



## Special Land Use Permit (SLUP) Application Checklist

- Pre-Application Conference** (See page 2)

Date: \_\_\_\_\_ Staff contact: \_\_\_\_\_

- Completed Application Form**

- Response to standards for approval
- The names and addresses of the owners of the subject property and their agents if any
- Notarized consent of owner if applicant is not owner
- Present and proposed zoning classification for the subject property
- Campaign contribution disclosure report by the applicant and the applicant's attorney, if applicable, in accordance with O.C.G.A. 36-67A

- Required Documentation & Supplemental Information**

- Letter of Request
- Legal Description of the property
- A map of the property sought for SLUP approval showing its location and the City and its relationship to abutting properties, public facilities, and public services including the zoning classification of all abutting properties
- A recent survey plat showing the dimensions and location of the subject property prepared by a land surveyor whose state registration is current and valid and whose seal is affixed to the plat (see page 9 for survey requirements)
- Proof that all City, County, and State ad valorem taxes due upon the property have been paid in full
- Information regarding the demand that will be placed on public facilities and services by any contemplated development, including but not limited to increased population density, traffic volume (see page 9 for traffic study requirements), school enrollment, drainage, traffic, and utility facilities.



## Special Land Use Permit (SLUP) Application Procedures

The City of Douglasville Unified Development Ordinance (Article 12) regulates the Special Land Use Permit Application process in the following manner:

### 1. Procedure

The Planning Commission shall review and make recommendation to the Mayor and City Council regarding Special Land Use Permits (SLUPs) and Temporary Land Use Permits as regulated in this Section.

- a. The Planning Commission shall conduct a public hearing as described in Section 12.05, Public Hearing.
- b. The Planning Commission shall consider the nature and condition of all adjacent uses and structures and in recommending approval of a special use or temporary land use and may impose requirements and conditions, in addition to those expressly stipulated in this UDO, as it may deem necessary for the protection of adjacent properties and the public interest.
- c. The Planning Commission shall not recommend a special use or temporary land use unless it, in each specific case, makes specific findings of fact directly based upon credible evidence as to all of the following:
  - 1) The establishment, maintenance or operation of the use will not be detrimental to or endanger the public health, safety or general welfare;
  - 2) The use will not be injurious to the use and enjoyment of other property in the immediate vicinity for the purposes already permitted, or will not substantially diminish and impair property value within the neighborhood;
  - 3) In the case of multi-tenant parcel or buildings, multiple special use or temporary land use permits may need to be submitted and reviewed for approval;
  - 4) The establishment of the use will not impede the normal and orderly development and improvement of surrounding property for uses permitted in the district;
  - 5) Adequate utilities, access roads, drainage and other necessary facilities have been or are being provided;
  - 6) Adequate measures have been or will be taken to provide ingress and egress so designed to minimize traffic congestion in the public streets; and
  - 7) The special use or temporary land use will be located in a district where such use is permitted and that all requirements set forth in this UDO and applicable to such conditional use will be met.

In addition, the following questions may be required to be addressed by the applicant:

- 8) Will the proposed special use cause an unsafe increase in traffic congestion in the surrounding area?

- 9) Are nearby railroad crossings adequate to safely handle any resulting increases in heavy trucks and heavy equipment?
- 10) Will the proposed special use generate unreasonable pollution or negative environmental effects, including but not limited to dust, noise, contamination of surface water or water table, or unreasonable level of light at night?
- 11) Will the proposed special use generate unreasonable levels of vibration which may damage structures or business operations in the surrounding area?
- 12) Will the effects of proposed special use cause or contribute to devaluation of property in the surrounding area for future use of the property as currently zoned or used?
- 13) Will the effects of proposed special use cause or contribute to devaluation of existing businesses in the surrounding area?

## **2. Decisions of the Planning Commission**

- a. The Planning Commission may, by a vote by an affirmative vote of a quorum of a majority of those members present to:
  - 1) Recommend to city council that the special use or temporary land use be approved as requested; or
  - 2) Recommend to city council that the special use or temporary land use be approved with conditions; or
  - 3) Recommend to city council denial of the special use or temporary land use.
- b. The recommendation shall be forwarded in writing to city council within 30 days of the Planning Commission's vote, after which a public hearing shall be held by city council in accordance with its rules of procedure.
- c. A special use shall become null and void at the end of six months from date on which city council approves the special use, unless within such time period the applicant applies for and obtains a certificate of occupancy from the Building Official.
- d. A temporary land use shall become null and void after the end date listed on the application.

## **3. Voluntary Termination of a Special use or Temporary Land Use Permit**

- a. The owner of the property approved for a special use or temporary land use permit may voluntarily request termination of the use permit by notifying the Community Development Director in writing. The Director shall notify city council and the Planning Commission of voluntary terminations as they occur.
- b. The approval of a special use or temporary land use permit for a specific use which may be operated by a lessee under a private agreement with a lessor in any zoning district shall not obligate city council to be responsible for or be required to resolve any disputes which may arise out of the voluntary termination of the Special Land Use Permit by the property owner.

## **4. Change in Conditions or Modification of a Special use or Temporary Land Use Permit**

Changes to the conditions or modification of an approved Special Land Use Permit shall be subject to the same application, review and approval process as a new application, including the payment of relevant fees.

## **5. Establishment of Special Uses: Administrative Reviews**

- a. The staff of the Community Development Department shall conduct an administrative review of all Special Land Use Permits within one (1) year from the date of approval of such Special Land Use Permit. The administrative review shall be set forth in writing and shall advise the Planning Commission and City Council of staff's determinations as to whether or not the use has been established and, if so, if it has been established in conformance with any conditions placed upon the approval. Staff may modify or change the conditions of approval where such conditions have been satisfied or, due to the passage of time and the happening of circumstances, are no longer applicable. Any such change or modification may be reviewed

and changed or eliminated by the Planning Commission or City Council conducting an administrative review. If the use has not been established, staff shall so advise the Planning Commission and City Council, but shall also advise whether the applicant is proceeding with due diligence in establishing the use in accordance with the conditions placed upon the Special Land Use Permit approval.

- b.** Upon receipt of the administrative review conducted by staff, the Planning Commission may receive the report on the record at a Public Meeting and give staff such direction as it, in its sole discretion, deems necessary. Alternatively, if the Planning Commission, in its discretion, determines that the applicant is not proceeding with due diligence to establish the Special Land Use Permit in accordance with the conditions placed on the approval, then it may direct staff to so advise the applicant of its concerns and, further, to schedule a hearing pursuant to notice in accordance with this Chapter ordering the applicant to show cause why the Special Land Use Permit should not be revoked for a failure to establish the use or to proceed with due diligence in establishing the use in accordance with the conditions placed on the approval.
- c.** A Special Land Use Permit may, after a public hearing conducted pursuant to notice, be revoked if:

  - 1)** In the judgment of the Planning Commission the applicant has failed to establish the use or has failed to proceed with due diligence in establishing the use, in accordance with the conditions placed on the approval; or
  - 2)** If the use was established but has been discontinued. In no event shall a previously granted Special Land Use Permit be revoked prior to the expiration of one year from the date of its original grant.
- d.** Notwithstanding the provisions of the preceding paragraphs of this Section, a special use which has not been established or which has been established but thereafter discontinued for a period of one (1) or more years shall be deemed abandoned and, thereafter, upon the request of staff, the Planning Commission, acting in its administrative capacity, may issue a Declaration of Abandonment of the Special Land Use Permit or the Planning Commission may, in its discretion, continue the Special Land Use Permit for an additional period certain.

Case No.

**Project**

Project Name \_\_\_\_\_

Property Address/Location \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Land Lot \_\_\_\_\_ District \_\_\_\_\_ Section \_\_\_\_\_ Parcel \_\_\_\_\_ Property ID \_\_\_\_\_ Property Size \_\_\_\_\_ Acres \_\_\_\_\_ Current Zoning \_\_\_\_\_

Proposed Use \_\_\_\_\_ **Adjacent Zoning:** \_\_\_\_\_ North \_\_\_\_\_ South \_\_\_\_\_ East \_\_\_\_\_ West \_\_\_\_\_

**Overlay District:**  Historic Overlay District  Quality Growth Development Overlay  None

**Applicant/Owner**

Applicant \_\_\_\_\_

Company \_\_\_\_\_ E-mail Address \_\_\_\_\_ Phone \_\_\_\_\_

Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**Representative**

Agent or Attorney Name \_\_\_\_\_

Company \_\_\_\_\_ E-mail Address \_\_\_\_\_ Phone \_\_\_\_\_

Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**Applicant Signature**

*I hereby certify that all information provided herein is true and correct.*

Applicant/Owner or Representative Signature \_\_\_\_\_ Date \_\_\_\_\_

**Application Approved for Staff Review**  **Application Rejected** **Fee:** \$ \_\_\_\_\_

Zoning Administrator \_\_\_\_\_ Date \_\_\_\_\_

**Property Owner**

The property owner shall read the following carefully and complete the consent form below:

Initial

- \_\_\_\_\_ I understand that failure to supply all required information per the Special Land Use Permit Application checklist provided and requirements of the City of Douglasville Unified Development Ordinance will result in rejection of application
- \_\_\_\_\_ I understand that preliminary approval of my plans does not authorize final approval of my SLUP request, and all subsequent applications and permits, including but not limited to land disturbance, building, sanitary sewer, and signs, may not be issued until SLUP approval is obtained
- \_\_\_\_\_ I understand that representation associated with this application on behalf of the property owner (i.e. project coordinator, potential property owner, agent, or other such representative) shall be binding
- \_\_\_\_\_ I have read the provisions of O.C.G.A. 36-67A as required regarding Campaign Disclosures; my signed Campaign Disclosure report is included with this application

*I, \_\_\_\_\_, as property owner, respectfully petition that this property as described in this application be considered for Special Land Use Permit for \_\_\_\_\_. I acknowledge and fully understand all above statements made by the City of Douglasville. I hereby certify that all information provided herein is true and correct.*

_____			_____		
Property Owner Signature			Date		
_____	_____	_____	_____	_____	_____
Address	City	State	Zip	Phone	

**Representative (if applicable)**

_____			_____		
Attorney/Agent Signature			Date		
_____	_____	_____	_____	_____	_____
Address	City	State	Zip	Phone	

Sworn and subscribed before me  
This \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
**Notary Public**



Have you made, within 2 years immediately preceding the hearing for SLUP request, campaign contributions aggregating \$250 or more or made gifts having an aggregate value of \$250 or more to the Douglasville Mayor or member of the City Council or Planning Commission who will consider the application?

YES       NO

If YES, you and the attorney representing you must file this disclosure report with the Zoning Division at least five (5) days prior to the scheduled public hearing.

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

Date	Government Official	Position	Description	Amount

I/We certify that the foregoing information is true and correct, this \_\_\_ day of \_\_\_\_, 201\_\_.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Attorney

### **Survey Requirements**

- Survey of the complete site done by a professional surveyor
- Minimum size of 8.5x11, but no larger than 11x17
- Must include:
  - Date of survey
  - North point
  - Graphic scale
  - Source of datum
  - Date of plan drawings
  - Existing streets and rights-of-way
  - Locations of any easements
  - Existing streams

### **Traffic Study Requirements**

A traffic study is required for the following development projects:

- Residential projects with over 90 dwelling units
- Industrial projects with a floor area of 500,000 SF or more

The traffic study must be a report prepared and stamped by a professional engineer, and include:

- A vicinity map showing the location of the proposed development in relation to the transportation system
- A description of proposed development including size and nature of the entire proposed development and proposed site access points
- A proposed site plan
- A description of adjacent land uses and roadway network including road names, classifications, lane configurations, traffic control and pedestrian, bicycle and transit facilities
- Traffic volumes on existing roads at proposed access point measured within the last 12 months
- Operational analysis including average delay, level of service, volumes/capacity ratios, and queue length analysis of intersection of site access and main road and any additional study intersection(s)
- Accident data summary and analysis (data may be obtained from the City)
- Safety analysis of proposed site access including stopping sight distance, intersection sight distance, and operational characteristics
- Growth factor based on historical count data in the area
- Future no build base year volumes and performance evaluation
- Future no build horizon year (5 year beyond base year) volumes and performance evaluation;
- Any assumptions including pass-by and internal capture;
- Trip generation from ITE latest edition;
- Trip distribution show distribution percentages and volumes;
- Access location and spacing;
- Turn lane warrants and analysis;
- Driveway analysis including lane configuration, queue lengths, throat length and channelization;
- Future build base year volumes and performance evaluation;
- Future build conditions horizon year (5 year beyond base year) volume and performance evaluation;
- Parking needs, required and provided spaces;
- Description and analysis of mitigation measures; and
- Appendix to include applicable raw count data, calculation sheets, computer software output of performance evaluation, and warrant worksheets.