



CITY OF  
**FORESTPARK**  
*- life for every season*

# CITY OF FOREST PARK

Department of Planning & Community Development  
785 Forest Parkway  
Forest Park, Georgia 30297  
(404) 608-2301 Fax: (404) 608-2306

## CONDITIONAL USE APPLICATION

### Important Notice:

Please read the application carefully. The Department of Planning & Community Development will not accept an incomplete application. Submittal of partial or incomplete applications will not be accepted. This request is subject to all Department of Planning & Community Development requirements under the jurisdiction of the City of Forest Park. If you have any further questions concerning these requirements, please contact the City of Forest Park Department of Planning & Community Development for clarification.

## Conditional Use Application Checklist

**Please submit the following materials in addition to this application:**

1. **Authorization(s) of property owner(s);**
2. **Notarized authorization(s) of attorney** (only if an attorney is filing the application on behalf of a property owner);
3. **Letter of intent;**
4. **A copy of a survey plat of the property;**
5. **A written legal description** (in metes and bounds);
6. **A conceptual site plan.** This plan must be drawn to scale and must depict the proposed use of the property. This must include the following:
  - A scale and north arrow;
  - The proposed land use and building outline as it would appear (should the Conditional Use Permit application be approved);
  - The present zoning classification of all adjacent parcels;
  - The gross square footage of all proposed buildings;
  - The proposed location of all driveways and entry/exit points for vehicular traffic, using arrows to depict direction of movement;
  - The location of all required off-street parking and loading spaces, including number of spaces and driveway dimensions;
  - Required yard setbacks (appropriately dimensioned);
  - The location and extent of required buffer areas, depicting extent of natural vegetation, as well as the type and location of additional vegetation (if required).
7. **File notarized application and all required materials with the City of Forest Park Department of Planning & Community Development.**
8. **Pay application fee.** The Conditional Use Permit application fee is **\$250**. The fee is due upon submission of this application. Please make check payable to The City of Forest Park.

## Applicant Information

Date Received: \_\_\_\_\_ Case Number: \_\_\_\_\_

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

Address of Property: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Property Owner (if different from above): \_\_\_\_\_

Mailing Address (if different from above): \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Size of Property: Square Footage: \_\_\_\_\_ Acres: \_\_\_\_\_

Present Zoning Classification: \_\_\_\_\_

District: \_\_\_\_\_ Land Lot: \_\_\_\_\_ Parcel: \_\_\_\_\_

Present Land Use: \_\_\_\_\_

Proposed Land Use: \_\_\_\_\_

I hereby make application to the City of Forest Park for conditional use of the above referenced property. I do hereby swear or affirm that the information provided here and above is true, complete, and accurate. I understand that any inaccuracies may be considered just cause for invalidation of this application and any action taken on this application. I understand that the City of Forest Park reserves the right to enforce all ordinances regardless of any action or approval of this application. Furthermore, I understand that it is my/our responsibility to conform with all the City of Forest Park's ordinances in full. I hereby acknowledge that all requirements of the City of Forest Park shall be adhered to. I attest that I have read and understand this application or have had it read to me (if I could not read it myself). I understand that it is a felony to make false statements or writings to the City of Forest Park pursuant to O.C.G.A. 16-10-20 and I may be prosecuted for a violation thereof.

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

PRINT NAME: \_\_\_\_\_

Sworn to and subscribed before me

This \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

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

## Letter of Intent\*

In detail, provide a summary of the proposed project in the space provided below. Include the proposed use of each existing or proposed building, and the proposed land use.

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What are the reasons the property cannot be used in accordance with the existing regulations?

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How would the proposed use impact on public facilities and services?

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What environmental impacts would the proposed project have?

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Describe the effect the proposed conditional use request will have on the adjacent properties and how it will impact the character of the neighborhood.

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The proposed conditional use will have the following effect on existing flow of traffic:

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Are there any proffered conditions you would like to apply to and be made part of this application for conditional use? Yes\_\_\_\_\_ No\_\_\_\_\_

Please list any written proffered conditions below.

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Any development and site plans or other demonstrative materials presented as proffered conditions shall be referenced below and attached to this application as follows: (Please include a date or other identifiable information of each piece of material attached)

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## Authorization of Property Owner

I CERTIFY THAT I AM THE OWNER OF THE PROPERTY LOCATED AT:

\_\_\_\_\_  
\_\_\_\_\_

City of Forest Park, Clayton County, Georgia

WHICH IS THE SUBJECT MATTER OF THIS APPLICATION. I AUTHORIZE THE APPLICANT NAMED BELOW TO ACT AS THE APPLICANT IN PURSUIT OF A CONDITIONAL USE OF THE DEVELOPMENT REQUESTED ON THIS PROPERTY.

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

Applicant Address: \_\_\_\_\_

Applicant Phone: \_\_\_\_\_

\_\_\_\_\_  
Owner Signature

\_\_\_\_\_  
Owner Name (please print)

Sworn to and subscribed before me

This \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

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

Authorization of Attorney

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

THIS SERVES TO CERTIFY THAT AS AN ATTORNEY-AT-LAW, I HAVE BEEN AUTHORIZED BY THE OWNER(S) TO FILE THE ATTACHED APPLICATION FOR CONDITIONAL USE PERMIT OF THE PROPERTY LOCATED AT:

\_\_\_\_\_  
\_\_\_\_\_

City of Forest Park, Clayton County, Georgia

\_\_\_\_\_  
Name of Attorney

\_\_\_\_\_

\_\_\_\_\_  
Address

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Email

## Disclosure of Campaign Contributions & Gifts

Application filed on \_\_\_\_\_, 20\_\_\_\_ for action by the City Council on the following property:

\_\_\_\_\_  
Address of property

All individuals, business entities, or other organizations having a property or other interest in said property that is the subject of this application are as follows:

\_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_

The undersigned below has complied with the Official Code of Georgia Section 36-67A-1, et. Seq., Conflict of Interest in Zoning Actions, and has submitted or attached the required information on this form as provided.

Have you, as the applicant, or anyone associated with this application or property, within the two (2) years immediately preceding the filing of this application, made campaign contributions aggregating \$250.00 or more to a member of the Forest Park City Council?

Yes: \_\_\_\_\_ No: \_\_\_\_\_

If yes, please complete the following section (attach additional sheets if necessary):

| Name and Official Position of Government Official | Contributions (only those which aggregate to \$250.00 or more) | Date of Contribution (Within the last two (2) years) |
|---|--|--|
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I do hereby certify that the information provided herein is both complete and accurate to the best of my knowledge.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Type or Print Name and Title

\_\_\_\_\_  
Applicant Representative Signature

\_\_\_\_\_  
Type or Print Name and Title

\_\_\_\_\_  
Notary Signature

\_\_\_\_\_  
Date

(Affix Seal Here)

## **Procedures of Obtaining a Conditional Use Permit**

1. Conditional Use Permit is submitted with all accompanying required documents and a non-refundable application fee of **\$250.00**.
2. The Planning Commission members will be notified by the Secretary of the Commission of the scheduled public hearing time and date.
3. The applicant will be notified by email or phone of the date, time, and location of the public hearing.
4. An advertisement of the public hearings will run in the legal section of the Clayton News Daily newspaper for 2 (two) weeks.
5. Subject property will be posted with a sign by the Department of Planning & Community Development, advising the general public that a Conditional Use Permit application has been filed, and of the meeting date, time, and location of the meeting.
6. The Planning Commission will hold a public hearing to consider the Conditional Use Permit application.
7. The Planning Commission will then forward their recommendation to the Mayor and Council.
8. A second public hearing will be held at the next scheduled council meeting and Mayor and Council will consider the Conditional Use Permit application and render a final decision during the regular scheduled meeting that same night.

**INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.**