

# ALTERNATIVE COMPLIANCE INFORMATION

## For TYPE III APPLICATIONS

FEE: Type III - \$150 (*Cash/check only – make check payable to ACC*)

Athens-Clarke County Planning Department – [athensclarkecounty.com/planning](http://athensclarkecounty.com/planning)  
120 West Dougherty Street · Athens, Georgia 30601 · 706-613-3515 · (F) 706-613-3844

### Quick Checklist for Planning Commission Applications

- Completed Pre-Application Conference
- 2 Copies of Application Forms including the one with Original Signatures
- 23 Copies of Written Report
- 23 Copies of Site Development Plan (or Concept Plan) and Proposed Elevations
- Digital (PDF) versions of Report, Plans, and Elevations
- 1 Legal Description (survey or description of metes and bounds from deed) of Property included in the request
- Stamped, Blank Envelopes of a number sufficient to address all property owners within 400 feet of property for which request is being made. (List available from Planning)
- Application Fee (Fee schedule available from Planning)
- For Special Uses and Planned Developments, completed TIA for all projects that may be expected to generate 100 vehicle trips within a single hour or 1000 vehicle trips per day
- For Special Uses and Planned Developments, provide a Tree Management Plan per Sec. 8-7-17
- 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 project within a two-week to six-month time period preceding the application date.

### APPLICATION SUBMITTAL REQUIREMENTS

A petition must be accompanied by:

1. A Type III application form, including the Declaration of Ownership and Agent's Authorization (if applicable), and
2. A site plan and/or architectural drawings, as applicable, and
3. A written report for the project addressing, at a minimum, the review criteria outlined below.

**Any alternative compliance element approved through this process becomes binding upon development.**

### PLAN REQUIREMENTS

The site plan and/or architectural drawings, as applicable, accompanying the application shall be prepared by a licensed surveyor, architect, landscape architect, or engineer and shall include the following information:

#### Site plan

1. Vicinity map.
2. North arrow.
3. Depiction and names of all streets abutting the subject property.
4. Depiction of the subject property, including the dimensions 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. 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, and any substantial outcroppings of rocks or boulders.
- 10. A Tree Management Plan in accordance with Section 8-7-17.

Architectural drawings

- 1. Elevations depicting proposed changes on each affected side. Minimum scale ¼" = 1'.
- 2. Details on design and materials of architectural elements.

**APPROVAL PROCEDURES**

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. The Planning Commission shall adopt and publish written rules governing its hearing procedures, which shall be available for distribution at the hearing.

**APPLICATION REPORT**

The application report shall address the following review criteria, which must be approved upon a finding by the Planning Commission:

- 1. Describe how the request would result in public benefits greater than any negative impacts.

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- 2. Describe how the request is consistent with the goals, objectives, and policies set forth in the Comprehensive Plan of Athens-Clarke County

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3. Describe how the request is consistent with the attributes of the Downtown and of the Design Area described in the Alternative Compliance Guidelines.

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4. Describe how the request conforms to the relevant Alternative Compliance Guidelines.

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**AFTER SUBMITTAL DEADLINE**

- A-CC Planning, Fire Marshall, Public Utilities, Transportation and Public Works Staff will review the application in the month preceding the application deadline 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, on the first business day following distribution of the reports to the Planning Commission members. With a typical agenda, Planning Commission members receive reports by Friday of the week preceding their Thursday meeting.
- The Planning Commission meets the first Thursday of every month at 7 p.m. in the Planning Department Auditorium. Applicants and interested members of the public are encouraged to attend.