



City of Riverdale Department of Community Development
Planning and Zoning Administration
971 Wilson Road
Riverdale, GA 30296
770-909-5482
www.riverdalega.gov

Land Use Petition Application Instructions

This application applies to: Rezoning and Special Land Use Permit (SLUP)

No Application Will Be Accepted Unless All Necessary Documentation is Complete and a Pre-Application Meeting Has Been Held (There Will Be No Exceptions.)

This process involves two public meetings:

- The Planning Commission, where the item will be heard, and a recommendation will be made.
- The Mayor-City Council will make the final decision based on the applicant's submittal information, the report generated by city staff, and the non-binding recommendation from the Planning Commission

PRE- APPLICATION MEETING

A pre-application meeting with one of the staff planners before submission of any application is required. A scheduled appointment is required. *(No opinions or guidance can be given over the phone).*

- Staff will review the request and discuss all necessary code requirements that affect the request. Staff may also need to consult other county departments before accepting the application.

PUBLIC NOTICE REQUIREMENTS

Section 13.4 details the public notice requirements for land use petitions, which include public notice sign(s), advertisement in Clayton News Daily, and written notice to everyone within 300'.

- The applicant is responsible for posting the public notice sign(s). The City of Riverdale Staff will order the signs(s) and provide the required timeframe for posting.
 - The applicant shall post a sign or signs in a conspicuous place on the property a minimum of fifteen (15) calendar days and a maximum of 45 calendar days prior to a public hearing that shall comply with the following requirements:
 - Be readable from each street on which the property fronts, or if the property has no street frontage, from each street from which access will be gained;
 - Clearly indicate the following information:
 - Present zoning classification of the property;
 - Proposed zoning classification or special use;
 - Hearing date and time; and
 - Location of the public hearing.



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- The applicant will be required to maintain signs to prevent removal from the property or destruction for the period commencing on the date the public notice appears in the newspaper through the date of the public hearing.
- The City of Riverdale is responsible for placing the legal ad in Clayton News Daily.
- The applicant is responsible for mailing the written notification to surrounding property owners that they are received a minimum of 15 calendar days and a maximum of 45 calendar days prior to the public hearing.
 - The applicant shall give written notice by certified mail return receipt requested to all property owners within 300 feet of the boundaries of the property as appear in Clayton County tax records and as provided by the City's Geographic Information System.
 - The measurement shall be performed from each boundary of the property that is the subject of a zoning petition or special use application.
 - The return receipts shall be provided to the community development director within one (1) week of receipt.

Planning Commission Meeting Schedule (Meets Every 2nd Tuesday of the Month)

At 6:00 pm Council Chambers
 City Hall Complex, 6690 Church Street, Riverdale, Georgia 30274

February	25*
March	10th
April	14th
May	12th
June	9th
July	14th
August	11th
September	8th
October	13th
November	10th
December	15th

*Special Meeting Date



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Land Use Petition Application Checklist

FOR ALL REZONINGS AND SPECIAL LAND USE PERMITS

REQUIRED ITEMS	NUMBER OF COPIES	CHECK √
One (1) digital copy of all submitted materials	One (1) flash drive or CD in .JPEG, .PDF format	
Pre-Application Meeting Form	One (1) Copy	
Application, Signature Pages, Disclosure Form	One (1) Copy each	
Written Legal Description	One (1) 8 ½ "x 11" Legal Description	
Boundary Survey and Proposed Site Plan (See Page 9 for Requirements)	Five (5) Full-Size (24" x 36") Copies of each	
Building Elevations (renderings or architectural drawings to show compliance with Article 5)	One (1) Copy	
Letter of Intent	One (1) Copy	
Analysis of Standards/Criteria (See page 5)	One (1) Copy	
Environmental Site Analysis Form	One (1) Copy	
Trip Generation Letter (ITE Trip Generation Manual)	One (1) Copy	
School Capacity Letter	One (1) Copy	

THE FOLLOWING ITEMS MAY BE REQUIRED

Traffic Impact Study	Three (3) Copies	
Development of Regional Impact Review Form	Three (3) Copies	
Environmental Impact Report	Three (3) Copies	
Noise Study Report Copies	Three (3) Copies	
Other items required per the Zoning Ordinance	Three (3) Copies	

LAND USE PETITION FEE SCHEDULE

Residential Rezoning	<i>Please Contact the Department of Community Development</i>
Multifamily Rezoning	
Commercial Rezoning	
Special Land Use Permit	

APPLICANT'S CERTIFICATION

The undersigned below states under oath that they are authorized to make this application. The undersigned is aware that no application or reapplication affecting the same land shall be acted upon within 24 months from the date of the last action by the Mayor and City Council.

Signature of Applicant

Date

Type or Print Name and Title

Signature of Notary Public

Date

Notary Seal

PROPERTY OWNER'S CERTIFICATION

I do solemnly swear and attest, subject to criminal penalties for false swearing, that I am the legal owner, as reflected in the records of Clayton County, Georgia, of the property identified below, which is the subject of the attached Rezoning or SLUP Application before the City of Riverdale, Georgia. As the legal owner of record of the subject property, I hereby authorize this application and/or authorize the individual named below to act as the applicant in the pursuit of the Variance Application, as indicated below.

I, _____, authorize, _____,
(Property Owner) (Applicant)

to file for _____, at _____
(Rezoning or SLUP) (Address)

on this date _____, 20_____
(Month) (Day)

- I understand that if a rezoning is denied or assigned a zoning classification other than the classification requested in the application, then no portion of the same property may again be considered for rezoning for a period of twenty-four (24) months from the date of the mayor and city councils' final decision.
- I understand that if an application for a special land use permit affecting all or a portion of the same property for which an application for the same special land use was denied shall not be submitted before twenty-four (24) months have passed from the date of the final decision by the Mayor and City Council on the previous special land use permit.
- I understand that failure to supply all required information (per the relevant Applicant Checklists and requirements of the Riverdale Zoning Ordinance) will result in REJECTION OF THE APPLICATION.

Signature of Property Owner Date

Type or Print Name and Title

Signature of Notary Public Date Notary Seal

DISCLOSURE REPORT FORM

Within the **(2) years** immediately preceding the filing of this zoning petition have you, as the applicant or opponent for the Rezoning petition, or an attorney or agent of the applicant or opponent for the rezoning petition, 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.

CIRCLE ONE: YES (if YES, complete points 1 through 4) or NO (if NO, complete only point 4)

1. Circle One: **Party to Petition** (If party to petition, complete sections 2, 3 and 4 below)
In Opposition to Petition (If in opposition, proceed to sections 3 and 4 below)

2. List all individuals or business entities which have an ownership interest in the property which is the subject of this rezoning petition:

1.	5.
2.	6.
3.	7.
4.	8.

3. Campaign Contributions:

Name of Government Official	Total Dollar Amount	Date of Contribution	Enumeration and Description of Gift Valued at \$250.00 or more

4. 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 (print) _____

Signature: _____ Date: _____

ANALYSIS OF STANDARDS/CRITERIA

Rezoning Criteria Section 13.10.3

The planning commission and city council shall consider the following criteria when reviewing rezoning applications. The planning commission and city council shall also consider these criteria when reviewing proposed amendments to the text of the zoning ordinance.

A written point-by-point application addressing each of the criteria in assessing the impact of the proposed zoning shall be required of the applicant. Such application of the criteria shall not be required of the applicant as concerns amendments to the text of the zoning ordinance as only the city council may propose such ordinance amendments.

- A. Whether the zoning proposal is in conformity with the policies and intent of the Comprehensive Plan;
- B. Whether the zoning proposal will permit a use that is suitable in view of the use and development of adjacent and nearby properties;
- C. Whether the property to be affected by the zoning proposal has a reasonable economic use as currently zoned;
- D. Whether the zoning proposal will adversely affect the existing use or usability of adjacent or nearby property;
- E. Whether there are other existing conditions or changing conditions affecting the use and development of the property that provide supporting grounds for approval or denial of the zoning proposal.
- F. Whether the zoning proposal will adversely affect historic buildings, sites, districts or archaeological resources; and
- G. Whether the zoning proposal will result in a use that will or could cause an excessive or burdensome use of existing streets, transportation facilities, utilities, or schools.

Special Land Use Permit Criteria Section 13.10.1

Planning commission and city council shall consider the following criteria when reviewing special use applications.

A written point-by-point application of each of the criteria in assessing the impact of the proposed special use shall be required of the applicant.

- A. The existing uses and zoning of nearby property;
- B. Whether the proposed amendment is compatible with the policies and intent of the comprehensive Plan;
- C. Whether the proposed amendment will permit a use or uses compatible with the current or future use of adjacent and nearby properties comprising the established land use pattern or otherwise adversely affect the existing or potential use of adjacent or nearby properties;

- D. Whether unacceptable impacts on the environment could be caused by the proposed amendment, including, but not limited to, impacts on stormwater discharges, wetlands, groundwater recharge areas, wildlife habitats, soil erosion and sedimentation, floodplains, air quality, and water quality and quantity;
- E. Whether the proposed amendment will allow a use that will or could cause an excessive or burdensome use of existing or planned streets, other transportation facilities, utilities, schools, or other public facilities and services such as police protection, fire protection, emergency medical services, or public health facilities;
- F. The suitability of the property for the zoning classification currently assigned to the property;
- G. Whether the proposed amendment would tend to cause an undue concentration or an undue dispersal of development; and
- H. Whether existing or changing conditions affecting the use or development of the property are present that support approval or denial of the proposed amendment;
- I. Whether the proposed amendment will adversely affect the health, safety, morals, aesthetics, convenience, order, prosperity, or welfare of residents, business owners or property owners of the City of Riverdale; and
- J. The length of time the property has been vacant as zoned considered in the context of land development in the area in the vicinity of the property.

ENVIRONMENTAL SITE ANALYSIS FORM

Analyze the impact of the proposed rezoning and provide a written point-by-point response to Points 1 through 3:

1. **CONFORMANCE WITH THE COMPREHENSIVE PLAN.** Describe the proposed project and the existing environmental conditions on the site and describe adjacent properties. Include a site plan that depicts the proposed project.
Describe how the project conforms to the Comprehensive Land Use Plan. Include the portion of the Comprehensive Plan Land Use Map, which supports the project's conformity to the Plan. Evaluate the proposed project concerning the land use suggestion of the Comprehensive Plan as well as any pertinent Plan policies.

2. **ENVIRONMENTAL IMPACTS OF THE PROPOSED PROJECT.** For each environmental site feature listed below, indicate the presence or absence of that feature on the property. Describe how the proposed project may encroach or adversely affect an environmental site feature. Information on environmental site features may be obtained from the indicated source(s).
 - a. Wetlands
 - i. U. S. Fish and Wildlife Service, National Wetlands Inventory (<http://wetlands.fws.gov/downloads.htm>)
 - ii. Georgia Geologic Survey (404-656-3214)
 - iii. Field observation and subsequent wetlands delineation/survey if applicable
 - b. Floodplain
 - i. Federal Emergency Management Agency (<http://www.fema.org>)
 - ii. Field observation and verification
 - c. Streams/stream buffers
 - i. Field observation and verification
 - d. Slopes exceeding 25 percent over a 10-foot rise in elevation
 - i. United States Geologic Survey Topographic Quadrangle Map
 - ii. Field observation and verification
 - e. Vegetation
 - i. United States Department of Agriculture, Nature Resource Conservation Service
 - ii. Field observation
 - f. Wildlife Species (including fish)
 - i. United States Fish and Wildlife Service
 - ii. Georgia Department of Natural Services, Wildlife Resources Division, Natural Heritage Program
 - iii. Field observation
 - g. Archeological/Historical Sites
 - i. Historic Resources Survey
 - ii. Georgia Department of Natural Resources, Historic Preservation Division
 - iii. Field observation and verification

ENVIRONMENTAL SITE ANALYSIS FORM (CONTINUED)

3. **PROJECT IMPLEMENTATION MEASURES.** Describe how the project implements each of the measures listed below as applicable. Indicate specific implementation measures required to protect environmental site feature(s) that may be impacted.
- a. Protection of environmentally sensitive areas, i.e., floodplain, slopes exceeding 25 percent, river corridors.
 - b. Protection of water quality
 - c. Minimization of negative impacts on existing infrastructure
 - d. Minimization on archeological/historically significant areas
 - e. Minimization of negative impacts on environmentally stressed communities where environmentally stressed communities are defined as communities exposed to a minimum of two environmentally adverse conditions resulting from public and private municipal (e.g., solid waste and wastewater treatment facilities, utilities, airports, and railroads) and industrial (e.g., landfills, quarries and manufacturing facilities) uses.
 - f. Creation and preservation of green space and open space
 - g. Protection of citizens from the negative impacts of noise and lighting
 - h. Protection of parks and recreational green space
 - i. Minimization of impacts to wildlife habitats

SITE PLAN CHECKLIST

All items must be included on the Site Plan; separate Site Plans may be necessary to address all items

1. Key and/or legend and site location map with North arrow
2. Boundary survey of subject property which includes dimensions along property lines that match the metes and bounds of the property's written legal description and clearly indicates the point of beginning
3. Acreage of subject property
4. Location of land lot lines and identification of land lots
5. Existing, proposed new dedicated and future reserved rights-of-way of all streets, roads, and railroads adjacent to and on the subject property
6. Proposed streets on the subject site
7. Posted speed limits on all adjoining roads
8. Current zoning of the subject site and adjoining property
9. Existing buildings with square footages and heights (stories), wells, driveways, fences, cell towers, and any other structures or improvements on the subject property
10. Existing buildings with square footages and heights (stories), wells, driveways, fences, cell towers, and any other structures or improvement or adjacent properties within 400 feet of the subject site based on the City's aerial photography or an acceptable substitute as approved by the Director
11. Location of proposed buildings (except single family residential lots) with total square footage
12. Layout and minimum lot size of proposed single-family residential lots
13. Topography (surveyed or City) on subject site and adjacent property within 200 feet as required to assess runoff effects
14. Location of overhead and underground electrical and pipeline transmission/conveyance lines
15. Required and/or proposed setbacks
16. 100-year flood plain horizontal limits and flood zone designations as shown on survey or FEMA FIRM maps
17. Required landscape strips, undisturbed buffers, and any other natural areas as required or proposed
18. Required and proposed parking spaces; Loading and unloading facilities
19. Lakes, streams, and waters on the state and associated buffers

20. Proposed stormwater management facilities
21. Community wastewater facilities including preliminary areas reserved for septic drain fields and points of access
22. Availability of water system and sanitary sewer system
23. Tree lines, woodlands, and open fields on subject site
24. Entrance site distance profile assuming the driver's eye at a height of 3.5 feet
25. Wetlands shown on the County's GIS maps or survey.
26. Mail kiosk location