



SPECIAL LAND USE PERMIT APPLICATION AND FILING PROCEDURES

**City of Smyrna
Community Development Office
3180 Atlanta Road
Smyrna, GA 30080
(770) 319-5387**

SUBMITTAL AND PUBLIC HEARING INFORMATION

Special land use permit applications are due Friday by 4:00 pm, 30 days prior to the Planning and Zoning Board meeting. A copy of the special land use permit application package can be downloaded from the Community Development Section of the City of Smyrna Website (www.smyrnacity.com). Appointments are **required** to submit an application to the Community Development Office located at 3180 Atlanta Road. Please call Rusty Martin at (678) 631-5354 to schedule an appointment.

The City of Smyrna Planning and Zoning Board meets the second Monday of each month beginning at 6:00 pm. The Mayor and Council meet on the first and third Monday of each month beginning at 7:30 pm. Both groups meet in the Council Chambers in City Hall at 2800 King Street. Please call (678) 631-5354 to confirm dates. The following are currently scheduled dates and deadlines.

Deadline	Planning & Zoning Board	Mayor and Council
Dec. 9, 2016	Jan. 12, 2017	Feb. 20, 2017
Jan. 13, 2017	Feb. 13, 2017	Mar. 20, 2017
Feb. 10, 2017	Mar. 13, 2017	Apr. 17, 2017
Mar. 10, 2017	Apr. 10, 2017	May 15, 2017
Apr. 7, 2017	May 8, 2017	June 19, 2017
May 12, 2017	June 12, 2017	July 17, 2017
June 9, 2017	July 10, 2017	Aug. 21, 2017
July 14, 2017	Aug. 14, 2017	Sept. 18, 2017
Aug. 11, 2017	Sept. 11, 2017	Oct. 16, 2017
Sept. 8, 2017	Oct. 9, 2017	Nov. 20, 2017
Oct. 13, 2017	Nov. 13, 2017	Dec. 18, 2017
Nov. 10, 2017	Dec. 11, 2017	Jan. 16, 2018

*** Dates are subject to change due to holidays.

Visual Presentations

Visual materials must be submitted to the City Clerk's office the Thursday preceding the Mayor and Council hearing. Equipment is available for the following presentations:

- Overhead projection of transparencies, photographs, renderings or other printed material, **no larger than 8-1/2 x 11 in size.**
- PowerPoint Presentations.

Handouts are not permitted during the meeting or large renderings and plats that require use of an easel. Any questions regarding presentations can contact: Terri Graham, City Clerk at 770-319-5303

INSTRUCTIONS AND REQUIRED DOCUMENTS

INSTRUCTIONS

1. The Community Development office will accept no application unless completely filled out and submitted with all required documents.
2. Please call (678)631-5355 for current Zoning and Land Use information before completing the application.
3. Appointments are **required** to submit an application to the Community Development Office. Please call Rusty Martin at (678)631-5354 regarding application questions and to schedule an appointment for submittal.
4. Revisions to the application must be received no later than seven (7) calendar days prior to the Planning Zoning Board hearing or the Mayor and Council hearing.
5. The City will provide and post signs on or near the right-of-way of the nearest public street, seven (7) days before the Planning and Zoning Board meeting. **It is the responsibility of the applicant for the signs to remain posted throughout the advertising period.**
6. Applicant or agent for applicant must attend the Planning and Zoning Board meeting and the Mayor and Council hearing, or the case will not be heard. If the applicant wishes to table or withdraw a rezoning request, notification must be presented in writing to the Community Development Office **and** the City Clerk's Office no later than five (5) business days prior to the Planning and Zoning Board meeting or the Mayor and Council meeting.
7. The Mayor and City Council will table special land use permit proposals that undergo a major change after leaving the Planning and Zoning Board. The special land use permit will be sent back to the Planning and Zoning Board to start the rezoning process over again with another \$250.00 re-filing fee assessed.

APPLICATION FEE:

Special Land Use Permit - \$250.00

REQUIRED DOCUMENTS

1. One (1) completed original application with **all** required supplemental documentation (items #5 - #13 below). The signatures of all **titleholders and applicant** are required on original special land use permit application.
2. **Five (5) copies of the original application and all supplemental documentation described below.**
3. Submit one (1) disc containing copies of all documents in either PDF or Word format (as appropriate). **The legal description must be submitted in Word Format.**
4. Completed special land use permit application with the signatures of all titleholders and applicants.
5. A copy of the deed that reflects the current owner(s) of the property. If the application consists of several tracts, a deed of each tract is required.
6. A current legal description of the subject property. **If the application consists of several tracts, a legal description of each tract is required along with an overall description of the combined tracts.** No legal description should include more property than what is being requested for rezoning.
7. A copy of the paid tax receipts (**City and County**) for the subject property or a statement signed by an official in the Tax Commissioner's Office. If the application consists of several tracts, a copy of the paid tax receipts of each tract is required.
8. Provide a letter from Smyrna's Public Works verifying water and sewer availability and capacity. Contact Scott Stokes, Public Works Director, at 678-631-5430.
9. If the property is or will be on a septic tank, contact the Cobb County Health Department. Approval must be obtained prior to the filing of the application for rezoning.
10. Provide a set of elevations and floor plans, along with a description of exterior wall coverings and finishes to be used. These shall be either 8 ½" x 11" or 11" x 17".
11. Provide a full-size scaled plat **and** a 11" x 17" copy of plat by a registered engineer, architect, land planner, or land surveyor currently registered in accordance with applicable state laws. **Plans must be stamped and folded (full sized scaled plans shall be engineer folded).**

****The plot plans must show dimensions, adjoining streets with right-of-way (present and proposed), paving widths, the exact size and location of

all buildings along with the intended use, buffer areas, parking spaces, stormwater management facilities, lakes, streams, utility easements, limits of 100-year flood plain, adjoining property owners, zoning of adjoining property, topography, coverage zones, tower height requirements, street address, location of all curb cuts inside & outside the development (including curb cuts on all adjacent and adjoining properties) and distance to the nearest street intersection. **Plans which are rolled (instead of individually folded) will not be accepted.**

12. A copy of the plat of property as recorded in the office of the Clerk of Superior Court of Cobb County, Georgia and a plat reflecting the proposed special land use suitable and acceptable for recording in the office of the Clerk of Superior Court of Cobb County, Georgia.

13. Submit a community impact study (**Required for non-residential uses only**). Any special land use development is required to submit an impact study prepared by a registered engineer. This study shall address the following:

(A) *Traffic.*

- (1) Existing traffic counts-- Identify peak morning, afternoon and evening traffic.
- (2) Determine present level of capacity and location and amount of excess capacity of local roadway.
- (3) Project estimates of trips to be generated by proposed development for present and future traffic.
- (4) Study impacts upon road system abutting property and recommend improvements to physical layout of roadway for safe and efficient traffic operation.

(B) *Water.*

- (1) Projected project usage calculations (including future development if project is phased).
- (2) Static and residual flow pressure tests on fire hydrant (within 1,000 feet of the project site).
- (3) Locations of nearest fire hydrant and line size along street frontage each direction from site.
- (4) Location, distance to, and size of nearest major trunk distribution water line.

(C) *Sewer.*

- (1) Projected project flow calculations (including future development if project is phased).
- (2) Existing line size(s) at tie-in points with flow recording from downstream manhole (minimum 24 hours; weekday).
- (3) Where projects are located in basins with a pump station, provide current average daily flow and pump station capacity.

**APPLICATION FOR SPECIAL LAND USE PERMIT
TO THE CITY OF SMYRNA**

Please Type or Print Clearly

(To be completed by City)

Ward: _____

Application No: _____

Hearing Date: _____

APPLICANT: _____

Name: _____
(Representative's name, printed)

Address: _____

Business Phone: _____ Cell Phone: _____ Fax Number: _____

E-Mail Address: _____

Signature of Representative: _____

TITLEHOLDER:

Name: _____
(Titleholder's name, printed)

Address: _____

Business Phone: _____ Cell Phone: _____ Home Phone: _____

E-mail Address: _____

Signature of Titleholder: _____
(Attach additional signatures, if needed)

(To be completed by City)

Received: _____

Heard by P&Z Board: _____

P&Z Recommendation: _____

Advertised: _____

Posted: _____

Approved/Denied: _____

ZONING:

Present Zoning

LAND USE:

Present Land Use

For the Purpose of _____

Size of Tract _____

Location _____

(Street address is required. If not applicable, please provide nearest intersection, etc.)

Land Lot (s) _____ District _____

DESCRIPTION OF PROPOSED SPECIAL LAND USE:

(To be completed by City)

Recommendation of Planning Commission:

Council's Decision:

CONTIGUOUS ZONING

North: _____

East: _____

South: _____

West: _____

CONTIGUOUS LAND USE

North: _____

East: _____

South: _____

West: _____

**NOTIFICATION OF CONTIGUOUS OCCUPANTS OR LAND OWNERS TO
ACCOMPANY APPLICATION FOR SPECIAL LAND USE PERMIT**

By signature, it is hereby acknowledged that I have been notified that _____

Intends to make an application for a special land use permit for the purpose of

_____ on the premises described in the application.

NAME

ADDRESS

INFRASTRUCTURE

WATER AND SEWER

A letter from Scott Stokes, Director of Public Works Department is required stating that water is available and the supply is adequate for this project.

A letter from Scott Stokes, Director of Public Works Department is required stating that sewer is available and the capacity is adequate for this project.

- If it is Cobb County Water, Cobb County must then furnish these letters.

Comments:

TRANSPORTATION

Access to Property? _____

Improvements proposed by developer? _____

Comments:

ZONING DISCLOSURE REPORT

Has the applicant* made, within two years immediately preceding the filing of this application for a special land use permit, campaign contributions aggregating \$250 or more or made gifts having in the aggregate a value of \$250 or more to the Mayor or any member of the City Council or Planning and Zoning Board who will consider this application?

If so, the applicant* and the attorney representing the applicant* must file a disclosure report with the Mayor and City Council of the City of Smyrna, within 10 days after this application is filed.

Please supply the following information, which will be considered as the required disclosure:

The name of the Mayor or member of the City Council or Planning and Zoning Board to whom the campaign contribution or gift was made:

The dollar amount of each campaign contribution made by the applicant* to the Mayor or any member of the City Council or Planning and Zoning Board during the two years immediately preceding the filing of this application, and the date of each such contribution:

An enumeration and description of each gift having a value of \$250 or more by the applicant* to the Mayor and any member of the City Council or Planning and Zoning Board during the two years immediately preceding the filing of this application:

Does the Mayor or any member of the City Council or Planning and Zoning Board have a property interest (direct or indirect ownership including any percentage of ownership less than total) in the subject property?

If so, describe the natural and extent of such interest: _____

ZONING DISCLOSURE REPORT (CONTINUED)

Does the Mayor or any member of the City Council or Planning and Zoning Board have a financial interest (direct ownership interests of the total assets or capital stock where such ownership interest is 10% or more) of a corporation, partnership, limited partnership, firm, enterprise, franchise, association, or trust, which has a property interest (direct or indirect ownership, including any percentage of ownership less than total) upon the subject property?

If so, describe the nature and extent of such interest:

Does the Mayor or any member of the City Council or Planning and Zoning Board have a spouse, mother, father, brother, sister, son, or daughter who has any interest as described above?

If so, describe the relationship and the nature and extent of such interest:

If the answer to any of the above is “Yes”, then the Mayor or the member of the City Council or Planning and Zoning Board must immediately disclose the nature and extent of such interest, in writing, to the Mayor and City Council of the City of Smyrna. A copy should be filed with this application**. Such disclosures shall be public record and available for public inspection any time during normal working hours.

We certify that the foregoing information is true and correct, this _____ day of _____, 20____.

(Applicant’s Signature)

(Attorney’s Signature, if applicable)

Notes

* Applicant is defined as any individual or business entity (corporation, partnership, limited partnership, firm enterprise, franchise, association or trust) applying for rezoning action.

** Copy to be filed with the City of Smyrna Zoning Department and City Clerk along with a copy of the zoning application including a copy of the legal description of the property.