



Office Use Only

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

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

**USE PERMIT APPLICATION**

All businesses wishing to operate within the City of Riverdale that require a Use Permit, must first complete and submit all required documents issued from the Planning, Zoning, and Economic Development Department. A Use Permit allows a City or County to consider special uses which may be essential or desirable to a particular community, but which are not allowed as a matter of right within a zoning district, through a public hearing process. A use permit can provide flexibility within a zoning ordinance. Another traditional purpose of the use permit is to enable a municipality to

APPLICANT INFORMATION

Applicant Name

Mailing Address

Suite/Unit/Apt	City	State	Zip Code
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Tel #	Fax	E-mail
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Property Owner (Use back if multiple names)

Mailing Address

Suite/Unit/Apt	City	State	Zip Code
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Tel #	Fax	E-mail
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PARCEL INFORMATION

Address/Location of Property

Map # N	Block #	Parcel #	Land Lot
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District/Section	Size of Property (Acres)
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Present Zoning Classification	Proposed Zoning Classification
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Present Land Use	Proposed Land Use	Land Use Map
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**Authorization By Property Owner**

AUTHORIZATION

The above information is true and correct to the best of my knowledge and belief, and I fully understand that in the event information given above proves false, action, if any, may be revoked by the City Council. I swear that I am the property owner of the property which is the subject matter of the attached Petition for Use Permit, as shown in the records of The City of Riverdale, Georgia.

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 2011.

X \_\_\_\_\_ X \_\_\_\_\_

Applicant Print Name Applicant Signature Date

X \_\_\_\_\_ X \_\_\_\_\_

Owner Print Name Owner Signature Date

\_\_\_\_\_  
Notary Public (Affix Raised Seal Here)

**(FOR OFFICIAL USE ONLY)**

Received By: \_\_\_\_\_

Date of Filing: \_\_\_\_\_

Filing Fee Received: \_\_\_\_\_

Date of Notice to Newspaper: \_\_\_\_\_

Date scheduled for Planning Commission Public Hearing: \_\_\_\_\_

Planning Commission Recommendation: \_\_\_\_\_

Date scheduled for Mayor & City Council Public Hearing: \_\_\_\_\_

Mayor & City Council Ruling: \_\_\_\_\_

**REQUIRED SECTIONS FOR SUBMITTAL**

Please use page divider tabs to label the various and required sections. Twelve (12) copies of the completed binder with tabs and a TABLE OF CONTENTS are required to be submitted.

TAB INDICATORS	DOCUMENT NAME	COMMENTS
<b>A</b>	Application Form	
<b>B</b>	Form B	See Enclosed Document Outline
<b>C</b>	Warranty Deed, Security Deed or Purchase Agreement	The referenced documents verify ownership of the property
<b>D</b>	Lease—If applicant is NOT the property owner, applicant must submit affidavit declaring position with relationship to owner, owner contract information (address and phone number).	The term of the lease must exceed five (5) years beyond the Use Permit approval date.
<b>E</b>	Floor Plan	Interior and Exterior
<b>F</b>	Color Photos	Interior and Exterior
<b>G</b>	Engineering Studies/Traffic Safety Studies/ Environmental Impact Statement	The need to submit these documents will be determined via the outcome of the Pre-Use Permit Process Meeting.
<b>New Construction - Rehabilitation Projects</b>		
<b>H</b>	Construction Documents	Conceptual Site Plan, Construction Drawings, Site Development Plan, etc.

**Application Process**

**Introduction**

A Use Permit allows a City or County to consider special uses which may be essential or desirable to a particular community, but which are not allowed as a matter of right within a zoning district, through a public hearing process. A use permit can provide flexibility within a zoning ordinance. Another traditional purpose of the use permit is to enable a municipality to control certain uses, which could have detrimental effects on the community.

The use permit process allows for consistent evaluation of land use applications and provides clear criteria on which to base a decision. The burden is on the applicant to provide adequate justification supporting a Use Permit request.

**Submittal Requirements**

The submission of this application and associated documents, which will initiate the Use Permit process.

**Filing Process**

Unless instructed via the Pre-Use Permit Process meeting, the applicant is required to answer every question and submit every document requested. The balance of the requirements is as follows:

1. The application packet (enclosed) is to be bound via loose-leaf binder or 'Ibico' binding system.
2. Twelve (12) copies of the completed application are required to be submitted.
3. See deadline for applications in the 2011 Zoning Schedule.
4. Use page divider tabs to label the various and required sections A through L of the above table with an attached TABLE OF CONTENTS.

**FORM B**

**Directions** For new construction, remodeling, or site developments, the following materials must be submitted with your application:

1. Conceptual site plans drawn to scale (Twelve (12) sets, 11" x 14")
2. Color Photographs illustrating proposal interior and exterior (Two (2) photographs minimum, twelve (12) copies)
3. Should photographs not be available, please submit a sketch (Twelve (12) copies)

## Application Process Continued

### Post Application Submission Process:

1. After the Use Permit is submitted, Planning, Zoning, and Economic Development Department staff person will timely review the application and supporting documentation and upon completion of this exercise staff personnel will make a recommendation to the City's Planning Commission to approve or deny the Use Permit application.
  2. Upon completion, the recommendation will be presented to members of the Planning Commission who via a public hearing will examine and discuss the merits of the applicant's Use Permit request. The applicant's attendance is mandatory. They also possess an opportunity to discuss the elements of their request before the members of the Planning Commission. Individuals who are in favor or disfavor of the applicant's request are invited to attend the meeting as well.
  3. Upon completion of the public hearing the members of the Planning Commission will vote to make a recommendation to approve or deny the Use Permit application which will be submitted to members of Mayor/Council at the second meeting of the succeeding month after the Planning Commission recommendation has been finalized. The Planning Commission does not make final rulings.
- Should the applicant wish to withdraw his/her application request, after the Planning Commission has ruled, a formal request to withdraw, in writing, 15 days prior to the date in which the Mayor & Council shall conduct the public hearing will require submission.
4. At the specified Mayor/Council meeting, the City's elected officials will examine the submitted information and recommendations from the 'Department' and the Planning Commission to approve or deny the Use Permit application. Members of Mayor/Council will also vote and make the final ruling on the matter. Mayor / Council may postpone a petition as long as necessary to make a decision. There is no appeal process once the final ruling/vote is submitted.
  5. If the applicant's request is approved, a Use Permit will be issued. The 'Permit' will expire twelve (12) months from the date that Mayor/Council has approved the applicant's request.
  6. If the applicant's request is denied the applicant may re-submit a new Use Permit request application after a twelve (12) month period has elapsed.

### How Long Does The Process Take?

Generally the time to secure an approved Use Permit is between three (3) months to a four (4) month time period.

**Please Note:** This time period will be substantially greater and extended if additional information is required by the applicant and /or if an Environmental Impact Statement, Traffic Safety Studies or Engineering Studies are required with the submission.

### Application Fee

The processing and review fee is one thousand (\$1,000.00) dollars.

### City of Riverdale 2011 Zoning Schedule

Filing Deadline Date	Community Zoning Information Meeting (CZIM)	Public Notification Sign Posting Deadline	Planning Commission Meeting	Mayor and Council Meeting
March 28, 2011	April 11, 2011	May 1, 2011	May 16, 2011	May 23, 2011
May 2, 2011	May 16, 2011	June 5, 2011	June 20, 2011	June 27, 2011
May 30, 2011	June 13, 2011	July 3, 2011	July 18, 2011	July 25, 2011
June 27, 2011	July 11, 2011	July 31, 2011	August 15, 2011	August 22, 2011
August 1, 2011	August 15, 2011	September 4, 2011	September 19, 2011	September 26, 2011
August 29, 2011	September 12, 2011	October 2, 2011	October 17, 2011	October 24, 2011
October 3, 2011	October 17, 2011	November 6, 2011	November 21, 2011	November 28, 2011
October 31, 2011	November 14, 2011	December 4, 2011	December 19, 2011	December 26, 2011

**Attachment to Conditional Use Permit Application**

ZONING DISCLOSURE LAW COMPLIANCE (RE: Title 36, Chapter 85, Official Code of Georgia Annotated)

**SECTION A: ZONING DISCLOSURE LAW REQUIREMENTS**

1. Effective July 1, 1986, any member of the Riverdale City Council or Planning Commission, including their spouse, mother, father, brother, sister, son or daughter must disclose, in writing, any property interest or financial interest in any business which has a property interest in any real property subject of a rezoning application.

2. Effective July 1, 1986, any applicant for rezoning must file within ten days of submittal of the application, a disclosure report if within two years immediately preceding the application, the applicant has made campaign contributions or gifts in which the aggregate campaign contributions or aggregate value of the gifts have a value of \$250.00 or more to any member of the Riverdale City Council or Planning Commission.

3. Failure to comply with the Disclosure Requirements is considered a misdemeanor.

**SECTION B: DISCLOSURE STATEMENTS**

1. Does any member of the Riverdale City Council or Planning Commission, including their spouse, mother, father, brother, sister, son or daughter have a property or financial interest in the property subject of the accompanying rezoning application (RE: Section A.1. above)? Yes or No

2. If the answer to Section B (a) above is yes, then states the name of said persons and have said persons sign in the space below stating their relationship to the applicant. \_\_\_\_\_

3. Based upon the statement in Section A.2. above in Title 36, Chapter 85, and OCGA does the applicant meet the requirements for filing a Disclosure Report?  
a. Yes \_\_\_\_\_ or No \_\_\_\_\_

(b) If a Disclosure Report is required, please provide the following information in the Disclosure Report for each campaign contribution and/or gift made.

The name of the official to whom the campaign contribution or gift was made. \_\_\_\_\_

(2) The dollar amount and date of each contribution \_\_\_\_\_  
Dollar Amount                      Date

(3) Enumeration and description of each gift having an aggregate value of \$250.00 or more \_\_\_\_\_  
Attach and sign additional sheets for the Disclosure Report as necessary.

X \_\_\_\_\_  
Owners Signature                                              Date

\_\_\_\_\_  
Notary Public                                              Date

**Applicant Disclaimer**

*I \_\_\_\_\_ have read the information contained in this application package and fully understand the 'Conditional Use Permit' process. No member of the Community Development & General Services Department Staff has guaranteed a result of my request as determined by the Planning Commission and the Mayor and Council. Of my own free will I submit this application and understand that approval of my request is not guaranteed or absolute.*

Furthermore, I understand that the fee paid with this application is non-refundable.

X \_\_\_\_\_  
Applicant Signature                                              Date

\_\_\_\_\_  
Notary Public                                              Date

ATTACHMENT TO CONDITIONAL USE PERMIT

APPLICANT DISCLAIMER