Public Hearing Application Forms And Requirements

UPDATED: August 19, 2020

Department Of Community Development

2 Park Plaza
Alpharetta, GA 30009
www.alpharetta.ga.us

Tel: 678.297.6070
Fax: 678.297.6071

SUBMITTAL DATES AND HEARING SCHEDULE

Completed applications will be accepted only on, or prior to, the dates indicated as "Submittal Deadline" and only between the hours of 8:30 AM and 3:30 PM .

Please note that the hearing dates listed below are provided for informational purposes only. Your actual hearing may be scheduled for a later date due to case load. You will be notified as to your actual hearing schedule by a representative of the Community Development Department. For information, please call 678-297-6070.

PLANNING COMMISSION

Meetings of the Planning Commission are typically held on the first Thursday of each month at 6:30 PM. Meetings are conducted at City Hall (2 Park Plaza).

The Planning Commission hears cases involving requests for conditional use, rezoning, special use, amendments to the Comprehensive Plan, amendments to the Zoning Code, and general public hearing items.

Recommendations of the Planning Commission are advanced to the City Council for final consideration.

Submittal Deadline	CZIM Meeting *6:00 PM	Commission Hearing	City Council Hearing
November 1, 2019	December 11, 2019	January 2, 2020	January 27, 2020
December 2, 2019	January 08, 2020	February 6, 2020	February 24, 2020
January 2, 2020	February 12 2020	March 5, 2020	March 23, 2020
February 3, 2020	March 11, 2020	April 2, 2020*	April 27, 2020
March 2, 2020	April 8, 2020	May 14, 2020*	May 26, 2020*
April 1, 2020	May 13, 2020	June 4, 2020	June 22, 2020*
May 1, 2020	June 10, 2020	July 9, 2020*	July 27, 2020
June 1, 2020	July 8, 2020	August 6, 2020	August 24, 2020
July 1, 2020	August 12, 2020	September 3, 2020	September 28, 2020
August 3, 2020	September 9, 2020	October 1, 2020	October 26, 2020
September 1, 2020	October 14, 2020	November 5, 2020	November 16, 2020*
October 1, 2020	November 11, 2020	December 3, 2020	December 14, 2020
November 2, 2020	December 9, 2020	January 7, 2021	January 25, 2021
December 1, 2020	January 13 2021	February 4, 2021	February 22, 2021

BOARD OF ZONING APPEALS

Meetings of the Board of Zoning Appeals are typically held on the third Thursday of each month at 5:30 PM. Meetings are conducted at City Hall (2 South Main Street).

The Board of Zoning Appeals hears cases involving requests for variances.

Submittal Deadline	Board Hearing
November 1, 2019	January 16, 2020
December 2, 2019	February 20, 2020
January 2, 2020	March 19, 2020
February 3, 2020	April 16, 2020
March 2, 2020	May 21, 2020
April 1, 2020	June 18, 2020
May 1, 2020	July 16, 2020
June 1, 2020	August 20, 2020
July 1, 2020	September 17, 2020
August 3, 2020	October 15, 2020
September 1, 2020	November 19, 2020
October 1, 2020	December 17, 2020 *
November 2, 2020	January 21, 2021
December 1, 2020	February 18, 2021

Fee Schedule For Public Hearing Items

Advertising - *Charged On All Items*	$275
Annexation Base Fee	$800 + *Rezoning Fees as Applicable*
Conditional Use Permit	$750
CLUP / Change Future Land Use Map	$800
Exception	$750
Master Plan Review	$800
Master Plan Amendment	$750
Public Hearing	$400
Special Use	$750
Variance	$750

SPECIAL NOTE FOR DEFERRED ITEMS

A re-advertising fee of $325 will be charged on all items that are deferred by the applicant after the Notice of Public Hearing has been published. Deferred items will be placed on a future meeting agenda that is a minimum of two (2) months after the notice of deferral is received by City Staff.

If, following a deferral, the applicant submits revisions, an additional fee of $500 will be charged for review of the revised submittal.

Rezoning fees are based upon the zoning requested by the applicant. Acreage fees are to be determined by rounding any portion of an acre up to the next whole number (i.e. 1.425 acres should be calculated as 2 acres for fee purposes).

Single Family Detached	$400 + $10 per acre	Mixed Use	$750 + $10 per acre
Townhomes or Multi-Family	$750 + $10 per acre	Light Industrial	$500 + $10 per acre
CUP	$750 + $10 per acre	Open Space	$300 + $10 per acre
Commercial or Office Institutional	$750 + $10 per acre		

Instructions For Filing Public Hearing Applications

1. No less than one week prior to submitting an application for Public Hearing, the applicant must complete a pre-submittal meeting. The applicant should bring one copy of the completed submittal package with all required plans and supporting materials to the meeting.
2. On the appropriate "Submittal Deadline" day, the applicant should file one (1) original, plus ten (10) sets, and one electronic set in .PDF format on a of the completed Public Hearing Application and supporting documents. Part A of the Citizen Participation Form must be included. Each set will be comprised of the completed Public Hearing Application with the required supporting documents attached. Please note that site plans, elevations, and other exhibits should be provided electronically as individual files of no more than 2mb and a total combined file size of 10mb. The electronic copy must be on a provided on a flash drive.
3. Two full-size sets of any drawings, surveys, and any other oversized materials shall be included with the original application. The additional ten (10) copies of these documents shall be submitted at a size no greater than 11" x 17" and shall each be folded to a size not to exceed 8.5" x 11".
4. The City of Alpharetta allows the applicant two (2) requests for extensions beyond the scheduled public hearing. If the request for extension is received after the Notice of Public Hearing has been published, a $325 re-advertising fee must be paid by the applicant. Additionally, with respect to scheduling, the deferred item will be treated as a new application and scheduled for a hearing a minimum of two (2) months following the date of receipt by Staff of the notice of deferral.
5. If, after requesting a deferral, an applicant submits a revised application and/or site plan, a $500 re-review fee will be assessed in addition to the $325 re-advertising fee.
6. An application may be withdrawn without prejudice (no waiting time to refile) at any time prior to the public hearing at which final action is taken. A request for such withdrawal must be made in writing.
7. All application fees must be paid at the time of submittal.
8. All taxes must be paid in-full and any and all outstanding code violations on the property must be rectified prior to the public hearing.
9. The applicant or an authorized agent of the applicant must be present for all public hearings to present the proposal.

Check List For Filing Public Hearing Applications

This document is provided as a resource for the applicant to assist with the public hearing process and preparing the application submittal package. Please note that all applicable items are due at the time of application submittal. Incomplete applications will not be accepted.

Required Item	Number of Copies
Required Of All Applicants	
☐ Full-Size Site Plan with Site Plan Checklist	Two (2) originals
☐ Completed Application Form with Review Criteria	One (1) original and ten (10) copies
☐ Planning Commission Review Criteria	One (1) original and ten (10) copies
☐ Board of Zoning Appeals Review Criteria	One (1) original and ten (10) copies
☐ Owner Authorization Form	One (1) original and ten (10) copies
☐ Disclosure Form	One (1) original and ten (10) copies
☐ Legal Description of Subject Property	One (1) original and ten (10) copies
☐ Letter of Intent	One (1) original and ten (10) copies
☐ Copies of Site Plan Attached to Application Packet	One (1) original and ten (10) copies
☐ Public Participation Plan	One (1) original and ten (10) copies
☐ Public Participation Report (Due twenty (20) business days prior to public hearing date to which case has been assigned	One (1) original and ten (10) copies
☐ Specimen Tree Survey and Arborist Report	Two(2) originals and ten (10) copies
☐ Trip Generation Report	Two(2) originals and ten (10) copies
May Be Required *(See Following Page for Details)*	
☐ Traffic Study	Four (4) copies
☐ Development of Regional Impact (DRI) Review Form	Four (4) copies

All submitted applications must include one electronic file in PDF format that includes the entire application; including the completed application form and all documents, plans, and drawings; saved as one file.

Site plans submitted as part of a public hearing application must be drawn to scale, and the scale must be displayed on the plan page. The maximum page size for original full-size plan documents is 30" x 42".

Plan copies submitted as part of the completed application packets may be a maximum of 11" x 17" and must be folded to a size of 8.5" x 11".

Overview Of Check List Items

Pre-Application Review Meeting

It is recommended that, prior to submitting a public hearing application, all applicants meet with a representative of the Community Development Department to review the applicant's proposal and site plan and complete a pre-application review. Applicants are required to bring the site plan and tax parcel identification number(s) of the subject property to the meeting. Please call 678-297-6073 to schedule an appointment.

Site Plan Check List

The Site Plan Checklist (included in this package) details the minimum requirements for site plans submitted in support of all public hearing applications. Prior to submitting an application, a review of the site plan will be conducted as part of the pre-application review meeting.

Application Form

The applicant is required to submit one (1) original, plus ten (10) sets, and one electronic file in .PDF format of the application form. Each copy of the application form will have attached to it a complete set of all required supporting materials (site plans, drawings, etc.) and must be bound or stapled. The original application form and supporting materials should be unbound.

Owner Authorization

Original and notarized signatures of the property owner(s) and applicant or a notarized statement by the applicant as to ownership are required. If a contract is used in lieu of the owner's signature, the signature on the contract must be an original and the contract must be valid for the duration of the rezoning process. See the application form for additional details.

Disclosure Form

If the owner, applicant, and/or applicant's representative has made a campaign contribution to the Mayor or any member of the City Council for $250 or more within the past two (2) years, the Disclosure Form must be completed in full. If no such contributions have been made, "No" should be checked and the signature section of the Disclosure Form should be completed.

Legal Description

The legal description must be a metes and bounds description of the property based on the provided survey that establishes a point of beginning and gives directions (bounds) and distances (metes) of property lines. If the property consists of more than one parcel, all parcels must be combined into one legal description.

Letter of Intent

The Letter of Intent should state the requested rezoning and use permit(s) and should include factual details about the proposed use(s); such as number and square footages of buildings, number of residential units, minimum heated floor area of residential units, number of fixed seats in places of worship, number of employees and beds in assisted living facilities, personal care homes and nursing homes, number of students in schools, hours of operation, etc. If concurrent variances are requested, the Letter of Intent should clearly state the requested variances and include explanations of hardships and any other reason(s) why the development standards cannot be met.

Copies of Site Plan

To each of the ten (10) copies of the submitted application packets, the applicant must attach a site plan on paper no larger than 11" x 17" and folded to a maximum size of 8.5" x 11".

Community Zoning Information Meeting

Applicants are strongly encouraged to attend this meeting held the 2nd Wednesday of each month from 6:00 p.m. to 7:00 p.m. in the Multi-Purpose Room at City Hall. The CZIM meeting will occur the month after submittal. (Example: Applications Submitted by August 1, 2018- CZIM Meeting will be Wednesday, September 12, 2018).This meeting is an informal, open house format designed to allow citizens to view plans and communicate with Applicants. City Staff will be present to answer procedural questions.

Public Participation Plan

The Public Participation Plan is to ensure that applicants pursue early and effective public participation in conjunction with their petitions, ensure that the citizens of the City of Alpharetta have an adequate opportunity to learn about petitions that may affect them, and to ensure ongoing communication between applicants, adjoining property owners, community associations and other organizations. Applicants are required to submit a Public Participation Plan at the time of the filing of the Public Hearing Application.

Public Participation Report

The Public Participation Report (included in this packet) must be completed in-full and submitted to the Community Development Department a minimum of twenty (20) days from the date prior to the Public Hearing Date to which the application has been assigned.

Overview Of Check List Items

Trip Generation Report

A trip generation report is required for all public hearing applications. It indicates the number of new average daily and peak hour vehicle trips the proposal could be expected to generate (per the latest edition of ITE Trip Generation, as applicable). The following example demonstrates a typical trip generation computation:

Land Use (ITE Code)	Intensity	Daily Total	A.M. Peak In	A.M. Peak Out	A.M. Peak Total	P.M. Peak In	P.M. Peak Out	P.M. Peak Total
General Office (710)	50,000 GSF	782	95	13	108	23	112	135
Townhouse (230)	200 Units	1,157	15	75	90	71	35	106
TOTAL		1,939	110	88	198	94	147	241

(Trip Generation, 7th Edition, ITE)

Traffic Impact Study

When a proposed project is estimated to generate 100 or more peak hour vehicular trips, a traffic impact study must be submitted. At the discretion of the Department of Engineering and Public Works, a traffic impact study may also be required for certain projects that fall below the 100 trip threshold. The traffic impact study shall be prepared by a registered professional engineer qualified in the area of traffic engineering, transportation engineering, or transportation planning in accordance with professional practices. The scope of the traffic impact study shall be approved by the Department of Engineering and Public Works.

The following are examples of projects that would require traffic impact studies:

Use	Size / Standard
General Retail	26,500 Square Feet
Fast Food Restaurant	2,000 Square Feet
Sit-Down Restaurant	6,800 Square Feet
Office	50,000 Gross Square Feet
Townhomes	200 Units
Single Family Detached Residential	100 Units
Gas Station	All
Bank	All
Drug Store	All

Development Of Regional Impact

When a proposed development meets or exceeds the thresholds listed on the following page, the Atlanta Regional Commission (ARC) and the Georgia Regional Transportation Authority (GRTA) shall review the project concurrently. Applicants shall first file the Public Hearing Application with the City of Alpharetta. After the ARC / GRTA findings are complete, the Public Hearing Application shall be placed on the next available agenda. It is the applicant's responsibility to contact and follow all ARC and GRTA review procedures. For additional information, please contact the Atlanta Regional Commission by calling 404-463-3000 or visit their website, www.atlantaregional.com.

Overview Of Check List Items

Tree Survey And Arborist Report Requirements

Below are the requirements for submission of a Tree Survey and Arborist Report for a Public Hearing:

Tree Survey -

- Provide a Tree Survey including all Specimen Trees, Trees of Quality, Tree Groupings, and previously planted Landscape Trees located on the property.
- Tree Survey must also include all Boundary Trees and all Specimen Trees within 30 feet of the property line or limits of disturbance even if on adjacent properties. (This is in no way an authorization to trespass.)
- All trees must be measured at Diameter at Breast Height (DBH: 4.5 feet above the ground). Multi-stem trees are measured at the most narrow point below the fork at least 6" above the ground and include the individual stem measurements listed in parenthesis.
- These Trees MUST be flagged and labeled with a numbered tag in order to be located out in the field (including boundary trees on adjacent properties if access is granted).
- Show the Critical Root Zone (CRZ) of the existing Trees to be saved (1.3 feet X inches DBH = radius in feet), not just specimen trees and label dimensions on the plans.
- Provide a site plan showing all trees and how trees will be incorporated into the design of the project per the UDC requirements. You are required to provide a design that incorporates trees. All trees proposed for removal shall be shown with an "X" over them.
- Survey and site plan must be legible and include all tree numbers and CRZs.
- Tree Survey must be prepared by, dated, sealed and signed by a registered surveyor.
- The minimum size for tree survey and site plan submittal is 11"x17" and the maximum size is 24"x36" and must be prepared to an accepted engineering scale.

Arborist Report -

- The Arborist report MUST assess the condition of all Specimen Trees, Boundary Trees, Trees of Quality, Tree Groupings and Landscape Tees. Final determination of Specimen Status will be made by the City Arborist.
- The tree assessment report MUST address whether or not a tree is worth designing around based upon condition, form, structure, or location.
- Provide photographs of all fair to poor condition trees including any defects that may reduce the quality of a tree.
- This report must include reference numbers used on field tags. Numbers noted on survey, plans, trees, and arborist report MUST match.

See Section 3.2 – Tree Conservation, Landscape and Buffer Requirements of the Unified Development Code: (https://library.municode.com/ga/alpharetta/codes/unified_development_code?nodeId=ARTIIILADEAC_S3.2TRCOLABURE)

or the Arborist Guidance Document for more information: (https://www.alpharetta.ga.us/docs/default-source/planning-zoning/arborist-guidance-document.pdf?sfvrsn=13d3cfab_6).

For land disturbance permit plan submittal requirements please see the Arborist Checklist at http://www.alpharetta.ga.us/docs/default-source/planning-zoning/arborist_checklist.pdf?sfvrsn=4

Overview Of Check List Items

Development Of Regional Impact Thresholds

Type Of Development	Review Threshold
Office	Greater than 400,000 square feet
Commercial	Greater than 300,000 square feet
Wholesale / Distribution	Greater than 500,000 square feet
Housing	Greater than 400 new lots or units
Industrial	Greater than 500,000 gross square feet or employing more than 1,600 workers or covering more than 400 acres.
Hotel	Greater than 400 rooms
Mixed-Use	Gross square feet greater than 400,000 (with residential units calculated at 1,800 square feet per unit towards the total gross square footage) or covering more than 120 acres or if any of the individual uses meet or exceed a threshold as identified herein.
Attractions and Recreational Facilities	Greater than 1,500 parking spaces or a seating capacity of more than 6,000.
Post Secondary Schools	New school with a capacity of more than 2,400 students or expansion of an existing school by at least 25% of capacity.
Any other development types not identified above (includes parking facilities)	1,000 parking spaces.

The above is only a partial list of the thresholds for Developments of Regional Impact. Applicants are cautioned and encouraged to visit the website of the Atlanta Regional Commission, www.atlantaregional.com, for a complete list and details.

Other Relevant Information

Public Hearing

The Planning Commission holds a public hearing on the first Thursday of each month beginning at 6:30 PM at Alpharetta City Hall. The Planning Commission makes a recommendation that is forwarded to the Mayor and City Council.

The Mayor and City Council hold public hearings on the fourth Monday of each month beginning at 6:30 PM. The hearings are held at Alpharetta City Hall.

Public Hearing Notice

Signs posted along the frontages of properties subject to public hearing serve to notify area residents of the Planning Commission and City Council hearings. The Department of Community Development posts these signs no later than twenty (20) days prior to the Planning Commission hearing.

Adjacent Property Owner Notice

By US Postal Service, notices are sent to all property owners within 500 feet of properties subject to public hearing. Such notices are mailed by the Community Development Department fourteen (14) days prior to the Planning Commission hearing. This notification is in addition to the applicants activities outlined in the Public Participation Plan.

Staff Report

Prior to the public hearings, the Community Development Department will publish its findings, recommendations, and comments in the staff analysis. Please contact the Deputy Director of Community Development at 678-297-6073 for additional information.

SITE PLAN CHECK LIST

This document is provided as a resource for the applicant to assist in the preparation of site plans to be submitted in support of applications for public hearing. The items listed below reflect the minimum information that must be included on all site plans submitted as part of the public hearing process.

Site plans submitted as part of a public hearing application must be drawn to scale, and the scale must be displayed in the lower left corner of the plan page. The maximum page size for original full-size plan documents is 30" x 42". Plan copies submitted as part of the completed application packets may be a maximum of 11" x 17", must be folded to a size of 8.5" x 11", and must be attached to each submittal packet set.

Applications that include site plan documents that do not meet these requirements will not be accepted.

☒	Element Description
☐	Key and/or legend and site location map with North arrow
☐	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.
☐	Acreage of the subject property.
☐	Location of land lot lines and identification of land lots.
☐	Existing, proposed, new dedicated, and future reserved rights-of-way of all streets, roads, and rail lines adjacent to and on the subject property.
☐	Proposed streets on the subject site.
☐	Current zoning of the subject site and adjoining properties.
☐	Existing buildings (with square footages, heights, and stories), wells, driveways, fences, cell towers, and any other structures or improvements on the subject property.
☐	Location of proposed buildings with square footages, heights, and stories.
☐	Layout and minimum lot size of proposed single-family residential lots.
☐	Topography of subject site.
☐	Required and proposed setbacks.
☐	100-year flood plain horizontal limits and flood zone designations as shown on survey or FEMA FIRM maps.
☐	Required landscape strips, undisturbed buffers, and any other natural areas as required or proposed.
☐	Tree lines, woodlands, significant trees with critical root zones (1.3 x trunk diameter), and open fields on subject site.
☐	Required and proposed parking spaces, loading, and unloading facilities.
☐	Lakes, streams, and other waters on the site and associated buffers. Wetlands shown on GIS maps or survey.
☐	Proposed stormwater management facilities.
☐	Entrance distance profile assuming the driver's eye at a height of 3.5 feet.
☐	Existing driveways located within 150 feet of the subject property on adjacent or nearby parcels (including those parcels on the opposite side of a public street).
☐	Proposed access driveways and the available intersection sight distance (according to AASHTO Green Book).

CITY OF ALPHARETTA

PUBLIC HEARING APPLICATION

FOR OFFICE USE ONLY

Case #: _____

☐ Fee Paid Initial: _____

COMMUNITY DEVELOPMENT DEPARTMENT • 2 PARK PLAZA • ALPHARETTA, GA 30009

1. This page should be the first page in each of your completed application packets.
2. It is preferred that all responses be typed. Illegible applications will not be accepted.
3. Prior to signing and submitting your application, please check all information supplied on the following pages to ensure that all responses are complete and accurate. Incomplete applications will not be accepted.
4. Payment of all applicable fees must be made at the time of application. Payment may be made via cash, credit card (American Express, Master Card or Visa), or check made payable to "City of Alpharetta."
5. Applications will be accepted only on the designated submittal dates between the hours of 8:30 AM and 3:30 PM.
6. If you have any questions regarding this form, please contact the Community Development Department by calling 678-297-6070.

Contact Information:

Contact Name: _____ Telephone: _____

Address: _____ Suite: _____

City _____ State: _____ Zip: _____ Fax: _____

Mobile Tel: _____ Email: _____

Subject Property Information:

Address: _____ Current Zoning: _____

District: _____ Section: _____ Land Lot: _____ Parcel ID: _____

Proposed Zoning: _____ Current Use: _____

This Application For *(Check All That Apply)*:

☐ Conditional Use ☐ Master Plan Amendment ☐ Exception

☐ Rezoning ☐ Master Plan Review

☐ Variance ☐ Public Hearing

☐ Comprehensive Plan Amendment ☐ Other *(Specify)*: _____

Applicant Request And Intent

What is the proposed use(s) of the property?

Applicant's Request (Please itemize the proposal):

Applicant's Intent *(Please describe what the proposal would facilitate)*:

PROPERTY OWNER AUTHORIZATION

Property Owner Information:

Contact Name: _____ Telephone: _____

Address: _____ Suite: _____

City _____ State: _____ Zip: _____ - _____

Authorization:

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 Fulton County, Georgia, of the property identified below, which is the subject of the attached Application for Public Hearing before the City of Alpharetta, Georgia.

As the legal owner of record of the subject property, I hereby authorize the individual named below to act as the applicant in the pursuit of the Application for Public Hearing in request of the items indicated below.

- ☐ Annexation
- ☐ Special Use
- ☐ Rezoning
- ☐ Conditional Use
- ☐ Variance
- ☐ Master Plan
- ☐ Land Use Application
- ☐ Other

Identify Authorized Applicant:

Name of Authorized Applicant: _____ Telephone: _____

Address: _____ Suite: _____

City _____ State: _____ Zip: _____ - _____

So Sworn and Attested:

Owner Signature: _____ Date: _____

Notary:

Notary Signature: _____ Date: _____

Disclosure Form

The Official Code of Georgia Annotated requires disclosure of campaign contributions to government officials by an applicant or opponent of a rezoning or public hearing petition (O.C.G.A. 36-67 A-1).

Applicants must file this form with the City of Alpharetta Community Development Department within ten (10) days after filing for rezoning or public hearing. Opponents to a rezoning or public hearing petition must file this form five (5) days prior to the Planning Commission meeting at which the subject rezoning or public hearing petition is scheduled to be heard.

Name of Applicant or Opponent: _____

Subject Public Hearing Case: _____

Campaign Contribution Information:

Please provide the requested information for each contribution with a dollar amount or value of $250 or more made within the past two (2) years to an Alpharetta Official by the individual identified above. Please use a separate form for each Alpharetta Official to whom such a contribution as been made.

If the individual identified above has made no such contributions to an Alpharetta Official within the past two (2) years, please indicate this by entering "N/A" on the appropriate lines below.

Name of Official: _____ Position: _____

Description of Contribution: _____ Value: _____

Description of Contribution: _____ Value: _____

Description of Contribution: _____ Value: _____

Description of Contribution: _____ Value: _____

Description of Contribution: _____ Value: _____

Campaign Contribution Information:

I do solemnly swear and attest, subject to criminal penalties for false swearing, that the information provided in this Disclosure Form is true and accurate and that I have disclosed herein any and all campaign contributions made to an Official of the City of Alpharetta, Georgia in accordance with O.C.G.A. 36-67 A-1.

Signature: _____ Date: _____

Alpharetta Planning Commission Review Criteria

How will this proposal be compatible with surrounding properties?

How will this proposal affect the use and value of the surrounding properties?

Can the property be developed for a reasonable economic use as currently zoned? Please explain why or why not.

What would be the increase to population and traffic if the proposal were approved?

What would be the impact to schools and utilities if the proposal were approved?

How is the proposal consistent with the Alpharetta Comprehensive Plan; particularly the Future Land Use Map?

Are there existing or changing conditions which affect the development of the property and support the proposed request?

On a separate sheet or sheets, please provide any information or evidence that supports your request and the statements that you have provided in this application.

Board Of Zoning Appeals Review Criteria

Please respond to the following ONLY if you are applying for a zoning variance.

Are there extraordinary and exceptional conditions pertaining to the subject property because of its size, shape, or topography? Please describe them.

Would the application of the Zoning Code standards as they relate to the subject property create an unnecessary hardship? Please explain.

Are there conditions that are peculiar to the subject property? Please describe them in detail.

Would relief, if granted, cause substantial detriment to the public good or impair the purpose and intent of the Zoning Code? Please defend your response.

On a separate sheet or sheets, please provide any information or evidence that supports your request and the statements that you have provided in this application.

Sign Variance Review Criteria

Are there exceptional conditions pertaining to the property where the sign is to be located as a result of the property size, shape, or topography which are not applicable to other lands or structures in the area? If "yes," please explain.

☐ Yes

☐ No

Would the applicant be deprived of rights that are commonly enjoyed by others similarly situated? If "yes," please explain.

☐ Yes

☐ No

Would granting the variance confer on the applicant any significant privileges which are denied to others similarly situated? If "yes," please explain.

☐ Yes

☐ No

Are the exceptional circumstances the result of actions of the applicant or the applicant's representatives? If "yes," please explain.

☐ Yes

☐ No

Is the requested variance the minimum necessary to allow the applicant to enjoy rights commonly enjoyed by others similarly situated? If "no," please explain.

☐ Yes

☐ No

Would granting of the variance violate more than one standard of the Unified Development Code? If "yes," please explain.

☐ Yes

☐ No

Would granting the variance result in allowing a sign that interferes with road or highway visibility or obstruct or otherwise interfere with the safe and orderly movement of traffic? On a separate sheet or sheets, please defend your response.

☐ Yes ☐ No

Citizen Participation Form - Part A

This form must be completed and submitted with the applicant's completed Public Hearing Application. Applications submitted to the City of Alpharetta without a completed Citizen Participation Form - Part A will not be accepted.

Public Hearing or Project Name: _____

Contact Name: _____ Telephone: _____

The following people will be notified of this application and provided information describing the subject proposal. Please note that ALL adjoining property owners MUST be notified. Use additional pages as needed.

_____ _____

_____ _____

_____ _____

_____ _____

_____ _____

_____ _____

_____ _____

Method by which these individuals will be contacted. Please mark all that apply. *If you select "Other," please provide a description of the method of contact that will be used.*

- ☐ Letter
- ☐ Personal Visits
- ☐ Telephone
- ☐ Group Meeting
- ☐ Email
- ☐ Other *(Please Specify)*

Please describe the method(s) by which these individuals will have the opportunity to respond or contact the applicant with questions or concerns about the proposal.

CITIZEN PARTICIPATION FORM - PART B

This form must be completed and submitted to the City of Alpharetta Community Development Department a minimum of twenty (20) working days prior to the scheduled Public Hearing. Failure to do so will result in cancellation of the scheduled hearing.

Public Hearing or Project Name: _____

Contact Name: _____ Telephone: _____

Please describe comments and concerns provided by any and all individuals contacted as part of the the Citizen Participation Program. If any individuals provided written correspondence, please attach copies of same to this report.

Method by which these individuals were contacted. Please mark all that apply. *Please provide samples of any and all written communications used to provide notification.*

- ☐ Letter
- ☐ Personal Visits
- ☐ Telephone
- ☐ Group Meeting
- ☐ Email
- ☐ Other *(Please Specify)* _____

Attach a list of people who have been notified of this application and provided information describing the subject proposal. Please note that ALL adjoining property owners MUST be notified.

I, the undersigned, as an authorized representative of the applicant and Public Hearing item identified above, do solemnly swear and attest, subject to criminal penalties for false swearing, that the information provided in this Citizen Participation Form - Part B and in any and all documents provided in support of this report are true and accurate. I further understand that any false statements provided by representatives of the applicant as part of this report may result in penalties up to and including denial of the subject application.

Signature of Authorized Agent:_____ Date: _____

Print Form