

## CITY OF STONE MOUNTAIN APPLICATION FOR CONDITIONAL USE

(1) Prior to the submittal or acceptance of a conditional use application, a pre-application meeting must be held with the zoning administrator or their designee. The purpose of the pre-application meeting is to assist in the applicant's understanding of the zoning ordinance and its requirements; to educate the applicant on community design policies and standards; and to inform the applicant of all necessary application materials required by the zoning ordinance. No final decision on the application or assurances that a particular proposal will be approved at the pre-application meeting.

(2) After the pre-application meeting, any person or persons submitting an application requesting a conditional use shall file the application and all required information and fees (*refer to page 5*) with the zoning administrator or his/her designee. Once the application is deemed complete and accepted, the zoning administrator or his/her designee will schedule a meeting of the Planning and Zoning Committee to review the application. The City Clerk will notify the applicant of the date the application will be included on a Planning & Zoning Committee meeting agenda.

(3) The Planning & Zoning Committee will meet to consider the conditional use application and will make their recommendation to the Mayor and City Council at the Work Session which is held the 3<sup>rd</sup> Monday of each month at 6:00 p.m.

(4) Please refer to *Section 2-1.4 Public Hearing and Decision* which outlines the proper process for zoning hearings and decisions.

### *Lapse of time requirement for reapplication:*

If the application for a conditional use is denied by the Mayor and City Council, the same property may not be considered again for a conditional use until the expiration of six (6) months from the date of the conditional use decision.

### **THE FOLLOWING INFORMATION MUST BE INCLUDED WITH THIS APPLICATION. THE APPLICATION WILL NOT BE ACCEPTED UNTIL ALL THE INFORMATION IS PROVIDED.**

- A. Pre-Application Meeting Form - To be provided by the zoning administrator or his/her designee.
- B. Required administrative fee. (Refer to fees on page 5)
- C. Copy of the paid tax receipt for the property or a statement signed by an official in the Tax Commissioner's Office indicating the taxes have been paid.
- D. Disclosure Forms - if applicable (refer to page 4)
- E. A written analysis of the impact of the proposal with respect to the criteria listed in Sections 2.1-11;2.1-12
- F. A correct legal description of the tract(s).
- G. A legible site plan/survey depicting the proposed use of the property. The site plan/survey must be stamped by a registered land surveyor and shall include:
  - (1) A correct scale and north arrow.
  - (2) The proposed land use classification
  - (3) The present zoning classification of the tract(s) and all adjacent parcels.
  - (4) The proposed location of any existing and proposed buildings and improvements with dimensions, to scale and the square footage of all existing and proposed buildings.
  - (5) The location of all driveways and entry/exit points for vehicular traffic, using arrows to depict direction of movement.
  - (6) The location of required off-street parking and loading spaces to include number of spaces and dimensions - must also include handicapped parking.
  - (7) Setbacks for all existing and proposed buildings to include driveways, walkways, fences, etc.
  - (8) The location and extent of required buffer areas, depicting extent of natural vegetation and type and location of additional vegetation if required.

**CITY OF STONE MOUNTAIN**  
**APPLICATION FOR CONDITIONAL USE**

APPLICANT'S NAME: \_\_\_\_\_

APPLICANT'S ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

HOME #: \_\_\_\_\_ OFFICE #: \_\_\_\_\_ CELL #: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

ADDRESS OF PARCEL FOR CONDITIONAL USE: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

CURRENT ZONING CLASSIFICATION: \_\_\_\_\_ PROPOSED ZONING CLASSIFICATION: \_\_\_\_\_

LAND USE CLASSIFICATION AS SHOWN ON THE FUTURE DEVELOPMENT MAP: \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF APPLICANT

\_\_\_\_\_  
DATE

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**THE INFORMATION BELOW MUST BE COMPLETED IF THE OWNER(S) OF THE PROPERTY IS DIFFERENT FROM THE APPLICANT. THE PROPERTY OWNER'S SIGNATURE BELOW AUTHORIZES THE APPLICANT TO APPLY FOR A CONDITIONAL USE AS INDICATED ABOVE. IF THE PROPERTY HAS MORE THAN ONE OWNER, THE NOTARIZED SIGNATURE OF ALL PROPERTY OWNERS SHALL BE REQUIRED (USE PAGE 3 FOR ADDITIONAL SIGNATURES)**

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PROPERTY OWNER'S NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

HOME #: \_\_\_\_\_ BUSINESS #: \_\_\_\_\_ CELL #: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF PROPERTY OWNER

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE OF NOTARY

\_\_\_\_\_  
DATE

\_\_\_\_\_  
COMMISSION EXPIRES

(SEAL)

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**COMPLETE AND DUPLICATE THIS PAGE IF ADDITIONAL OWNERS ARE REQUIRED  
TO SIGN AUTHORIZING THE APPLICANT TO APPLY FOR  
A CONDITIONAL USE**

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PROPERTY OWNER'S NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

HOME #: \_\_\_\_\_ BUSINESS #: \_\_\_\_\_ CELL #: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF PROPERTY OWNER

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE OF NOTARY

\_\_\_\_\_  
DATE

\_\_\_\_\_  
COMMISSION EXPIRES

(SEAL)

## DISCLOSURE OF CAMPAIGN CONTRIBUTIONS

In accordance with the Conflict of Interest in Zoning Actions O.C.G.A., Chapter 36-67A-3, the following questions **must** be answered:

Have you, the applicant, made \$250.00 or more in campaign contributions to a local government official, who will consider the application, within two years immediately preceding the filing of this application?

Yes \_\_\_\_\_ No \_\_\_\_\_

If the answer is yes, you **must** file a disclosure report with the City of Stone Mountain showing:

1. The name and official position of the local government official to whom the campaign contribution was made.
2. The dollar amount and description of each campaign contribution made to the local government official during the two years immediately preceding the filing of this application and the date of each contribution.

The disclosure(s) must be filed within ten (10) days after the application is first filed.

\_\_\_\_\_  
SIGNATURE OF APPLICANT

\_\_\_\_\_  
DATE

CHECK ONE: OWNER: \_\_\_\_\_ AGENT: \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF NOTARY

\_\_\_\_\_  
DATE

\_\_\_\_\_  
COMMISSION EXPIRES

(SEAL)

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**FOR OFFICE USE ONLY**

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Received By : \_\_\_\_\_ Date/Time Received: \_\_\_\_\_  
Parcel Number: \_\_\_\_\_ Occupancy Use: \_\_\_\_\_  
Total Acreage: \_\_\_\_\_ Total Square Feet: \_\_\_\_\_  
Current Zoning: \_\_\_\_\_  
Land Use Classification as shown on the future development map: \_\_\_\_\_  
Filing Fee: \_\_\_\_\_ Date Paid: \_\_\_\_\_ Pre-App Meeting Date: \_\_\_\_\_  
Date of Planning & Zoning Committee Hearing: \_\_\_\_\_  
Planning & Zoning Recommendation: Approve \_\_\_\_\_ Deny \_\_\_\_\_ Table \_\_\_\_\_  
Public Hearing Date: \_\_\_\_\_ Date Sign Posted: \_\_\_\_\_  
Date Advertised: \_\_\_\_\_ Date Public Notice Posted: \_\_\_\_\_  
Date of City Council Consideration: \_\_\_\_\_ Approved: \_\_\_\_\_ Denied: \_\_\_\_\_

**CONDITIONAL USE FEE: (Required to cover administrative costs): \$400.00**