conditional Use Permit	\$350
Public Notice	Public Notice (newspaper)	Actual cost
	Readvertisement (newspaper)	Actual cost
PC & MCC Meeting Signage (min. one (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 to the City, fees may be waived

Notes:

- Additional technology and administrative fees apply
- 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
- Minimum 3' x 3' in size, printed on durable material
- Letters to be minimum 2" in height
- Provide the following information:

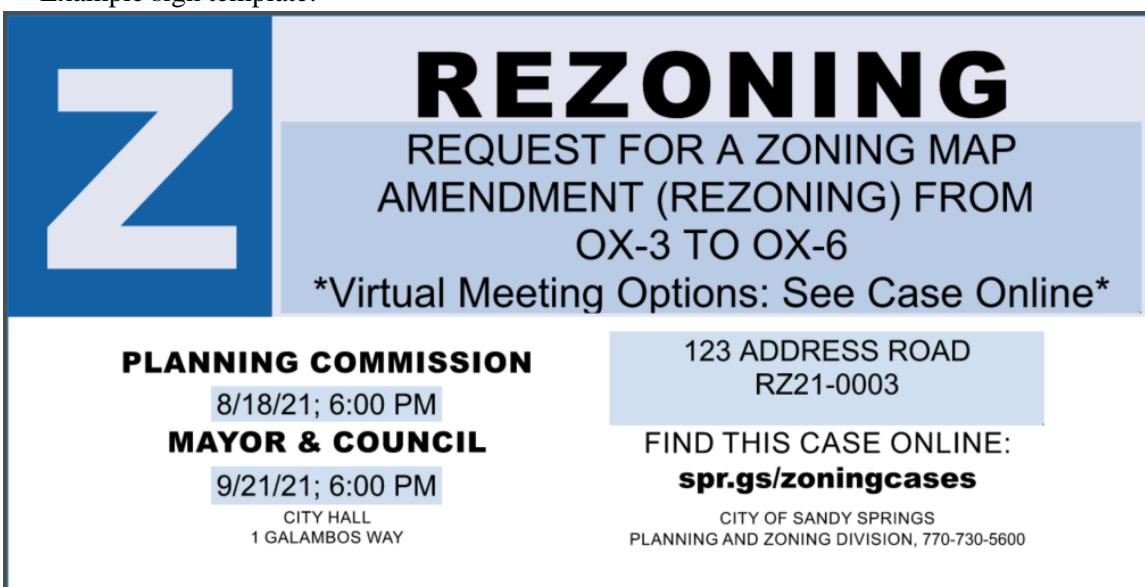
<i>Case number</i>
<i>Address of the subject property</i>
<i>Nature of the request</i>
COMMUNITY MEETING
<i>Date and time of the CM</i>
<i>Location of the CM</i>
Applicant
<i>Name</i>
<i>Phone</i>
Virtual Option
<i>Provide information</i>

Case RZ00-0000
000 Particular Road
Rezoning from OX-3 to OX-6
COMMUNITY MEETING I
MONTH DD, YYYY, at
HH:MM PM
ABC Center
0000 Street Name Drive
Applicant
Excellent Developers, Inc.
(123) 456-7890
Virtual Option
<i>Provide information</i>

- **Signage must be removed within 48 hours of the Meeting**

For Planning Commission and Mayor and City Council:

- 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; 8' wide x 4' tall in dimension
- Example sign template:



- **Signage must be removed within 48 hours of final action on the petition**

SIGN-IN SHEET TEMPLATE

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

Example:

Case RZ00-0000 – Community Meeting I MONTH DD, YYYY, at HH:MM PM ABC Center		
Name and Organization	Address	Email Address
John Smith, Greatest Subdivision HOA	1234 Best Street	johnsmith@something.com