

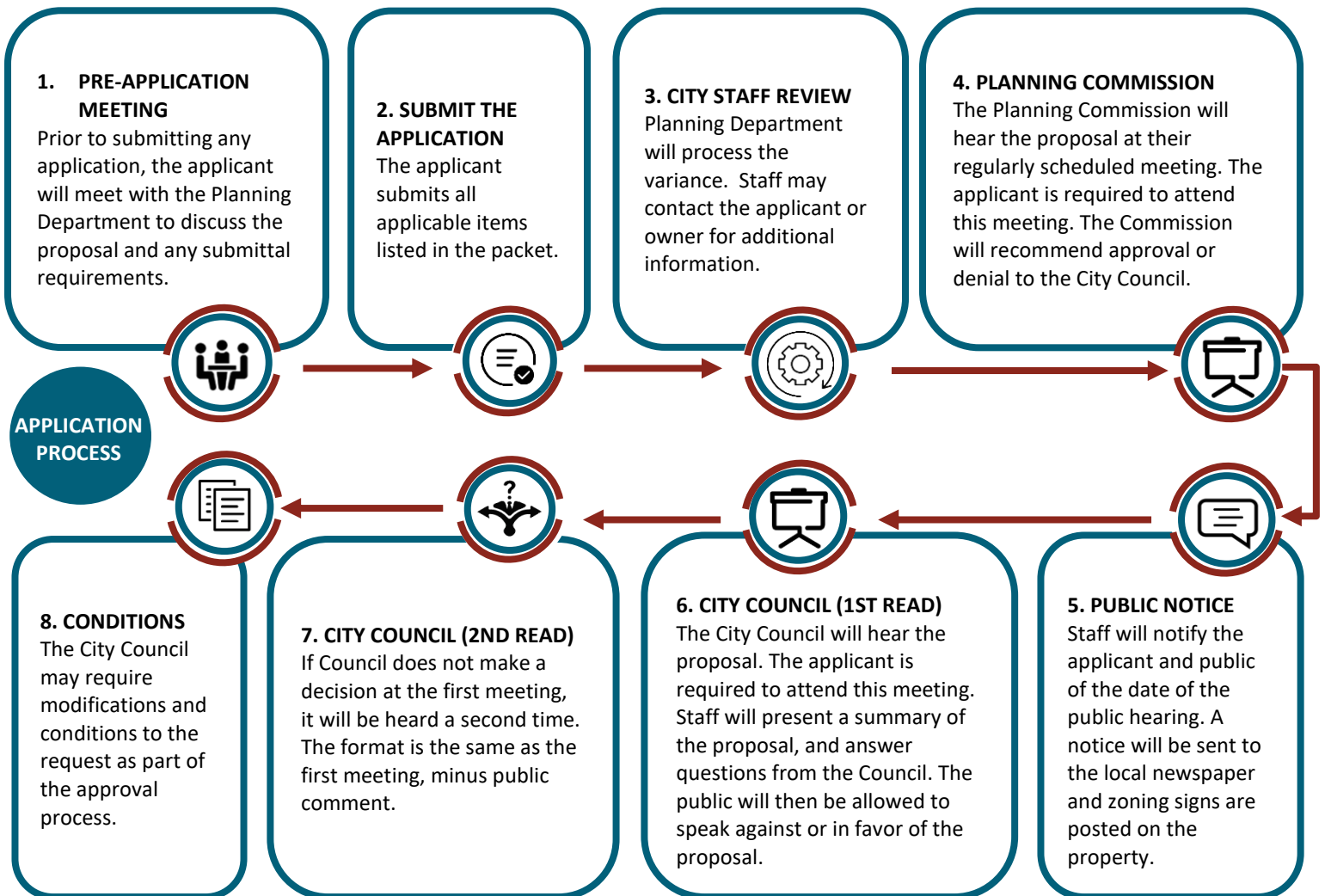
PURPOSE OF CONDITIONAL USE PERMIT (CUP)

Conditional uses are those uses which are generally compatible with the permitted land uses in a given zoning district, but which require individual review of their proposed location, design and configuration, and the imposition of conditions in order to ensure the appropriateness of the use at a particular location within a given zoning district.

Pursuant to [Sec. 23-1501](#), a Conditional Use Permit (CUP) is to allow the establishment of uses which may be suitable in certain locations in a zoning district or only when subject to standards and conditions that assure compatibility with adjoining uses.

Only those uses enumerated as conditional uses in a particular zoning district shall be authorized to obtain a CUP. The CUP application must be accompanied by a site plan depicting how the proposed conditional use will conform to all space limits, buffers, parking and loading, and other provisions of the Code of Ordinances.

APPLICATION PROCESS





CONDITIONAL USE PERMIT APPLICATION
Community Development Department

Application # _____

DATE RECEIVED

APPLICANT

Name: _____
Mailing Address: _____ Suite/Unit # _____
E-mail: _____ Daytime Phone: _____ Fax: _____

PROPERTY OWNER (if different from applicant)

Name: _____
Mailing Address: _____
E-mail: _____ Daytime Phone: _____ Fax: _____

SUBJECT PROPERTY

Street Address: _____
Tax ID Parcel No.: _____ Council District: _____
Current Zoning Category: _____ Future Land Use Character Area: _____

Conditional Use Requested _____

Please SUBMIT DIGITALLY all the materials requested below:

- ___ 1) Cover letter describing the requested conditional use and an overview of the business establishment, which should include the following:
 - a. Proposed Use (description of the business establishment) and square footage.
 - b. All services to be provided by the business.
 - c. Proposed manners of operation (business hours, anticipated number of employees and employee shifts, and general job descriptions).
 - d. Neighboring uses / businesses on adjacent properties.
- ___ 2) Letter responding to the 8 Standards Criteria.
- ___ 3) Property survey prepared within the last 10 years.
- ___ 4) Full site plan (see site plan requirements in [Sec. 23-1602](#)).
- ___ 5) Floor plan for proposed use for projects involving interior renovations.
- ___ 6) Notarized property owner (or owner representative) authorization and applicant campaign contributions disclosure using the attached forms.
- ___ 7) Photographs of existing site. Renderings and/or building elevations for new construction.
- ___ 8) Additional information may be required by the City based upon the initial application meeting with staff.
- ___ 9) Any fees as mandated in accordance with [Sec. 2-260](#).



Community Development Department
Application #: _____

DATE RECEIVED

NOTARIZED AUTHORIZATION OF PROPERTY LANDOWNER

I, _____ SWEAR THAT I AM THE **PROPERTY LANDOWNER**
Printed owner(s) name

OF SUBJECT PROPERTY: _____

WITH PARCEL ID NO.: _____

AS SHOWN IN THE RECORDS OF **DEKALB COUNTY**, GEORGIA WHICH IS THE SUBJECT MATTER OF THE ATTACHED APPLICATION. I AUTHORIZE THE PERSON NAMED BELOW TO ACT AS THE APPLICANT IN THE PURSUIT OF THIS APPLICATION. I ALSO HEREBY AUTHORIZE CITY STAFF TO INSPECT PREMISES OF ABOVE DESCRIBED PROPERTY.

NAME OF APPLICANT (PRINT CLEARLY):

ADDRESS: _____

TELEPHONE: _____ EMAIL: _____

Personally Appeared
Before Me

Signature of Property Landowner

Print Name of Property Landowner

Print Name

Who Swears That The Information Contained
In this Authorization Is True and Correct
To The Best of His or Her Knowledge and Belief.

Signature of Notary Public

Date



Community Development Department
Application #: _____

DATE RECEIVED

DISCLOSURE OF CAMPAIGN CONTRIBUTIONS

In accordance with the Conflict of Interest in Zoning Act, O.C.G.A. Ch 36-67A, the following questions must be answered:

Have you the applicant made \$250 or more in campaign contributions to a local government official within two years immediately preceding the filing of this application? Yes _____ No _____

If the answer is Yes, you must provide written disclosure with the governing authority of the City of Doraville showing:

1. The name and official position of the local government official to whom the campaign contribution was made.
2. The dollar amount and description of each campaign contribution made during the two years immediately preceding the filing of this application and date of each such contribution.

NOTARY DATE

SIGNATURE OF APPLICANT DATE

Notary Name Printed

Applicant Name Printed

EXPIRATION DATE / SEAL

Check One: Owner _____ Applicant/Agent _____

Subject Property Street Address:

Application #: _____

PRE-APPLICATION MEETING WITH STAFF

Prior to submitting the application, applicants shall meet with staff to discuss all application submittal requirements.

DATE RECEIVED

DATE OF MEETING: _____

Please state the Conditional Use you are requesting: _____

Applicant's Signature: To the best of my knowledge, this pre-application review is correct and complete. Applicant will submit documentation for the application pursuant to the Zoning Ordinance of the City of Doraville.

Applicant signature: _____ Date: _____

Staff signature: _____ Date: _____

Staff name printed: _____

Staff signature only certifies that the required pre-application meeting has been held and does not indicate the position of the Community Development Department on any proposal.

APPLICANT SIGNATURES

PLEASE READ THE FOLLOWING BEFORE SIGNING

This form must be completed in its entirety before it will be accepted. It must include all required attachments and filing fees. **An application which lacks any of the required attachments or information shall be deemed incomplete and shall not be accepted.**

NOTARY DATE

Notary Name Printed

EXPIRATION DATE / SEAL

SIGNATURE OF APPLICANT DATE

Applicant Name Printed

Check One: Owner _____ Applicant/Agent _____

STANDARDS for a Conditional Use Permit (CUP)

In addition to the cover letter, applicant shall submit a letter providing a written response to each standard.

Pursuant to [Sec. 23-1501](#), when considering an application for a CUP, the Planning Staff, Planning Commission, Mayor, and City Council shall evaluate the impact of the proposed conditional use on and its compatibility with surrounding properties and residential areas to ensure the appropriateness of the use at the particular location, and shall consider the extent to which:

- 1) The proposed use at the specified location is consistent with the policies embodied in the adopted comprehensive plan;
- 2) The proposed use is consistent with the general purpose and intent of the applicable zoning district regulations;
- 3) The proposed use is compatible with and preserves the character and integrity of adjacent developments and neighborhoods, and includes improvements either on-site or within the public rights-of-way to mitigate development related adverse impacts, such as traffic, noise, odors, visual nuisances, drainage or other similar adverse effects to adjacent developments and neighborhoods;
- 4) The proposed use does not generate pedestrian and vehicular traffic which will be hazardous or conflict with the existing and anticipated traffic in the neighborhood;
- 5) The proposed use incorporates roadway adjustments, traffic control devices or mechanisms, and access restrictions to control traffic flow or divert traffic as may be needed to reduce or eliminate development generated traffic on neighborhood streets;
- 6) The proposed use incorporates features to minimize adverse effects, including visual impacts, of the proposed conditional use on adjacent properties; and the proposed use meets the standards for the zoning district, or to the extent variations from such standards have been requested, that such variations are necessary to render the use compatible with adjoining development and neighborhoods.
- 7) The proposed use is based on the site plan in conformity with all space limits, buffers, parking and loading provisions, and other provisions of this article.
- 8) The proposed use applicant has agreed to any specific limitations or conditions necessary to protect the public interest and assure the continued beneficial use and enjoyment of nearby properties or that no special limitations are necessary to protect the public.