



[APPLICATION FOR CONDITIONAL USE PERMIT]

CITY OF DULUTH, GEORGIA
DEPARTMENT OF PLANNING & DEVELOPMENT
3167 MAIN STREET
DULUTH, GA 30096



CITY OF DULUTH

CONDITIONAL USE PERMIT APPLICATION

Section 1

Application Instructions

- A. The accompanying application package must be completed in full in order to be accepted. Applications are only accepted on deadlines as outlined on the City of Duluth ZBA Public Schedule (Attached).
- B. Upon submittal of an application, you will be given a tentative hearing date. All deadlines and requirements found on the Zoning Board of Appeals Public Schedule must be adhered to in order for the case to be heard on the tentatively scheduled date.
- C. **The applicant must submit the following forms with ORIGINAL signatures:**
 - 1. Application for Conditional Use Permit
 - 2. Conflict of Interest Certification
 - 3. Applicant Response and/or written narrative of proposal
 - 4. Disclosure Statement
 - 6. Authorization by Property Owner
 - 7. Verification of Current Paid Property Taxes

Additional submittals required for the Case File:

- 1. Fees: See the City of Duluth Current Planning Fee Schedule
 - 2. 1 copy of Legal description
 - 3. List of adjoining property owner's names and mailing addresses
 - 4. 2 copies of the site plan to scale
 - 5. Any color maps or pictures must be submitted in the quantity of 10
 - 6. Reduced copy of the site plan (no larger than 11" x 17")
 - 7. A comprehensive listing of all applicant proposed conditions of approval.
 - 8. Digital copies of all photos, maps and site plans are required. Please submit these on disk with your application.
- D. **Initial Review Period.** Planning Staff will process your application for completeness during the first 24 hours starting on a business day following your submittal. After this review period, you will be contacted via e-mail with an approval or denial notice of your application. This notice will include specific information such as your case number, Case Manager within the City of Duluth and tentative hearing dates. Applications will only be denied if they are incomplete.
- E. **Applicant Withdrawal.** Once an application has been filed, the applicant has three (3) days to withdraw the application. Withdrawal must be submitted in writing to the Department.
- F. **Public Notification.** It is your responsibility to provide public notification regarding the hearing of your request. Please see section 5 for more details and templates.
- D. **Zoning Board of Appeals Hearing.** Once your case manager has authorized your case to proceed to the ZBA for review (all applicable deadlines have been met), a hearing will be held to consider and take action upon your request.
- E. **Notice to Proceed.** The City of Duluth will provide an official letter of approval containing all conditions of approval once the minutes of the date of action have been approved by the Zoning Board of Appeals.



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Section 2

Site Plan Requirements

All applications for a variance or conditional use shall be accompanied by a plat prepared and stamped by a registered land surveyor, engineer, architect or landscape architect containing the following information:

The site plan shall be clearly legibly drawn at a scale of not less than 100 feet to one inch on a sheet size not to exceed 24" X 36". The Director may approve other sheet sizes as deemed appropriate.

The following information shall be depicted on the site plan, if applicable.

- Project name;
- Project owner and address (both local and permanent addresses if different) and telephone and fax number(s);
- Date, scale and north arrow;
- Vicinity map;
- Proposed use of property to be developed;
- Required yard setbacks appropriately dimensioned;
- Total acreage;
- Total number of lots and minimum lot sizes (if applicable);
- Size, location, and names of adjoining existing streets or access drives and proposed rights-of-ways and roadways;
- Topography with contour interval no greater than 10 feet;
- Proposed method of sewerage disposal (express as a note);
- Property lines and dimensions (showing bearings and distances);
- All contiguous property under the ownership or control of the applicant, except those lands specifically to be excluded by the Department. Areas not planned for development at the time of the submittal shall be shown as "Future Development";
- Location of ingress and egress points;
- Location of 100-year floodplain, lakes, ponds and other water courses;
- Dumpster location;
- Existing and proposed landscaping;
- Building heights;
- For multi-family and non-residential developments, the approximate location and arrangement of existing buildings, parking areas and other improvements including stormwater detention areas and all required buffers.
- Location of existing and proposed sidewalks;
- Existing zoning of the property and adjoining properties;
- Land lot and district;
- Name of person or company preparing the plat;
- Boundaries of the Chattahoochee River Corridor and Chattahoochee River Tributary Protection Areas, if applicable;
- General development data (in tabular form) for multi-family or non-residential site developments, such as number of residential units, gross square feet of each building, number of parking spaces, etc.;
- General development data (in tabular form) for single family developments, such as minimum lot size, floor area of homes, and all relevant conditions of zoning;
- Any other data requested by the Planning Director or Zoning Board of Appeals necessary for an understanding and evaluation of the project;



CITY OF DULUTH CONDITIONAL USE PERMIT APPLICATION

Section 3

Application Form

CUP# _____

Application Date: _____

Applicant Information

Name: _____

Address: _____

E-mail Address: _____

Phone Number: _____

Fax Number: _____

Owner Informaiton

Name: _____

Address: _____

E-mail Address*: _____

Phone Number: _____

Property Information

Present Zoning: _____

Address: _____

Parcel ID Number: _____

Use of Property: _____

Parcel Area: _____

I hereby certify that the above information and all attached information is true and correct.

Signature of Applicant

Date

Signature of Owner

Date

