

**SPECIAL USE INFORMATION (USE CHANGE ONLY)**FEE: Type I - \$1,350 Type II - \$850 (*Cash/card/check – make check payable to ACC*)**Quick Checklist for Planning Commission Applications**

- 1 copy of the application form with original signatures
- 14 copies of application report
- 14 copies of a site plan (2 to scale no larger than 2' x 3', 12 reductions of 11" x 17"), collated & folded
- 14 copies of scaled exterior architectural elevations (reductions of 11" x 17") OR photos of the existing structure(s) if no exterior changes are proposed (in cases where the subject unit is part of a multi-unit building, photos should include the entire exterior of the structure and mark the location of the subject unit).
- Digital (PDF) versions of signed application, report, plans, and elevations
- Stamped, blank envelopes of a number sufficient to address all property owners within 400 feet of property for which request is being made. (Planning Dept. to provide the number of needed envelopes)
- Application fee
- IF NECESSARY, provide a Traffic Impact Analysis for all projects that may be expected to generate 100 vehicle trips within a single hour or 1000 vehicle trips per day (contact Traffic Engineer at 706-613-3460)
- IF NECESSARY, complete ACC water and sanitary sewer capacity evaluation with Public Utilities (706-613-3490) or septic system analysis from Clarke County Health Department (706-583-2658)

**Pre-Application Conference**

All applicants shall have completed a pre-application conference for the proposal within a two-week to six-month period preceding the application date.

**Application Report**

An application report must be prepared and submitted by the applicant that details the proposed project and explains why and how the proposal will satisfy the following approval criteria:

**Approval Criteria for a Zoning Action:**

- A. Explain how the proposed zoning action is compatible with the Future Land Use map, the general plans for the physical development of Athens-Clarke County, and any master plan or portion thereof adopted by the Mayor and Commission.
- B. Is the proposed use in conformance with all standards within the zoning district in which the use is proposed to be located, and in conformance with relevant comprehensive plan policies implemented by Athens-Clarke County and with all state or federal laws?
- C. Is there adequate capacity of Athens-Clarke County facilities for water, sewer, paved access to and through the development, electricity, urban storm drainage, and adequate transportation that can and will be provided to and through the subject property?
- D. Will the zoning proposal have an adverse impact on the surrounding area? When evaluating the effect of the proposed use on the surrounding area, the following factors shall be considered:
  - 1) Similarity in scale, bulk, and coverage.
  - 2) Character and volume of traffic and vehicular parking generated by the proposed use and the effects on surrounding streets. Increases in pedestrian, bicycle, and mass transit use are considered beneficial regardless of capacity of facilities.
  - 3) Architectural compatibility with the surrounding area.

- 4) The possible impact on the environment, including, but not limited to, drainage, soil erosion and sedimentation, flooding, air quality and water quality, including the generation of smoke, dust, odors, or environmental pollutants.
- 5) Generation of noise, light, and glare.
- 6) The development of adjacent properties compatible with the future development map and the zoning district.
- 7) Impact on future transportation corridors.
- 8) Impact on the character of the neighborhood by the establishment or expansion of the proposed use in conjunction with similar uses.
- 9) Other factors found to be relevant by the hearing authority for review of the proposed use.

## **Commercial Short-Term Rentals**

Applicants shall state, in the application report, the maximum number of guests allowed at the property, number of bedrooms in the unit, and provide a minimum of two off-street parking spaces.

## **Site Plan Requirements (Use Change Only)**

The development plan and report associated with the special use, once approved, constitute a binding development plan and report. The plan or drawing accompanying the application shall include the following information:

1. Depiction and names of all streets within and abutting the subject property.
2. Depiction of the subject property, including property boundary lines
3. Location and use of the existing buildings on the subject property. If the subject unit is part of a multi-unit structure, label where the subject unit is within the structure.
4. Location of parking areas, parking spaces, and ingress, egress and traffic circulation for the subject property. If the subject unit shares parking with other units on the property, label the parking spaces that are designated for use by residents and visitors of the subject unit.
5. Depiction of the existing and proposed landscaping of the subject property, if changes are proposed.
6. Scale (plan must be drawn to a standardized engineering scale).
7. Date of plan origination and latest revision.
8. Tax parcel identification numbers and zoning designations for the subject property and adjacent properties.
9. Total acreage, the area and percentage of lot coverage, the total number of parking spaces, sufficient information for required parking determination for each non-residential use, and the total number of dwelling units (including the number of bedrooms in each dwelling unit for multifamily development).

In addition to the site plan, a special use application may include the following:

10. Traffic Impact Analysis for projects that may be expected to generate 100 vehicle trips within a single hour or 1000 vehicle trips per day, per the specifications of the Athens-Clarke County traffic engineer.
11. Provide a water and sanitary sewer capacity evaluation letter, if required by the Athens-Clarke County Public Utilities Department or a septic system analysis if required by the Clarke County Health Department.
12. Schematic architectural elevations of proposed structures and/or photographs of existing structures, as applicable, with the existing or proposed maximum height denoted (in cases where the subject unit is part of a multi-unit building, photos should include the entire exterior of the structure and mark the location of the subject unit).
13. If the project is to be built in phases, a description of the areas contained in each phase.
14. Special Uses in the Airport Overlay may require review by the Airport Authority to evaluate potential impacts to airport operations and compatibility with use of the airport.

## After Submittal Deadline

- No changes to the submittal documents are permitted after submittal unless required to fix an incomplete or incorrect application packet (Staff will notify applicants of missing or incomplete files). Incomplete or incorrect applications cannot proceed through the review process. This may result in the application review being postponed to a future review cycle.
- If the application requires Airport Authority review, Planning Staff will prepare a cover memo and forward the application to the Authority for review. Applicants are encouraged to attend the Authority's review meeting. The applicant is responsible for contacting the Airport Director for Airport Authority application requirements. Contact the Airport Director at 706-613-3420. The Authority will make a recommendation on the application and forward it to the Planning Department for inclusion in the Staff Report.
- The Planning Department will send letters by regular mail giving notice of the public hearing and proposal to all property owners of parcels lying in whole or in part within a distance of 400 feet as measured from the subject property lines. The Planning Department will also post notice on or near the subject property.
- ACC staff will review the application and prepare a recommendation report for the Planning Commission. These reports are e-mailed to applicants or their authorized agents, as well as made available to the general public, following distribution of the staff reports to the Planning Commission. With a typical agenda, applicants will receive the reports by the Friday or Monday preceding the Thursday Planning Commission meeting.
- The Planning Commission meets the first Thursday of every month at 6 p.m. in the Planning Department Auditorium.

If you have any questions regarding the application or procedures, please call the Planning Department at (706) 613-3515, e-mail at [planning@accgov.com](mailto:planning@accgov.com), or write to 120 W. Dougherty Street; Athens, GA 30601.