



11360 Lakefield Drive, Johns Creek, GA 30097  
[www.JohnsCreekGA.gov](http://www.JohnsCreekGA.gov) | 678-512-3200

## LAND USE PETITION CHECKLIST & APPLICATION FORM REZONING, USE PERMIT & CONCURRENT VARIANCE

### INSTRUCTIONS

A properly completed application and fees are due at the time of submittal through City's Customer Self Service (CSS) Portal - <https://www.johnscreekga.gov/customer-self-service>. The submittal deadline is the first Tuesday of each month. **An incomplete application will not be accepted.** Original signatures are required for the Application. **Note: Applicants are highly encouraged to meet with nearby property owners prior to filing an application.**

### APPLICATION MATERIALS

REQUIRED ITEMS	NOTES	CHECK <input type="checkbox"/>
Pre-Application Meeting	<ul style="list-style-type: none"> <li>Schedule a meeting with Planning &amp; Zoning Staff at least two weeks prior to the submittal deadline</li> </ul>	<input type="checkbox"/>
Site Plan (See Page 16 for Requirements)	<ul style="list-style-type: none"> <li>Attach a PDF of the site plan in CSS (minimum scale 36" x 24")</li> </ul>	<input type="checkbox"/>
Survey and Legal Description (See Page 16 for applicable Requirements)	<ul style="list-style-type: none"> <li>Attach a PDF of the survey in CSS</li> <li>Attach a PDF of the Legal Description in CSS</li> </ul>	<input type="checkbox"/>
Colored Building Elevations (Attached Residential & Non-Residential)	<ul style="list-style-type: none"> <li>Attach a PDF of the Elevations in CSS</li> </ul>	<input type="checkbox"/>
Letter of Intent	<ul style="list-style-type: none"> <li>Attach a PDF of the Letter of Intent in CSS</li> </ul>	<input type="checkbox"/>
Zoning Impact Analysis Form and/or SUP Form	<ul style="list-style-type: none"> <li>Attach a PDF copy in CSS</li> </ul>	<input type="checkbox"/>
Environmental Site Analysis Form	<ul style="list-style-type: none"> <li>Attach a PDF copy in CSS</li> </ul>	<input type="checkbox"/>
Disclosure Form	<ul style="list-style-type: none"> <li>Attach a PDF copy in CSS</li> </ul>	<input type="checkbox"/>
Public Participation Plan	<ul style="list-style-type: none"> <li>Attach a PDF copy in CSS</li> </ul>	<input type="checkbox"/>
Peak-hour Trip Generation Count	<ul style="list-style-type: none"> <li>Attach a PDF copy in CSS</li> </ul>	<input type="checkbox"/>
THE FOLLOWING ITEMS MAY BE REQUIRED		
Traffic Impact Study	<ul style="list-style-type: none"> <li>Attach a PDF copy in CSS</li> </ul>	<input type="checkbox"/>
Metropolitan River Protection	<ul style="list-style-type: none"> <li>Attach a PDF copy in CSS</li> </ul>	<input type="checkbox"/>
Development of Regional Impact Review Form	<ul style="list-style-type: none"> <li>Attach a PDF copy in CSS</li> </ul>	<input type="checkbox"/>
Environmental Impact Report	<ul style="list-style-type: none"> <li>Attach a PDF copy in CSS</li> </ul>	<input type="checkbox"/>
Noise Study Report	<ul style="list-style-type: none"> <li>Attach a PDF copy in CSS</li> </ul>	<input type="checkbox"/>

## REZONING/SUP/CHANGE IN CONDITIONS APPLICATION

APPLICANT INFORMATION	OWNER INFORMATION
NAME: _____	NAME: _____
ADDRESS: _____	ADDRESS: _____
CITY: _____	CITY: _____
STATE: _____ ZIP: _____	STATE: _____ ZIP: _____
PHONE: _____	PHONE: _____

CONTACT PERSON: \_\_\_\_\_ PHONE: \_\_\_\_\_

CONTACT'S E-MAIL: \_\_\_\_\_

                                          

APPLICANT IS THE:		
OWNER'S AGENT	PROPERTY OWNER	CONTRACT PURCHASER
PRESENT ZONING DISTRICTS(S): _____ REQUESTED ZONING DISTRICT: _____		
DISTRICT/SECTION: _____ LAND LOT(S): _____ ACREAGE: _____		
ADDRESS OF PROPERTY: _____		
PROPOSED DEVELOPMENT: _____		
CONCURRENT VARIANCES: _____		

RESIDENTIAL DEVELOPMENT	NON-RESIDENTIAL DEVELOPMENT
No. of Lots/Dwelling Units: _____	No. of Buildings/Lots: _____
Dwelling Unit Size (Sq. Ft.): _____	Total Building Sq. Ft. _____
Density: _____	Density: _____

## APPLICANT'S CERTIFICATION

THE UNDERSIGNED BELOW STATES UNDER OATH THAT THEY ARE AUTHORIZED TO MAKE THIS APPLICATION. THE UNDERSIGNED IS AWARE THAT NO APPLICATION OR REAPPLICATION AFFECTING THE SAME LAND SHALL BE ACTED UPON WITHIN 12 MONTHS FROM THE DATE OF LAST ACTION BY THE CITY COUNCIL.

---

Signature of Applicant

Date

---

Type or Print Name and Title

---

Signature of Notary Public

Date

Notary Seal

**PROPERTY OWNER’S CERTIFICATION**

I do solemnly swear and attest, subject to criminal penalties for false swearing, that I am the legal owner, as reflected in the records of Fulton County, Georgia, of the property identified below, which is the subject of the attached Land Use Petition before the City of Johns Creek, Georgia. As the legal owner of record of the subject property, I hereby authorize the individual named below to act as the applicant in the pursuit of the Application for Rezoning, Use Permit, & Concurrent Variance in request of the items indicated below.

I, \_\_\_\_\_, authorize, \_\_\_\_\_,  
(Property Owner) (Applicant)

to file for \_\_\_\_\_, at \_\_\_\_\_  
(RZ, SUP, CV) (Address)

on this date \_\_\_\_\_, 20\_\_\_\_\_  
(Month) (Day)

- I understand that no application or reapplication affecting the same land shall be acted upon within 12 months from the date of last action by the City Council.
- I understand that failure to supply all required information (per the relevant Applicant Checklists and requirements of the Johns Creek Zoning Ordinance) will result in REJECTION OF THE APPLICATION.
- I understand that preliminary approval of my design plan does not authorize final approval of my zoning or signage request. I agree to arrange sign permitting separately, after approval is obtained.
- I understand that representation associated with this application on behalf of the property owner, project coordinator, potential property owner, agent or such other representative shall be binding.

\_\_\_\_\_  
Signature of Property Owner Date

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

\_\_\_\_\_  
Signature of Notary Public Date Notary Seal

## ZONING IMPACT ANALYSIS FORM

**Analyze the impact of the proposed rezoning and provide a written point-by-point response to the following questions:**

1. Does the zoning proposal permit a use that is suitable in view of the use and development of adjacent and nearby property?  

---

---
2. Does the zoning proposal adversely affect the existing use or usability of adjacent or nearby property?  

---

---
3. Does the property to be rezoned have a reasonable economic use as currently zoned?  

---

---
4. Will the zoning proposal result in a use that could cause an excessive or burdensome use of existing streets, transportation facilities, utilities or schools?  

---

---
5. Is the zoning proposal in conformity with the policies and intent of the land use plan?  

---

---
6. Are there existing or changing conditions that affect the use and development of the property which support either approval or denial of the zoning proposal?  

---

---
7. Does the zoning proposal permit a use that can be considered environmentally adverse to the natural resources, environment and citizens of the City of Johns Creek?  

---

---

**SPECIAL USE PERMIT CONSIDERATION FORM**

**Analyze the impact of the proposed special use and provide a written point-by-point response to the following questions:**

1. Whether the proposed use is consistent with the Comprehensive Land Use Plan and/or Economic Development Revitalization plans adopted by the Mayor and City Council;

---

---

2. Compatibility with land uses and zoning districts in the vicinity of the property for which the Use Permit is proposed;

---

---

3. Whether the proposed use may violate local, state and/or federal statutes, ordinances or regulations governing land development;

---

---

4. The effect of the proposed use on traffic flow, vehicular and pedestrian, along adjoining streets;

---

---

5. The location and number of off-street parking spaces;

---

---

6. The amount and location of open space;

---

---

7. Protective screening;

---

---

8. Hours and manner of operation;

---

---

9. Outdoor lighting;

---

---

10. Ingress and egress to the property.

---

---

## ENVIRONMENTAL SITE ANALYSIS (ESA) FORM

**Analyze the impact of the proposed rezoning and provide a written point-by-point response to Points 1 through 3:**

1. **CONFORMANCE WITH THE COMPREHENSIVE PLAN**. Describe the proposed project and the existing environmental conditions on the site. Describe adjacent properties. Include a site plan that depicts the proposed project.

Describe how the project conforms to the Comprehensive Land Use Plan. Include the portion of the Comprehensive Plan Land Use Map which supports the project's conformity to the Plan. Evaluate the proposed project with respect to the land use suggestion of the Comprehensive Plan as well as any pertinent Plan policies.

2. **ENVIRONMENTAL IMPACTS OF THE PROPOSED PROJECT**. For each environmental site feature listed below, indicate the presence or absence of that feature on the property. Describe how the proposed project may encroach or adversely affect an environmental site feature. Information on environmental site features may be obtained from the indicated source(s).

- a. Wetlands
  - U. S. Fish and Wildlife Service, National Wetlands Inventory (<http://wetlands.fws.gov/downloads.htm>)
  - Georgia Geologic Survey (404-656-3214)
  - Field observation and subsequent wetlands delineation/survey if applicable
- b. Floodplain
  - Federal Emergency Management Agency (<http://www.fema.org>)
  - Field observation and verification
- c. Streams/stream buffers
  - Field observation and verification
- d. Slopes exceeding 25 percent over a 10-foot rise in elevation
  - United States Geologic Survey Topographic Quadrangle Map
  - Field observation and verification
- e. Vegetation
  - United States Department of Agriculture, Nature Resource Conservation Service
  - Field observation
- f. Wildlife Species (including fish)
  - United States Fish and Wildlife Service
  - Georgia Department of Natural Services, Wildlife Resources Division, Natural Heritage Program
  - Field observation
- g. Archeological/Historical Sites
  - Historic Resources Survey
  - Georgia Department of Natural Resources, Historic Preservation Division
  - Field observation and verification

## ENVIRONMENTAL SITE ANALYSIS (ESA) FORM (CONTINUED)

3. **PROJECT IMPLEMENTATION MEASURES**. Describe how the project implements each of the measures listed below as applicable. Indicate specific implementation measures required to protect environmental site feature(s) that may be impacted.
- a. Protection of environmentally sensitive areas, i.e., floodplain, slopes exceeding 25 percent, river corridors.
  - b. Protection of water quality
  - c. Minimization of negative impacts on existing infrastructure
  - d. Minimization on archeological/historically significant areas
  - e. Minimization of negative impacts on environmentally stressed communities where environmentally stressed communities are defined as communities exposed to a minimum of two environmentally adverse conditions resulting from public and private municipal (e.g., solid waste and wastewater treatment facilities, utilities, airports, and railroads) and industrial (e.g., landfills, quarries and manufacturing facilities) uses.
  - f. Creation and preservation of green space and open space
  - g. Protection of citizens from the negative impacts of noise and lighting
  - h. Protection of parks and recreational green space
  - i. Minimization of impacts to wildlife habitats





## PUBLIC PARTICIPATION PLAN & REPORT

### GENERAL REQUIREMENTS

The Public Participation Plan is to ensure that applicants pursue early and effective public participation in conjunction with their petitions, ensure that the citizens of the City of Johns Creek have an adequate opportunity to learn about petitions that may affect them, and to ensure ongoing communication between applicants, adjoining property owners, environmentally stressed communities, community associations and other organizations, elected officials and City staff. Potentially affected parties should be discussed by the applicant and current planner at the time of the pre-application review. Applicants are required to submit a Public Participation Plan for meeting with interested citizens to advise of pending rezoning/use permit applications and to allow citizens the opportunity to discuss concerns and provide input about project design or development. An applicant's responsibilities are to inform the public, solicit input, and provide a summary of these activities in the form of a written report (Public Participation Report).

The City of Johns Creek will host a Public Participation Meeting for every land use petition, which will count towards the applicant's required public participation plan. The meetings will be held approximately 1 month after the filing deadline. The applicant is required to attend the meeting to present their project to public and answer questions that may arise. The City of Johns Creek will mail a postcard notification to all property owners within ¼ mile to notify them of the Public Participation Meeting, the Planning Commission hearing, and Mayor & City Council hearing. ***While the City of Johns Creek will be hosting a Public Participation Meeting for the land use petition, the applicant is welcome to set up additional community meetings to ensure the citizens of the City of Johns Creek have adequate opportunity to participate in the land use petition process. Please note that applicants are highly encouraged to meet with nearby properties prior to filing an application.***

The requirement for a Public Participation Plan does not give communities decision making powers or force a consensus on issues. Applicants are not obligated to make any concessions or changes based upon input from citizens. A refusal by the community to meet with applicants does not mean that the applicants fail to meet the requirements of the Public Participation Plan.

The Public Participation Plan must be filed simultaneously with the application. The Public Participation Report is required to be filed no later than seven (7) calendar days after to the Public Participation Meeting.

## PUBLIC PARTICIPATION PLAN

1. The City of Johns Creek will notify all property owners within a quarter mile of the site. What other groups do you intend to contact?

---

---

---

2. How do plan to contact any interested parties, either before making application or after the city Public Participation Meeting, regarding the rezoning/use permit application?

---

---

---

3. In addition to the City of Johns Creek Public Participation Meeting, do you plan to provide any other opportunities for discussion with interested parties before the PC and M&CC hearings?

---

---

---

4. What is your schedule for completing the Public Participation Plan?

---

---

---

## PUBLIC PARTICIPATION REPORT

(Due no later than seven (7) calendar days after the Public Participation Meeting)

1. Other than the property owners included in the quarter mile mailing that was provided by the City of Johns Creek, list any other groups that you notified of the requested rezoning/use permit:

---

---

---

2. Other than the City of Johns Creek Public Participation Meeting, what other meetings did you hold regarding this petition (include date, time and meeting location)?

---

---

---

3. What issues and concerns were expressed at the meetings?

---

---

---

4. What are the applicant's responses to the issues and concerns that were expressed at the meetings?

---

---

---

5. Please attach copies of sign-in sheets from meetings as well as meeting announcements, i.e., notices, flyers, letters, and any other documentation which supports the opportunity for public input.

---

---

---

## EXPLANATION OF REQUIRED ITEMS

**Pre-Application Review Meeting**—Prior to submitting an application, all applicants are required to meet with Community Development staff who will review the applicant's proposal and site plan and complete a Pre-Application Review Form. Please contact Marie Janvier at 678-512-3200 to schedule an appointment.

**Colored Building Elevations**—Elevations should be in context with elevations of existing surrounding/neighborhood structures.

**Site Plan and Survey with Legal Description**—Site Plan shall contain all items listed on the Site Plan Checklist (attached hereto) pursuant to Article 28.5.2. of the Zoning Ordinance. The legal description must be a *metes and bounds* description of the property that establishes a point of beginning and gives directions (bounds) and distances (metes) of property lines. If the property consists of more than one parcel, all parcels must be combined into one legal description.

**Letter of Intent**—The Letter of Intent should state the requested rezoning and use permit(s) and should include factual details about the proposed use(s), such as number and square footages of buildings, number of residential units, minimum heated floor area of residential units, number of fixed seats in places of worship, number of employees and beds in assisted living facilities, personal care homes and nursing homes, number of employees and students in day care facilities, number of classrooms and number of students in schools, hours of operation, and number and use of playing fields. If concurrent variances are requested, the Letter of Intent should clearly state the requested variances and include explanations of hardships and any other reasons why the development standards cannot be met. If a rezoning request is for a CUP, NUP or MIX district, the Letter of Intent should detail the proposed development standards.

**Impact Analysis**—All rezoning applications must include an Impact Analysis Form (attached hereto). An Impact Analysis is not required for Special Use Permits Applications.

**SUP Consideration Form** – All SUP applications must include an SUP Consideration Form (attached hereto). An SUP Consideration Form is not required for Rezoning Applications.

**Environmental Site Analysis**—All Land Use Petitions must include an Environmental Site Analysis (ESA) identifying environmental conditions on the site to determine if the proposed use may be considered environmentally adverse. Refer to Environmental Site Analysis Form (attached hereto) for specific instructions

**Disclosure Form**— If the owner, applicant and/or applicant's representative, attorney or agent has made a campaign contribution to the Mayor or any member of the City Council for \$250.00 or more within the past 2 years, Sections 1 through 4 of the Disclosure Form (attached hereto) must be completed. If no contributions have been made, *No* should be circled and Section 4 of the form completed.

**Peak-hour Trip Generation Count**—Will determine if traffic impact study is needed.

**Public Participation Plan & Report**—The Public Participation Plan (attached hereto) is to ensure that applicants pursue early and effective public participation in conjunction with their petitions, ensure that the citizens of the City of Johns Creek have an adequate opportunity to learn about petitions that may affect them, and to ensure ongoing communication between applicants, adjoining property owners, environmentally stressed communities, community associations and other organizations, elected officials and City staff. Applicants are required to submit a Public Participation Plan (attached hereto) at the time of the filing of the rezoning/use permit application. The Public Participation Plan Report must be completed and filed no later than seven (7) calendar days after to the Public Participation Meeting.

## THRESHOLDS FOR ADDITIONAL STUDIES, REPORTS AND FORMS

**Traffic Impact Study:** Traffic Impact Studies are required upon submittal as per the thresholds and criteria located in the Traffic Impact Study Guidelines. The need to conduct a Traffic Impact Study (T. I. S.) is based on the land use and size of the development. More specifically, a T. I. S. is required when the development generates approximately 100 trips during the peak hour. For mixed-use developments, a Traffic Impact Study is required when the combined trips generated by the individual land uses exceed 100 trips per peak hour.

A Traffic Impact Study may also be required at the discretion of the City Traffic Engineer where site conditions indicate:

- Existing traffic problems or congestion,
- Negative impacts on adjacent developments,
- The development proposes a deviation from City of Johns Creek standards, or
- Other local issues that may be present.

**Metropolitan River Protection:** If the property is within 2,000 linear feet of the natural riverbank of the Chattahoochee River, it is part of the Chattahoochee River Corridor and subject to a Metropolitan River Protection Act Review. Applicants must complete the appropriate letter/form and submit it with all rezoning/use permit applications. The letter/form is available from the Department of Community Development.

**Development of Regional Impact (DRI):** The Department of Community Affairs (DCA) has formulated development thresholds as listed on the next page. When a development meets or exceeds the thresholds, the Atlanta Regional Commission (ARC) and the Georgia Regional Transportation Authority (GRTA) shall review the project concurrently. Applicants shall first file the rezoning/use permit request with the City of Johns Creek. After the ARC/GRTA findings are complete, the rezoning/use permit will be placed on the next available appropriate agenda. It is the applicant's responsibility to contact and follow all ARC and GRTA review procedures. For details contact the ARC at <https://atlantaregional.org/community-development/comprehensive-planning/developments-of-regional-impact/> and GRTA at <http://www.srta.ga.gov/programs-projects/dev-of-regional-impact/> or at 404-463-3100.

**Environmental Impact Report:** Any rezoning to M-1A or M-1 or specific use categories identified in Article 19.4 of the Zoning Ordinance, as may be deemed environmentally adverse, shall include an Environmental Impact Report as part of the rezoning/use permit process.

**Noise Study report:** Any rezoning/use permit located in an area exceeding a DNL of 65dBA within 500 feet of a principal arterial and/or expressway; within 750 feet of an active railroad line; or within the Hartsfield-Jackson Airport Noise Contours must submit a Noise Study Report.

**Effective July 1, 2012**  
**DEVELOPMENTS OF REGIONAL IMPACT**  
**Tiers and Development Thresholds for Established Suburbs**

Type of Development	Metropolitan Region
Office	500,000 square feet
Commercial	Greater than 400,000 square feet
Wholesale & Distribution	Greater than 500,000 square feet
Hospitals and Health Care Facilities	Greater than 400 new beds
Housing	Greater than 500 new lots or units
Industrial	Greater than 500,000 SF; or employing more than 1,600 workers
Hotel	Greater than 500 rooms
Mixed Use	Gross square feet of 500,000 or more (with residential units calculated at 1500 square feet per unit, or the minimum allowed by the host local government)
Airports	New airports and runway extensions of 500 ft. or more
Attractions and Recreational Facilities	Greater than 1,500 parking spaces or a seating capacity of more than 6,000
Post Secondary Schools	New school with a capacity of more than 2,400 students; or expansion by at least 25 percent of capacity
Waste Handling Facilities	New facility within 1 mile of public facility (airport, school, reservoir, river, ....), otherwise, notification only
Quarries, Asphalt and Cement Plants	New facility within 1 mile of public facility (airport, school, reservoir, river,...), otherwise, notification only
Wastewater Treatment Facilities	Notification only (MNGWPD) New major conventional treatment facility or expansion of existing facility by more than 50 percent; or community septic treatment facilities exceeding 150,000 gallons per day or serving a development project that meets or exceeds an applicable threshold as identified
Petroleum Storage Facilities	Storage greater than 50,000 barrels if within 1,000 feet of any water supply
Water Supply Intakes/Reservoirs	Notification only (MNGWPD) New facilities
Intermodal Terminals	New facilities
Truck Stops	A new facility with 10 or more diesel fuel pumps or 20 or more truck parking spaces
Correctional/Detention Facilities	Greater than 300 new beds; or generating more than 375 peak hour vehicle trips
Any other development types not identified above (includes parking facilities)	1,000 parking spaces or, if available, more than 5,000 daily trips generated

## SITE PLAN CHECKLIST

**All items must be included on the Site Plan; separate Site Plans may be necessary to address all items**

1. Key and/or legend and site location map with North arrow
2. Boundary survey of subject property which includes dimensions along property lines that match the metes and bounds of the property's written legal description and clearly indicates the point of beginning
3. Acreage of subject property (% and acreage of unbuildable land and % and acreage of buildable land). Unbuildable area should include: all stream buffers, zoning buffers, steep slopes, bodies of water, and landscape strips.
4. Location of land lot lines and identification of land lots
5. Existing, proposed new dedicated and future reserved rights-of-way of all streets, roads, and railroads adjacent to and on the subject property
6. Proposed streets on the subject site
7. Posted speed limits on all adjoining roads
8. Current zoning of the subject site and adjoining property
9. Existing buildings with square footages and heights (stories), wells, driveways, fences, cell towers, and any other structures or improvements on the subject property
10. Existing buildings with square footages and heights (stories), wells, driveways, fences, cell towers, and any other structures or improvement or adjacent properties within 400 feet of the subject site based on the City's aerial photography or an acceptable substitute as approved by the Director
11. Location of proposed buildings (except single family residential lots) with total square footage
12. Layout and minimum lot size of proposed single family residential lots
13. Topography (surveyed or City) on subject site and adjacent property within 200 feet as required to assess runoff effects
14. Location of overhead and underground electrical and pipeline transmission/conveyance lines
15. Required and/or proposed setbacks
16. 100 year flood plain horizontal limits and flood zone designations as shown on survey or FEMA FIRM maps
17. Required landscape strips, undisturbed buffers, and any other natural areas as required or proposed
18. Required and proposed parking spaces; Loading and unloading facilities
19. Lakes, streams, and waters on the state and associated buffers
20. Proposed stormwater management facilities
21. Community wastewater facilities including preliminary areas reserved for septic drain fields and points of access
22. Availability of water system and sanitary sewer system
23. Tree lines, woodlands and open fields on subject site
24. Entrance site distance profile assuming the driver's eye at a height of 3.5 feet (See The City of Johns Creek Subdivision Regulations)
25. Wetlands shown on the City's GIS maps or survey.
26. Mail kiosk location.



## **PUBLIC HEARING INFORMATION**

**The Planning Commission** *generally* holds public hearings on the first Tuesday of each month at 7:00 PM at City Hall. The Planning Commission makes a recommendation that is forwarded to the Mayor and City Council.

**The Mayor and City Council** *generally* holds public hearings on the fourth Monday of each month at 7:00 p.m. at City Hall.

## **PUBLIC NOTIFICATION**

Before adopting any change to the Zoning Maps or text of the Zoning Ordinance, the Mayor and City Council shall hold a public hearing following the public hearing by the Planning Commission where a recommendation was made on the petition.

Notice of the Planning Commission and Mayor and City Council hearings shall be given simultaneously at least 15 days but not more than 45 days prior to the date of the Mayor and City Council's public hearing and shall be published in a newspaper of general circulation. Renotification is not required when a petition is deferred by the Mayor and City Council.

A sign shall be posted in a conspicuous location on each public street frontage of the subject property not later than on the 20th day prior to the Planning Commission Hearing.

If the Planning Commission or the Mayor and City Council defers a petition for more than 20 days, an updated sign is required to be posted with new hearing dates. If a petition is deferred for less than 20 days, posting an updated sign is not required.

Notice by regular mail to all property owners within 300 feet of the boundaries of the subject property who appear on the tax records of Fulton County as retrieved by the City's Geographic Information System. The notices shall be mailed a minimum of 15 days prior to the hearing date. Renotification by mail is not required when a petition is deferred.

The published and mailed notices shall contain the time, place, and purpose of the hearing, the location of the property, and the present and proposed zoning classifications and/or requested use permit. The posted sign shall include all of the items required in the published notice except the location of the property. Notice shall not be considered inadequate if the mail is not delivered.

## **STAFF REPORT**

Approximately two weeks prior to the public hearings, the Department of Community Development will publish its findings, recommendations and comments in the Staff Report. Please contact the Department at (678) 512-3200 for additional information.

2025 Meeting Calendar

Click the link below to access

<https://johnscreekgga.b-cdn.net/app/uploads/2024/03/planning-commission-calendar.pdf>

**2025 Planning Commission Calendar  
Rezoning, Use Permit and Concurrent Variance**

Submittal Deadline	Public Participation Meeting	Public Participation Report	Planning Commission Public Hearing	Mayor & City Council Public Hearing
10/1/2024	11/7/2024	11/14/2024	1/7/2025	1/13/2025
11/5/2024	12/5/2024	12/12/2024	2/4/2025	2/24/2025
12/3/2024	1/9/2025	1/16/2025	3/4/2025	3/24/2025
1/7/2025	2/6/2025	2/13/2025	4/1/2025	4/28/2025
2/4/2025	3/6/2025	3/13/2025	5/6/2025	5/19/2025
3/4/2025	4/3/2025	4/10/2025	6/3/2025	6/9/2025
4/1/2025	5/8/2025	5/15/2025	7/8/2025	7/28/2025
5/6/2025	6/5/2025	6/12/2025	8/5/2025	8/25/2025
6/3/2025	*7/10/2025	7/17/2025	*9/9/2025	9/22/2025
7/1/2025	8/7/2025	8/14/2025	10/7/2025	10/20/2025
8/5/2025	9/4/2025	9/11/2025	*11/5/2025	11/17/2025
9/2/2025	10/9/2025	10/16/2025	12/2/2025	12/8/2025
10/7/2025	11/6/2025	11/13/2025	TBD	TBD
11/4/2025	12/4/2025	12/11/2025	TBD	TBD
12/2/2025	TBD	TBD	TBD	TBD

\* Indicates Council meeting/Other Public Meetings/Holiday/Spring Break/Election

**FEE SCHEDULE LINK**

<https://johnscreekga.b-cdn.net/app/uploads/2024/07/community-development-fee-schedule.pdf>

Land Use Petitions						
	TO:	ACREAGE				
		0 to 5	5+ to 10	10+ to 20	20+ to 100	100+
<b>REZONING FROM ANY DISTRICT TO:</b>	AG-1, R-1, R-2, R-2A, R-3, R-3A, R-4, R-4A, R-5, R-5A	\$500	\$1,000	\$1,500	\$2,000	\$2,500 plus \$100 per acre for any portion thereof over 100 acres (Max fee = \$10,000)
	R-6, TR, A, A-L, O-I, C-1, C-2, M-IA, M-1	\$750*	\$1,500*	\$2,000*	\$2,500*	\$3,000 plus \$100 per acre for any portion thereof over 100 acres (Max fee = \$10,000)
	CUP, NUP, MHP, MIX	\$2,000 plus \$100 per acre or any portion thereof (Max fee = \$10,000)				
	TC-B, TC-R, TC-X	\$3,000 plus \$100 per acre or any portion thereof (Max fee = \$10,000)				
	<b>ALL OTHER USE PERMITS</b>	\$750				
<b>CONCURRENT VARIANCES</b>	Residential Districts: R-1, R-2, R-2A, R-3, R-3A, R-4, R-4A, R-5, R-5A, NUP, CUP, MHP	\$250 plus \$100 for each additional variance request on the same piece of property				
	AG-1, R-6, TR, A, A-L, O-I, C-1, C-2, M-IA, M-1, M-2, MIX, and Non-Residential Uses in Residential Districts	\$350 plus \$100 for each additional variance request on the same piece of property				
<b>*ADDITIONAL FEE TOWN CENTER</b>	*Applicable rezoning fee plus \$50 per acre (or portion thereof) when rezoning to O-I, C-1, C-2, or M-1A in the Town Center Overlay					
Public Notification						
<b>MAILING</b>	Land Use Petition	\$250				
	Variance ( <i>Primary Only</i> )	\$120				
<b>PUBLIC NOTICE SIGN</b>	\$150 for each sign per road frontage					
<b>PUBLISHED NOTICE (LEGAL ORGAN)</b>	\$150 per land use petition and primary variance application					