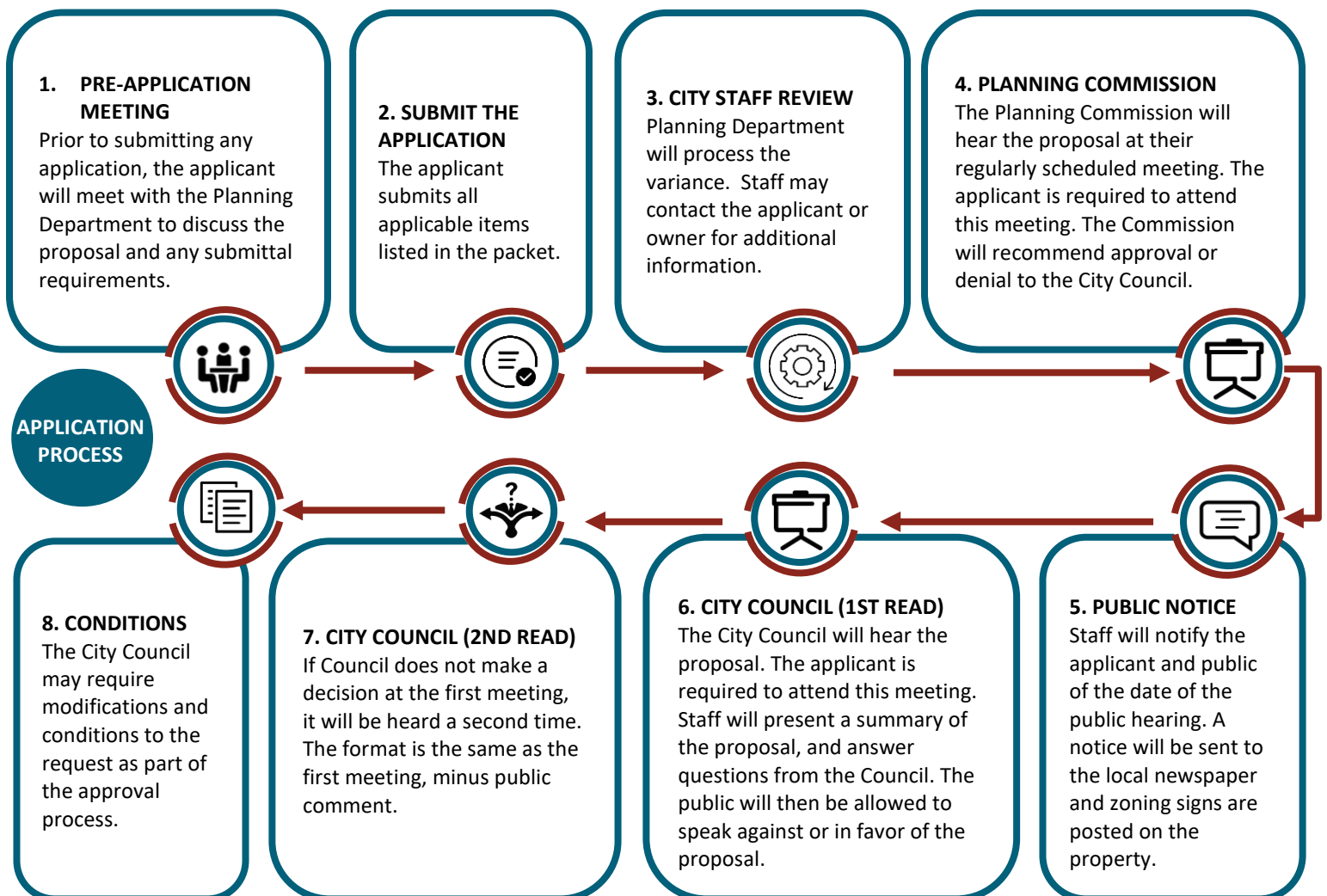


**PURPOSE OF REZONING**

Pursuant to [Sec. 23-1602](#), a zoning amendment may be proposed by any individual, agent, department of the City of Doraville, official of the City of Doraville or by the City Council. None of the following provisions shall be required when the zoning amendment is filed by a department or official of the City of Doraville or by the City Council in their official capacity.

All applications for map amendments not proposed by the City must be submitted by an individual with ownership in fee simple of the subject property being petitioned for rezoning, or by the owner's legal agent authorized in writing over the owner's signature, or by an entity who has a contractual or other interest in the property set out in writing over the owner's signature.

**APPLICATION PROCESS**





# ZONING AMENDMENT APPLICATION

Community Development Department

Application # \_\_\_\_\_



**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 (provide separate cover page if more than one property)**

Street Address: \_\_\_\_\_

Tax ID Parcel No.: \_\_\_\_\_ Council District: \_\_\_\_\_

Current Zoning Category: \_\_\_\_\_ Requested Zoning Category: \_\_\_\_\_ Acreage: \_\_\_\_\_

Future Land Use Character Area: \_\_\_\_\_

**Please SUBMIT DIGITALLY all the materials requested below:**

- \_\_\_\_ 1) Cover letter describing the requested rezoning and the development proposed for the property. The letter should provide a project overview and should also include the following information:
  - a. Building square footages and heights
  - b. Square footages of each type of use (office, retail, residential, + bedrooms if residential)
  - c. Neighboring uses/businesses on adjacent properties
- \_\_\_\_ 2) Letter responding to the 14 Standards Criteria.
- \_\_\_\_ 3) Notarized property owner authorization and campaign contributions disclosure using the attached forms.
- \_\_\_\_ 4) Legal Description in metes and bounds.
- \_\_\_\_ 5) Property survey prepared within the last 10 years.
- \_\_\_\_ 6) Full site plan (see site plan requirements in [Sec. 23-1602](#)).
- \_\_\_\_ 7) Floor plan for proposed use for projects involving interior renovations.
- \_\_\_\_ 8) Photographs of existing site. Conceptual renderings and/or building elevations for new construction.
- \_\_\_\_ 9) Additional information may be required by the City based upon the initial application meeting with staff.
- \_\_\_\_ 10) 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:**

\_\_\_\_\_



Community Development Department

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 new zoning 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

\_\_\_\_\_  
SIGNATURE OF APPLICANT DATE

\_\_\_\_\_  
Notary Name Printed

\_\_\_\_\_  
Applicant Name Printed

\_\_\_\_\_  
EXPIRATION DATE / SEAL

Check One: Owner \_\_\_\_\_ Applicant/Agent \_\_\_\_\_

**STANDARDS for a Rezoning**

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

Pursuant to Sec. 23-1603, the Mayor, City Council, staff and appointed bodies shall, in deciding any rezoning application, consider the below listed standards governing the exercise of the zoning power whenever deliberating over any zoning proposal:

- 1) The existing uses and zoning nearby;
- 2) The extent to which property values are diminished by their particular zoning restriction;
- 3) The extent to which the destruction of property values of the subject property promotes the health, safety, morals or general welfare of the public;
- 4) The relative harm to the public as compared to the hardship imposed upon the individual property owner;
- 5) The suitability of the subject property for zoning proposed;
- 6) The length of time the property has been vacant as zoned, considered in the context of land development of adjacent and nearby property;
- 7) Whether the zoning proposal will permit a use that is suitable in view of the use and development of adjacent and nearby property;
- 8) Whether the zoning proposal will adversely affect the existing use or usability of adjacent or nearby property;
- 9) Whether the property to be affected by the zoning proposal has a reasonable economic use as currently zoned;
- 10) Whether the zoning proposal will result in a use which will or could cause an excessive or burdensome use of existing streets, transportation facilities, utilities or schools;
- 11) Whether the zoning proposal is in conformity with the policy and intent of the land use plan;
- 12) Whether there are other existing or changing conditions affecting the use and development of property which gives supporting grounds for either approval or disapproval of the zoning proposal;
- 13) The possible effects of the change in the regulations or map on the character of a zoning district, a particular piece of property, neighborhood, a particular area or the community; and
- 14) The impact of the proposed zoning change upon pedestrian and vehicular circulation and traffic and thoroughfare capacities and capabilities.