

**Candler Park Neighborhood Organization  
Zoning Committee Submittal Checklist**

In an effort to facilitate the review of applications filed with zoning committee the following checklist has been established. The materials must be submitted to the Zoning Committee Chair no later than 7 (seven) full days prior to Zoning Committee Meeting. Zoning meetings are typically held the first Wednesday of each month. Complete application packages must reach the Committee Chair by close of business on Tuesday of the week preceding the Committee's meeting. Applications received after this deadline and applications that are incomplete will not be considered, and will be deferred until the next month's meeting. Applicants are responsible for coordinating and verifying the date and time of the meeting with the Zoning Chair.

Please note, that upon initial review, the zoning committee may ask for additional information to be provided by the applicant and that these requests will likely vary due to the nature of the specific application at hand.

Applicants are requested to submit six (6) copies of the following materials:

- [ ] a. Copy of application with all materials filed with the City of Atlanta (including the Referral Certificate) with a date stamp as provided by the Bureau of Planning, upon receipt of the application and materials submitted.
- [ ] b. Site plan / survey (noting property lines, setbacks, trees, hard surfaces) – drawn to scale and appropriately labeled.
- [ ] c. Floor plan(s) – existing and proposed (if appropriate) – drawn to scale and appropriately labeled and dimensioned.
- [ ] d. Exterior elevations – drawn to scale and appropriately labeled and dimensioned.
- [ ] e. Photographs of property and adjacent properties with clear labels for every photograph (e.g., rear view, view from north, etc.).
- [ ] f. Signatures and printed names of adjacent neighbors (acknowledging review and approval of application and drawings).
- [ ] g. A vicinity map – indicating locations of adjacent neighbors and supporters of application and appropriately labeled (within three hundred feet (300') of each property line of the applicant property) drawing does not need to be to scale.
- [ ] h. Copy of Zoning Committee Application Checklist.
- [ ] i. A description of the project, explaining how it will contribute to the neighborhood, and why a variance is being requested.

A complete application package must provide information that addresses all of the above-listed points. Applications that do not provide complete information will not be considered.

Applicant Name: \_\_\_\_\_

Application Address: \_\_\_\_\_

Application Number: \_\_\_\_\_

Date: \_\_\_\_\_

