

SPECIAL USE INFORMATION – AIRPORT

FEE: Type I - \$1,350 (*Cash/card/check – make check payable to ACC*)

Checklist for Original Special Use Application Prior to Airport Authority Review

- Completed Pre-Application Conference
- 2 Copies of Application Forms including the one with Original Signatures
- 2 Copies of Written Report
- 2 Copies of Site Development Plan and Proposed Elevations
- 1 Tree Management Plan per Sec. 8-7-17 if applicable
- Digital (PDF) versions of Report, Plans, and Elevations
- 1 Legal Description of Property included in the request (by deed or survey if metes and bounds are not depicted on site plan)
- Application Fee (\$1,250 for Type I application; \$200 for each requested variance)

Checklist for Special Use Application After Airport Authority Review

- 20 Copies of Written Report
- 20 Copies of Site Development Plan and Proposed Elevations
- 1 Tree Management Plan per Sec. 8-7-17 if applicable; 20 Copies if Variance Request
- Digital (PDF) versions of 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 Department to provide the number of needed envelopes)
- 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)
- Water and Sanitary Sewer Demands to Public Utilities (706-613-3490)

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.

Purpose of Special Use

Certain uses are permitted in the Airport Overlay Zone only as special uses. Chapter 9-13 of the Development Regulations provides substantive approval criteria by which applications for Special Use Permits in the Airport Overlay Zone are to be evaluated and describes applicable procedures. No specially permitted use may be established, enlarged or altered unless the Athens-Clarke County Mayor and Commission first issues a Special Use Permit in accordance with the applicable provisions of Chapters 9-13 and 9-20.

Approval Procedures

The application for the Special Use shall be executed by all property owners, including holders of Deeds to Secure Debt, as recorded in the official records of the Superior Court of Athens-Clarke County, or their authorized agents.

Any request pertaining to the establishment of a Special Use shall be considered an amendment to the Zoning Ordinance and shall be administered and processed as a Type I procedure set forth in subsection 9-4-3(C) of the Zoning Ordinance.

Appropriate application forms and materials must be completed and submitted to the Planning Department according to the corresponding deadlines. If the applicant contends that the current zoning classification of the property in issue constitutes a constitutional taking, written notice of such contention, and a written evaluation using the factors set forth in Chapters 9-4 and 9-13 of the Development Regulations supporting the contention, must be filed with the application; otherwise, the applicant shall be deemed to have waived such contention. Affidavits of fact, appraisals, and related studies shall be filed with the application, in support of applicant's position. After Airport Authority review, a Public Hearing shall be held before the Planning Commission in accordance with its rules of procedure. The Staff shall present the application and Staff evaluation. The Commission shall then entertain comments from the applicant, other proponents, and opponents. Before concluding the hearing, the applicant may request to be recognized for a brief rebuttal.

Notification to Surrounding Property Owners

The applicant shall provide to the Athens-Clarke County Planning Department blank, stamped envelopes of a number sufficient to provide notice to all property owners of parcels lying in whole or in part within a distance of 400 feet of the proposed Special Use as measured from the subject property lines. The owners of record shall be as shown on the Athens-Clarke County Tax Commissioner's records. The Planning Department shall address the stamped envelopes and send letters by regular mail giving notice of the public hearing and the proposed change to the zoning classification. Stamped envelopes are due at the Planning Department at the time of the applicable application deadline.

Special Use Approval Criteria

In evaluating and deciding any application for a Special Use Permit in the Airport Overlay (A) District, the approval authority shall apply the following review criteria:

1. Whether the proposed use is compatible in view of the use and development of the airport;
2. Whether the proposed use will adversely affect the airport and whether the airport will adversely affect the proposed use;
3. Whether permitted uses in the Airport Overlay Zone are available and appropriate for the subject property;
4. Whether the proposed use will or could cause an excessive or burdensome use of existing streets, transportation facilities, utilities, or schools;
5. Whether the proposed use is in conformity with the policy and intent of the Comprehensive Plan; and
6. Other factors found to be relevant by the hearing authority for review of the proposed use.

Application Report

An application report must be prepared and submitted by the applicant detailing how the application meets the following approval criteria.

Site Plan Requirements

The plan or drawing accompanying the application shall be prepared by a licensed surveyor, architect, landscape architect, or engineer and shall include the following information:

1. Vicinity map.
2. North arrow.
3. Depiction and names of all streets within and abutting the subject property.
4. Depiction of the subject property, including the metes and bounds of all lot lines.

5. Location and use of all buildings existing and proposed on the subject property.
6. Location of all parking areas, parking spaces, and ingress, egress and traffic circulation for the subject property.
7. Schematic landscaping plan showing area and type of landscaping proposed.
8. For any proposed structural or site improvement, a topographic map of the site showing contour intervals of five feet or less.
9. Approximate location of all existing natural features in areas which are planned to be disturbed, including, but not limited to, all existing vegetation, any natural drainage ways, ponds or wetlands, any substantial outcroppings of rocks or boulders, and protected environmental buffer zones.
10. Project name.
11. Scale (plan must be drawn to a standardized engineering scale).
12. Date of plan origination and latest revision.
13. Tax parcel identification numbers and zoning designations for the subject property and adjacent properties.
14. Existing and proposed public water, sanitary sewer, and access easements, and stormwater management facilities.
15. 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 shall include the following:

16. A tree management plan in accordance with section 8-7-17, if required by said section.
17. 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.
18. Water and sanitary sewer demands per specifications of the Athens-Clarke County Public Utilities Department.
19. Schematic architectural elevations of proposed structures and/or photographs of existing structures, as applicable, with the existing or proposed maximum height denoted.
20. Written description of proposed stormwater management.
21. If the project is to be built in phases, a description of the areas contained in each phase.

After Original Submittal

- Planning Department staff will review the application and prepare a preliminary report for the Airport Authority.
- The preliminary report is e-mailed to the applicant and Airport Director prior to the scheduled Airport Authority review.
- The applicant is responsible for contacting the Airport Director for Airport Authority application requirements. Contact the Airport Director at 706-613-3420.

After Airport Authority Review

- The Airport Authority recommendation is forwarded by the Airport Director to the Planning Department for incorporation into the Planning Commission staff report.
- After a complete application has been submitted for Planning Commission consideration, the ACC staff will review the application and prepare a recommendation report for the Planning Commission.
- The Planning Commission meets the first Thursday of every month at 6 p.m. in the Planning Department Auditorium. Applicants and interested members of the public are encouraged to attend.

- After the Planning Commission meeting, applicants may be required to resubmit copies of their application report, architectural elevations, and site plan for the Mayor and Commission. Please check with the staff after the Planning Commission for the necessary number of copies for Mayor and Commission consideration.
- ☑ Because the Planning Commission may recommend conditions of approval, the applicant may choose to revise the submittal documents to address the conditions prior to Mayor and Commission consideration. Whether revised or not, staff must receive sufficient copies by noon on the Monday following the Planning Commission meeting.

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, or write to 120 W. Dougherty Street; Athens, GA 30601.