

# PLANNED DEVELOPMENT INFORMATION

FEE: \$1600 (*Cash/card/check – make check payable to ACC*)

## Quick Checklist for Planning Commission Applications

- 1 copy of the application form with original signatures
- 14 copies of application report
- 14 copies of professionally sealed site plan (2 to scale no larger than 2' x 3', 12 reductions of 11" x 17"), collated & folded
- 14 copies of a scaled tree management plan (TMP) (follow site plan requirements for copies and size)
- 14 copies of scaled exterior architectural elevations (reduced size or included in application report)
- Digital (PDF) versions of signed application, 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 provides the number of needed envelopes)
- Application fee
- 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)
- Complete ACC water and sanitary sewer capacity evaluation with Public Utilities (706-613-3490) or septic system analysis with Clarke County Health Department (706-583-2658)
- Held stormwater management concept meeting with Public Works (706-613-3440)

## 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.

## Preliminary Development Plan and Application

A petition for "PD" zoning must be accompanied by a preliminary site plan and preliminary written report of the project. It is intended that this step in the process will provide an opportunity for the Planning Commission to comment on the project prior to the preparation of the master development plan. Any comments by the Planning Commission are for the benefit of the applicant in drafting the master development plan and shall not be binding. The Planning Director may waive the preliminary development plan step of the process for amendments to approved planned development projects, nonresidential projects, or projects that are clearly consistent with adopted community plans and whose adverse impacts are clearly insignificant.

## Master Development Plan

Following the planning commission's review of the preliminary development plan, the owner shall submit a master development plan for consideration. A Master Development Plan shall contain all information required for a preliminary development plan. If approved by the governing body, the planned development regulations shall become the zoning for the property. **The approved master development plan constitutes a binding site plan unless specifically stated in the master development plan or report to the contrary.**

## General Provisions

Any area may be rezoned as a planned development district if any one of the following conditions are met:

1. More than one principal land use is proposed for development on a single or multiple ownership.
2. Separate land uses, which would not otherwise be permitted to locate within the same zoning district, are proposed for development on one or more adjacent parcels under single or separate ownership.
3. Exceptions or variations to the size, dimensional changes in standards required, or other requirements of the zoning ordinance or community tree management ordinance are being sought to provide design flexibility.

## Application of Regulations

1. If any exceptions or variations to the requirements of the zoning ordinance or tree management ordinance are being sought in connection with the planned development, then the application must contain the applicant's requests for such exceptions or variations for hearing, consideration, and decision by the Mayor and Commission in conjunction with the planned development.
2. Planned developments shall normally be located on a street having a minimum functional classification of "collector."
3. Uses permitted in a Planned Development district shall include all uses permitted in the underlying district. In the case of an underlying residential district, retail and service uses designed and located within the project primarily for the benefit and convenience of the residents of the project shall be permitted; but shall be limited to no more than ten percent of the total project acreage. Permitted retail and service uses serving a residential Planned Development are any uses permitted in the "C-N" District. Total commercial space shall be limited to 50 square feet per residential unit
4. Total project residential density shall be compatible with that normally permitted in the underlying district, including any density transfers or density bonuses.
5. Adequate guarantee shall be provided for the permanent retention as "open space" for all of the residual open land area resulting from the planned development approval. The guarantee shall be in the form of private reservation for the use of project residents through covenants, deed restrictions, or similar documents, or through dedication as common open space, or as land held in a common undivided interest dedicated to a recognized land trust, or dedicated to Athens-Clarke County. The care and maintenance of such private open space areas shall be similarly provided for.
6. To ensure adequate and proper construction of the following facilities listed below in "a" through "e," the Mayor and Commission may require that a performance bond or other financial guarantee be submitted by the owner. Such guarantee, if required, shall be in an amount set by the Mayor and Commission and sufficient to allow Athens-Clarke County to construct the stipulated facilities. In addition, the owner shall be required to grant right-of-entry to Athens-Clarke County to construct such improvements where a bond is required. The bonding requirements shall be the same as required of a subdivision (See 9-26-5 of the Development Regulations).
  - a. Recreation lands and appurtenances;
  - b. Streets and sidewalks;
  - c. Drainage facilities;
  - d. Grading improvements;
  - e. Sewer, water, and other utilities

## Application Report

An application report must be prepared and submitted by the applicant for both Preliminary Development Plans and Master Development Plans that details the proposed project and explains why and how the proposal will satisfy the following approval criteria:

### Approval Criteria for a Zoning Action:

1. Explain how the proposed zoning action is compatible with the Future Land Use map, the general plans for the physical development of Athens-Clarke County, and any master plan or portion thereof adopted by the Mayor and Commission.
2. The proposed use meets all objective criteria set forth for that use provided in the zoning ordinance and conforms to the purpose and intent of the Comprehensive Plan and all its elements.
3. The proposal will not adversely affect the balance of land uses in Athens-Clarke County.
4. Public services, which include physical facilities and staff capacity, exist sufficient to service the proposal.
5. The existing land use pattern surrounding the property in issue.
6. The possible creation of an isolated district unrelated to adjacent and nearby districts.
7. The population density pattern and possible increase or over-taxing of the load on public facilities including, but not limited to, schools, utilities, and streets.
8. The cost of the Unified Government and other governmental entities in providing, improving, increasing or maintaining public utilities, schools, streets and other public safety measures.
9. The possible impact on the environment, including but not limited to, drainage, soil erosion and sedimentation, flooding, air quality and water quantity.
10. Whether the proposed zoning action will be a deterrent to the value or improvement of development of adjacent property in accordance with existing regulations.
11. Whether there are substantial reasons why the property cannot be used in accordance with existing zoning; provided, however, evidence that the economic value of the property, as currently zoned, is less than its economic value if zoned as requested will not alone constitute a significant detriment.
12. The aesthetic effect of existing and future use of the property as it relates to the surrounding area.
13. Whether there are other existing or changing conditions affecting the use and development of the property that give supporting grounds for either approval or disapproval of the zoning proposal.

### Site Plan Requirements for Preliminary and Master Development Plans

The plans 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, including right-of-way and pavement widths.
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. 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 and designation of the plan as either a “preliminary” or “master” plan, as applicable.
11. Zoning designations of the proposed development.
12. Scale (plan must be drawn to a standardized engineering scale).
13. Date of plan origination and latest revision.

14. Tax parcel identification numbers and zoning designations of the subject property and adjacent properties.
15. Existing and proposed public water, sanitary sewer, and access easements, and stormwater management facilities.
16. 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 planned development application shall include the following:

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

## After Submittal Deadline

- The Planning Department will send letters by regular mail giving notice of the initial public hearing and of the proposal to all property owners of parcels lying in whole or in part within a distance of 400 feet as measured from the subject property lines. The Planning Department will also post notice on or near the subject property for both the preliminary plan and master plan public hearings.
- ACC staff will review the preliminary plan application and prepare comments for the Planning Commission. The ACC staff will review the master plan submittal and prepare a recommendation report for the Planning Commission. The comments and report will be e-mailed to applicants or their authorized agents, as well as made available to the general public, following distribution to the Planning Commission. With a typical agenda, applicants will receive the staff comments or staff report by the Friday or Monday preceding the Thursday Planning Commission meeting.
- The Planning Commission meets the first Thursday of every month at 6 p.m. in the Planning Department Auditorium.
- The day after the master plan consideration by the Planning Commission, Staff will contact the applicants if additional application document copies are needed for forwarding to the Mayor and Commission for their consideration. If the Planning Commission recommends conditions of approval, then the applicant may choose to revise the submittal documents to address the conditions prior to Mayor and Commission consideration. Whether revised or not, sufficient application copies must be available by noon on the Monday following the Planning Commission meeting for the proposal to be considered at the next Mayor and 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](mailto:planning@accgov.com), or write to 120 W. Dougherty Street; Athens, GA 30601