

Candler Park Neighborhood Organization Zoning Committee General Information

1. Introduction

At the close of 2005, Candler Park Neighborhood Organization formally adopted a Zoning Committee during the bylaws update. A Zoning Committee Chairperson, elected by the neighborhood association, chairs the committee meetings.

Contact information for the committee chair and the CPNO officers is available on the web site or in the newsletter.

2. Goals of the Zoning Committee

Candler Park is an intown neighborhood of older homes, tree lined streets that provides opportunities to walk to shops, restaurants and parks. Given these pleasant characteristics, many neighbors and businesses will seek to renovate and improve their properties, rather than moving to other parts of the city.

Recognizing that the existing housing stock and properties may not always conform readily to zoning regulations established by the City of Atlanta Bureau of Planning, a variance and rezoning process exists, whereby property owners may seek relief from conforming with the laws, while still maintaining the intent of the laws.

The Candler Park Neighborhood Organization is one of several organizations that may choose to participate in the review of applications for variances and rezonings. Recommendations, which are non-binding, are forwarded to Neighborhood Planning Unit N for consideration in their review of the application. Comments and concerns are ultimately evaluated by the City of Atlanta, Zoning Review Board (rezonings) or the Board of Zoning Adjustment (variances).

The Candler Park Zoning Committee has identified several key goals:

- a. provide for a process that facilitates the review of all applications filed
- b. clearly identify the committee requirements of each applicant in order to review the application
- c. review applications fairly and consistently
- d. provide feedback directly to the applicant for consideration
- e. vote to approve or disapprove the application, as appropriate
- f. inform the neighborhood of findings related to each application
- g. advise the neighborhood regarding the level of support for each application by describing the committee's vote, making a recommendation to CPNO at a regularly scheduled meeting, and requesting a vote by those in attendance

Within the guidelines established, the zoning committee shall evaluate each application with the hope of protecting and enhancing the characteristics of the existing neighborhood.

3. Zoning Application Process

This summary is not meant to be completely inclusive of all steps in the process, but is intended to serve as a general outline for the applicant as the process relates to CPNO activities.

The application process can admittedly be a frustrating one and the Zoning Committee would like to facilitate the applicant's efforts towards a successful review of the application. The applicant must keep in mind that the published dates for hearings at the city may not always fall sequentially with neighborhood meetings and the applicant should plan accordingly.

The first step in the process is to visit the City of Atlanta, Bureau of Building and obtain a Referral Certificate from the Zoning Counter. Applications for variances, rezonings, and other related matters may be found on the City of Atlanta website: www.atlantaga.gov.

Once the Referral Certificate is in hand, an application for a variance or a rezoning is filed with the Bureau of Planning at city hall. NPU contact information is provided to the applicant, at that time.

Simultaneous to calling the NPU contact, the applicant is encouraged to contact the CPNO Zoning Committee Chairperson.
Application packets shall be prepared and submitted to the Zoning Committee. See dates and requirements outlined below.

The Zoning Committee will review the application with the applicant at a regularly scheduled meeting and will provide feedback and if appropriate, a recommendation to the neighborhood association for consideration.

At the neighborhood organization meeting the zoning committee shall briefly present the application information along with its recommendation to the neighborhood organization. After discussing the application, the neighborhood shall vote on the proposed resolution, prepared and presented by the zoning committee.

The Zoning Committee recommendation and the neighborhood vote will be forwarded to the NPU N for their consideration and the applicant will complete the application process by attending the NPU N meeting and finally the appropriate board meeting at the City of Atlanta for a ruling by the board. Typically, the city council and the mayor weigh in with final votes and the application is either approved or denied, upon its merits.

Candler Park Neighborhood Organization is merely making recommendations and has no legislated power in the process for zoning matters.

4. Critical Dates in Each Month

In an effort to convey the context within which the Zoning Committee operates during the calendar year, the following important dates are to be considered:

Dates for public hearings do not always coincide readily with the published schedule of the zoning committee or the Candler Park Neighborhood Organization. Applicants are encouraged to plan their schedules accordingly, recognizing that delays may occur if there is not sufficient time for the committee review and neighborhood meetings to take place, prior to the public hearings held by the City of Atlanta BZA or ZRB.

CPNO Executive Committee Meet – Second Monday
CPNO Public Meeting – Third Monday
CPNO Zoning Committee Meeting – First Wednesday
NPU N Meeting – Fourth Thursday.

Applicants for zoning reviews shall submit a notice to the Zoning Committee Chair to be placed on the committee agenda. Notice must be made no later than 7 (seven) full days prior to the Zoning Committee Meeting.

5. Submittal Materials

In an effort to allow the committee to adequately review applications and to standardize the expectations for each application, 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
- d. Exterior elevations – drawn to scale and appropriately labeled
- e. Photographs of property and adjacent properties with clear labels for each (e.g., rear view, view from north, etc.)

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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 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

Applicant shall submit the required materials to the Zoning Committee Chair no later than 7 (seven) days prior to the Zoning Committee meeting.

Applications that provide complete information addressing each of the above-listed points 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.