



PLANNED UNIT DEVELOPMENT/ DEVELOPMENT OF COMMUNITY IMPACT APPLICATION PACKET

This package contains all the forms and instructions necessary to apply for a Planned Unit Development (PUD) or Development of Community Impact (DCI) from the City of Chamblee's Unified Development Ordinance (UDO).

1. PUD/DCI Application
2. Owner Permission Affidavit
3. Master Signage Plan Application
4. Disclosure of Campaign Contributions & Gifts

See Section 280-5(b), Amendments, of the UDO for a full description of all requirements for filling a PUD or DCI application. As required also attach the following to your application:

1. **A pre-application form signed and dated by the Development Director** stating that a pre-application meeting took place pursuant to section 120-10.
2. **A legal description of the tract(s)** that are the subject of the application.
3. As per Section 280-6, "**Five sets of the following elements** unless determined inapplicable to a specific development by the Development Director:

- (1) Letter of intent providing a table of contents for the application, a location map, and a narrative description of the nature and intent of the applicant, characteristics of the site and a quantitative and qualitative description of the uses, buildings, and structures included in the proposed development with a phasing plan if all development will not be completed and occupied in five years. The letter of intent shall provide justification for any proposed variances from the UDO. Variances from the stream buffer requirements of Title 3, Chapter 310 Article 2 shall be documented as required in Title 3, Subsection 310-19(c), and evaluated as required in Section 310-19(D).
- (2) The following development plans drawn, stamped and sealed by a state-registered professional surveyor, civil engineer, landscape architect or land planner:
 - a. *Analysis of existing site conditions.* An analysis of existing site conditions including a boundary survey and topographic map of the site at a minimum 1 inch = 40 feet scale shall include information on all existing manmade and natural features, utilities, all streams and easements, and features to be retained, moved, or altered. The existing shape and dimensions of the existing lot to be built upon including the size, measurement and location of any existing buildings or structures on the lot shall be included.
 - b. *Site plan.* A site plan at a minimum 1 inch = 40 feet scale showing compliance with all regulations and calculations required by the zoning ordinance which shall include, but not be limited to, information on all proposed improvements including proposed building footprints, doors, densities, parking ratios, open space, height, sidewalks, yards, under and over-head

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utilities, internal circulation and parking, landscaping, grading, lighting, drainage, amenities, and similar details including their respective measurements.

- c. *Landscape plan.* A site plan at a minimum 1 inch = 40 feet scale showing compliance with all regulations and calculations required by the zoning ordinance which shall include, but not be limited to, information on landscaping, tree species and the number of all plantings and open space including the landscaping that is being preserved, removed and that which is replacing the landscaping that is removed.
- d. *Architectural design.* Preliminary architectural plans and all elevations with sufficient detail to demonstrate compliance with all design criteria of this Chapter as well as the regulations and calculations required by the zoning ordinance shall include, but not be limited to, scaled floor plans and elevation drawings of proposed buildings and structures and information on building materials, features, exterior finish legend, windows, doors, colors, and items affecting exterior appearance, such as signs, air conditioning, grills, compressors, and similar details including their respective measurements.

(3) If a development qualifies as both a DCI and a PUD, the applications may be combined if explained in the letter of intent.

(4) *Phasing plan.* Should a PUD be expected to require five years or longer to complete, a phasing plan shall be provided by the applicant that indicates the time frame for construction and development of different aspects of the PUD.”

4. An **application fee** established by the City.

5. Other materials reasonably required by the city necessary to the analysis of the application.

As defined in Chapter 110 of the UDO:

“Planned unit development: Planned unit development (PUD) is defined as two or more new or existing principal buildings to be constructed on a tract or several tracts of land of at least two acres. “

“Development of Community Impact: A development of community impact (DCI) is defined as a development that is greater than 50,000 square feet of any use except that of single-family detached residential.”

As stated in Section 280-5(b)(1)

- d. No application shall be deemed accepted and filed until all required forms have been completed and all required materials have been submitted, including fees. The date an application is complete and hence accepted and filed shall be noted on the application form by the city manager or his/her designee, and any subsequent deadlines tied to date of application shall begin to run as of said date.
- e. Applicant will be notified by city manager or his/her designee as to the next available regularly scheduled mayor and city council hearing at which said application may be heard.”

Please review the attached forms and contact the Development Department to schedule an appointment to begin the process.

NOTE: If the PUD/DCI application is part of a rezoning, the PUD/DCI application form itself and the Master Signage Plan Application form itself may be attached to the Rezoning application and submitted as part of the application packet. Duplicate copies of other materials are not needed, as they are already part of the Rezoning Packet.

Rev. 9/23/15



APPLICATION FOR PLANNED UNIT DEVELOPMENT (PUD)/ DEVELOPMENT OF COMMUNITY IMPACT (DCI)

This page must be completed by the Applicant.

APPLICANT

Name

Company

Mailing Address

Suite/Apt. #

City, State

Zip Code

Primary Phone #

Alternate Phone #

E-mail

PROJECT SUMMARY

Name of Project

Short Project Description

Total # of Properties Involved

Total Project Acreage

Total # of Principal Buildings

Total building square feet of Any Use

Meets definition of a PUD - two or more new or existing principal buildings to be constructed on a tract or several tracts of land of at least two acres.

Meets definition of a DCI - greater than 50,000 square feet of any use except that of single-family detached residential.

Detailed Description (*Include Proposed Use(s) and Square Footage of Floor Area for each use*):

Pre-application Form signed and dated by the Development Director attached to this form for this project.

PROPERTY INFORMATION

Property # _____ of _____

The Applicant shall complete one page for each property included. Copy as needed.

_____ Chamblee, GA _____
Property Address/Location Suite/Apt. # Zip Code

Parcel ID / Property Tax Identification Number

Present Use(s) Present Zoning Present Character Area (Future Development Map)

Proposed Use(s) Proposed Zoning Proposed Character Area

Legal description includes:

Subdivision Name Lot # Block #

OR

Indicate here that an exhibit identifying property location is attached.

PROPERTY OWNER

Owner (Person, Firm, Corporation, or Agency)

Company

Owner Permission Affidavit attached to this form for this property.

WRITTEN ANALYSIS

The answers to the following questions will be considered in determining whether the PUD/DCI shall be approved.

1. Is the proposed development suitable in view of the use and development of adjacent and nearby property?

2. Does the proposed development adversely affect the existing use or usability of adjacent or nearby property?

3. Does the proposed development result in a use which will or could cause an excessive or burdensome use of existing streets, transportation facilities, utilities or schools?

4. Are there other existing or changing conditions which, because of their impact on the public health, safety, morality and general welfare of the community give supporting grounds for either the approval or disapproval of the proposed development?

I hereby certify that all information provided herein and in the accompanying Application is true and correct.

Applicant Signature Property Owner Owner's Agent Date: ____ / ____ / ____

<p>OFFICIAL USE: Fee: \$ _____ <input type="checkbox"/> Cash <input type="checkbox"/> Check # _____ <input type="checkbox"/> CC - Visa/ MC Date: ____ / ____ / ____</p> <p><i>I hereby certify that this application is complete and hence has been accepted and filed as of the following date of certification.</i></p> <p>_____ Official Application Submittal Date: ____ / ____ / ____</p> <p>Signature _ City Manager or _ his/her Designee (print name) _____</p> <p><input type="checkbox"/> <i>The Applicant has been notified that this application is to be reviewed at the next available Architectural Design Review Board meeting scheduled for:</i> Date: ____ / ____ / ____ at Time: _____ PM / AM at the following location: _____.</p> <p><input type="checkbox"/> <i>The Applicant has been notified that this application is to be heard at the next available Mayor and City Council hearing scheduled for:</i> Date: ____ / ____ / ____ at Time: _____ PM / AM at the following location: _____.</p>
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Owner Permission Affidavit

Subject Property Street Address: _____

Subject Property Tax ID number: 18 - _____ - _____ - _____

Owner:

Name (Person, Firm, Corporation, or Agency): _____

Mailing Address: _____

Phone: _____

Email: _____

Property Owner's Agent (If applicable)

Name (Person, Firm, Corporation, or Agency): _____

Mailing Address: _____

Phone: _____

Email: _____

I am applying for, or I hereby give authority to the applicant to file an applicant for: _____

Owner/Agent (if applicable) Signature: _____

Print name of signer(s)

This instrument was signed before me on this date _____

County _____ Georgia Notary Signature: _____

Affix seal/stamp as close to signature as possible



Master Signage Plan Application

Name of Planned Center or Planned Unit Development (PUD): _____

Street Address of the Planned Center or Planned Unit Development: _____

Applicant name: _____

Applicant contact information (phone and email): _____

Date submitted to City Manager: _____

Date reviewed and certified as complete and name of reviewer: _____

Date Approved by the Mayor and City Council: _____

Note:

- (1) Fee – None, if part of an original PUD application, or otherwise \$773 is due for revision to PUD application.
- (2) Master Signage Plans are subject to approval by the Mayor and Council after review and recommendations from the Development Department and the Architectural Design Review Board.
- (3) Also note that we require them to submit 7 paper copies and an electronic (PDF) file.

Master signage plan standards (UDO Section 260-17(b))

- (1) Standards as to type, number, size, height, location, orientation or other design provisions established in addition to or in lieu of the restrictions placed on signs by the Chamblee Unified Development Ordinance (UDO) are to be incorporated into the master signage plan.
- (2) Master signage plans shall illustrate all proposed signs in sufficient detail so as to provide knowledgeable review and design specificity. Master signage plans shall show, describe or illustrate all signs proposed to be located on a lot and the buildings and structures therein, whether existing or new, and whether permitted by right or as additional signage under these regulations.
- (3) Signs that are otherwise exempt under the UDO Chapter 260, see Section 260-2(b), need not be shown on the master signage plan.

Notes regarding recordation of approved master signage plan:

- (1) Upon approval, the master signage plan shall supersede any conflicting restrictions and regulations of this article for the property to which it pertains.
- (2) As per 260-17(c), following approval, the master signage plan shall be recorded by the owner in the office of the clerk to the superior court prior to issuance of a certificate of occupancy for the development, and shall be included in any sale, lease or other transfer of right of occupancy affecting any part of the development.
- (3) A copy of the approved master signage plan, as recorded, shall be filed with the City Manager prior to issuance of any sign permit.
- (4) All tenants of the property or development, whether an owner, lessee, subtenant, purchaser or other occupant, shall comply with the approved master signage plan.

Rev. 9/4/15



Disclosure of Campaign Contributions & Gifts

Application filed on _____, 20__ for action by the City of Chamblee City Council for zoning action requiring a public hearing on property described as follows:

The undersigned below, making application for a zoning action, has complied with O.C.G.A. Section 36-67A-1, et. seq. Conflict of Interest in Zoning Actions, and has submitted or attached the required information on this form.

All individuals, business entities, or other organizationsⁱ having a property or other interest in said property subject of this application are as follows (attach additional sheets if necessary):

Have you as applicant, agent for applicant, or anyone associated with this application or property, within the two (2) years immediately preceding the filing of this application, made campaign contributions aggregating \$250.00 or more to an elected official of the City of Chamblee? YES NO

If YES, please complete the following section (attach additional sheets if necessary):

Name and Official Position of Government Official	Dollar amount & description of each contribution	Date of Contribution

I do hereby certify the information provided herein is both complete and accurate to the best of my knowledge.

Signature of Applicant

Type or Print Name and Title

Signature of Applicant's Representative

Type or Print Name and Title

This instrument was signed before me on this date _____

County _____ Georgia Notary Signature: _____

Affix seal/stamp as close to signature as possible

ⁱ Business entity may be a corporation, partnership, limited partnership, firm, enterprise, franchise, association, trade organization, or trust while other organization means non-profit organization, labor union, lobbyist or other industry or casual representative, church, foundation, club, charitable organization, or educational organization