



SANDY SPRINGS
COMMUNITY DEVELOPMENT

APPLICATION GUIDE FOR CONDITIONAL USE PERMIT

Process Checklist:

Item
Discussion:
<ul style="list-style-type: none">• Detailed Process and Instructions
<ul style="list-style-type: none">• Fee Schedule and Payment
<ul style="list-style-type: none">• Meeting Schedule
<ul style="list-style-type: none">• Notice Requirements
<ul style="list-style-type: none">• Sign-In Sheet
<ul style="list-style-type: none">• Summary of and Sign-In Sheet
Required Documents:
<ul style="list-style-type: none">• Authorization Forms
<ul style="list-style-type: none">• Letter of Intent
<ul style="list-style-type: none">• Conditional Use Analysis
<ul style="list-style-type: none">○ Traffic Impact Study
<ul style="list-style-type: none">○ Development of Regional Impact
<ul style="list-style-type: none">• Chattahoochee River Corridor Certificate
<ul style="list-style-type: none">• Scaled digital copy of Survey
<ul style="list-style-type: none">• Scaled digital copy of Site Plan
<ul style="list-style-type: none">• copy of Legal Description
<ul style="list-style-type: none">• copy of Elevations and/or Sections
All documents in electronic form (online portal)

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

Planner's initials: _____



SANDY SPRINGS

COMMUNITY DEVELOPMENT

DETAILED PROCESS & INSTRUCTIONS

Legend: and o: Action required by Applicant

•: For information

Pre-Application Meeting:

- The Pre-Application Meeting must take place at least two (2) weeks but no more than two (2) months before the Application filing date.
- Consult the Sandy Springs Development Code (available online at https://library.municode.com/ga/sandy_springs/codes/development_code).
- Discuss process, required documents and notice requirements

After the Pre-Application Meeting:

- Organize the First Community Meeting (CMI):
 - o 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).
 - o 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:
 - o (**Applicant**) Order and post signage on the subject property containing the date, time, place, and purpose of and virtual option for the Meeting (see p. 12). Upload date-stamped pictures of the signage once in place.
 - o (**Applicant**) 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 and upload to the online portal.*
- Staff will post project information and plans on the city website for public information.

First Community Meeting (CMI):

- 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 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. 14). The Applicant is responsible for collecting the names and addresses of all attendees.
- Remove signage within 48 hours of the CMI.**
- Upload 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.



SANDY SPRINGS

COMMUNITY DEVELOPMENT

Filing:

- Contact the Lead Planner prior to filing.
- Submit a complete application (items listed on pg. 1) to the online portal
- Provide payment
- Applications are due on or before filing deadline. 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 be moved to a later date), 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). Upload date-stamped pictures of the signage once in place.
 - 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 and upload a copy to the online portal; 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 (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 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.

- 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.



SANDY SPRINGS

COMMUNITY DEVELOPMENT

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.
- 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.



SANDY SPRINGS

COMMUNITY DEVELOPMENT

Letter of Intent

Required for **all** cases

Address the following in detail, on a separate sheet:

1. Requested Conditional Use Permit
2. Factual details about the proposal:
 - 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.

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 and upload to the online portal:

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 Helen Owens, Planner III/Zoning Administrator at (770) 206-1539 howens@sandyspringsga.gov

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



SANDY SPRINGS
COMMUNITY DEVELOPMENT

Survey and Site Plan	
Survey required for all cases Site Plan required for Conditional Use Permit cases	
Provide one (1) copy, to scale no larger than 30" x 42", to the online permitting portal. The Survey and Site Plan requirements	
Basic Information	<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.
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



SANDY SPRINGS
COMMUNITY DEVELOPMENT

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.



SANDY SPRINGS
COMMUNITY DEVELOPMENT

2026 CONDITIONAL USE PERMIT SCHEDULE

Pre-Application Meeting Deadline	Initial Community Meeting (CMI) Deadline	Application Filing Deadline	Second Community Meeting (CMII) Deadline	Planning Commission 30-Day Revision Deadline	Planning Commission Meeting Posting Deadline	Planning Commission Meeting (typ. 3rd Wednesday)	Mayor and City Council Meeting (3RD Tuesday)
8/21/2025	9/29/2025	9/30/2025	11/10/2025	11/17/2025	12/2/2025	12/17/2025	1/20/2026
9/25/2025	11/3/2025	11/4/2025	12/15/2025	12/22/2025	1/6/2026	1/21/2026	2/17/2026
10/23/2025	12/1/2025	12/2/2025	1/12/2026	1/19/2026	2/3/2026	2/18/2026	3/17/2026
11/20/2025	12/29/2025	12/30/2025	2/9/2026	2/16/2026	3/3/2026	3/18/2026	4/21/2026
12/25/2025	2/2/2026	2/3/2026	3/16/2026	3/23/2026	4/7/2026	4/22/2026	5/19/2026
1/22/2026	3/2/2026	3/3/2026	4/13/2026	4/20/2026	5/5/2026	5/20/2026	6/16/2026
2/19/2026	3/30/2026	3/31/2026	5/11/2026	5/18/2026	6/2/2026	6/17/2026	7/21/2026
3/26/2026	5/4/2026	5/5/2026	6/15/2026	6/22/2026	7/7/2026	7/22/2026	8/18/2026
4/23/2026	6/1/2026	6/2/2026	7/13/2026	7/20/2026	8/4/2026	8/19/2026	9/15/2026
5/21/2026	6/29/2026	6/30/2026	8/10/2026	8/17/2026	9/1/2026	9/16/2026	10/20/2026
6/25/2026	8/3/2026	8/4/2026	9/14/2026	9/21/2026	10/6/2026	10/21/2026	11/17/2026
7/23/2026	8/31/2026	9/1/2026	10/12/2026	10/19/2026	11/3/2026	11/18/2026	12/15/2026
8/21/2026	9/29/2026	9/30/2026	11/10/2026	11/17/2026	12/2/2026	12/17/2026	1/19/2027
9/24/2026	11/2/2026	11/3/2026	12/14/2026	12/21/2026	1/5/2027	1/20/2027	2/16/2027
10/22/2026	11/30/2026	12/1/2026	1/11/2027	1/18/2027	2/2/2027	2/17/2027	3/16/2027
11/19/2026	12/28/2026	12/29/2026	2/8/2027	2/15/2027	3/2/2027	3/17/2027	4/20/2027
12/24/2026	2/1/2027	2/2/2027	3/15/2027	3/22/2027	4/6/2027	4/21/2027	5/18/2027
1/21/2027	3/1/2027	3/2/2027	4/12/2027	4/19/2027	5/4/2027	5/19/2027	6/15/2027
2/18/2027	3/29/2027	3/30/2027	5/10/2027	5/17/2027	6/1/2027	6/16/2027	7/20/2027
3/22/2027	4/30/2027	5/3/2027	6/11/2027	6/18/2027	7/3/2027	7/18/2027	8/17/2027
4/22/2027	5/31/2027	6/1/2027	7/12/2027	7/19/2027	8/3/2027	8/18/2027	9/21/2027
5/20/2027	6/28/2027	6/29/2027	8/9/2027	8/16/2027	8/31/2027	9/15/2027	10/19/2027
6/24/2027	8/2/2027	8/3/2027	9/13/2027	9/20/2027	10/5/2027	10/20/2027	11/16/2027
7/22/2027	8/30/2027	8/31/2027	10/11/2027	10/18/2027	11/2/2027	11/17/2027	12/21/2027
8/19/2027	9/27/2027	9/28/2027	11/8/2027	11/15/2027	11/30/2027	12/15/2027	TBA

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

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.

“Blackout Dates” for Community Meetings:

- Federal, State, and City Observed Holidays
- Holiday Season (January 5-6, 2025; November 24-28, 2025; December 22-31, 2025)
- Mayor & City Council Meetings (typically 1st and 3rd Tuesdays of the month)
- Planning Commission Meetings (typically every 3rd Wednesday)
- Board of Appeals Meetings (typically 1st Wednesday (after MCC Meeting) of the month)
- Major Jewish Holidays

	HOLIDAY
	JEWISH OBSERVANCE
	TENTATIVE FUTURE DATES



SANDY SPRINGS

COMMUNITY DEVELOPMENT

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	
<p><i>*Additional cost per acre for each additional acre (or portion thereof) over the first acre</i></p> <p><i>**If donating or deeding to the City, fees may be waived</i></p> <p>Notes:</p> <ul style="list-style-type: none"> • <i>Additional technology and administrative fees apply</i> • <i>Debit and credit card transactions are subject to a 5% surcharge</i> • <i>All fees are based on each request</i> 		



SANDY SPRINGS
COMMUNITY DEVELOPMENT

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 _____ th day of _____ 20_____ Notary public: Seal: Commission expires:
Address:	
City, State, Zip Code:	
Email address:	
Phone number:	
Owner's signature:	

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:	
<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 _____ th day of _____ 20_____ Notary public: Seal: Commission expires:
Company name:	
Address:	
City, State, Zip Code:	
Email address:	
Phone number:	
Applicant's signature:	

AUTHORIZATION FORM – PART II



SANDY SPRINGS

COMMUNITY DEVELOPMENT

- 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:



SANDY SPRINGS
COMMUNITY DEVELOPMENT

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>

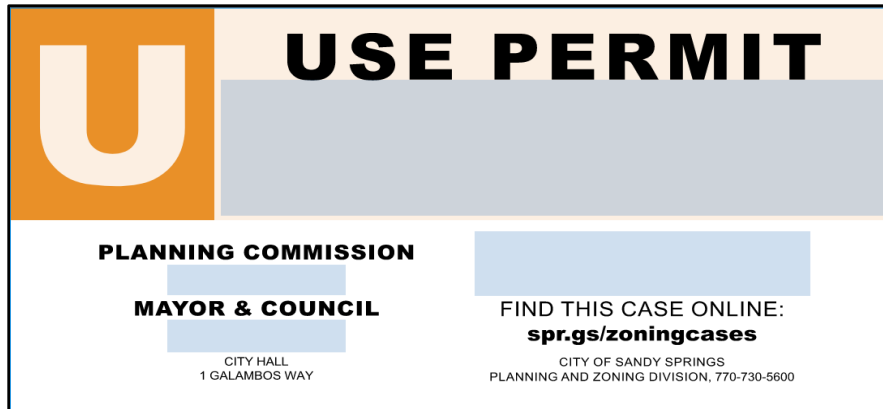
Example:

Case U00-0000 000 Particular Road Request for ...
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:





SANDY SPRINGS

COMMUNITY DEVELOPMENT

<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