



CITY OF WOODSTOCK

Application for Public Hearing Instructions

PLEASE NOTE: ALL APPLICATIONS MUST BE RECEIVED NO LATER THAN 4PM EACH BUSINESS DAY FOR APPLICATION REVIEW BY THE COMMUNITY DEVELOPMENT DEPARTMENT. IF APPLICATION IS NOT FULLY COMPLETE, IT WILL NOT BE ACCEPTED.

IMPORTANT:

The Woodstock Municipal Planning Commission will hear only four (4) new Applications for Public Hearing per month. If the Community Development Department has more applications submitted, then these applications will be accepted for the next available application deadline and corresponding public hearing schedule (attached). These applications must be fully complete with all required attachments when submitted to the Community Development Department. If you have questions about the application itself or questions regarding the required attachments, please contact the Planning and Zoning Division at 770-592-6050.

SPECIAL INSTRUCTIONS TO APPLICANTS:

1. All applications for rezoning, annexation, variance, and conditional use permit require a pre-application meeting with city staff a minimum of one week prior to application submittal. Please contact the Planning and Zoning Division at 770-592-6050 to schedule a pre-application meeting.
2. It is mandatory for the applicant to attend a scheduled meeting with the City's Development Process Committee (DPC). The DPC meeting date is established on the Public Hearing Schedule.
3. Each applicant or their authorized agent/representative must be present at all public hearings, including the Woodstock Municipal Planning Commission and the Mayor and City Council. Failure to appear at these meetings may be considered to constitute abandonment and cause the Woodstock Municipal Planning Commission and/or the Mayor and City Council to dismiss the case, unless the applicant shows just cause for the absence. The city may also require new costs for re-advertisement and hearing proceedings.
4. Any major revisions to the site plan or application after submittal to the Woodstock Municipal Planning Commission and the Mayor and City Council may cause the application to be moved to the next application deadline and corresponding public hearing schedule.

APPLICATION REQUIREMENTS:

Complete

Item	Description
Application for Public Hearing	Application page 1-3 Complete application, as provided through Community Development Department. Property owner listed on application should match property owner on vesting deed.
Applicant Response Statement	Application page 4-6. Complete for each variance, rezoning, or conditional use request.
Conflict of Interest Statement	Application page 7, must be notarized.
Disclosure Statement	Application page 8, must be notarized.
Authorization of Property Owner	Application page 9, must be notarized.
Verification of Current Taxes Paid	Application page 10.
Tax Receipt	Include copy of most recent tax receipt.
Vesting Deed	Provide a copy of deed indicating current property owner.
Corporate Authorization	Required if an individual is signing application on behalf of a corporate entity.
Legal Description	Current legal description. If more than one parcel is included in the request, provide a legal description for each parcel, as well as an overall legal description for the request. For requests for split zoning, legal descriptions for each zoning designation are required.
Boundary Survey	Current boundary survey, no larger than 11x17
Site Plan	Two copies of site plan (one 11x17 and one 24x36), in accordance with specifications on page 3-4.
Existing Site Resources Map	Two copies of Site Resources Map (one 11x17 and one 24x36), in accordance with specification on page 4.
Future Development Map and Zoning Map	One color copy each of Woodstock Future Development Map and Zoning Map, at scale, showing location of property and adjacent properties.
Traffic Study	Residential development exceeding 200 dwelling units and non-residential developments exceeding 25,000 square feet require a traffic impact study prepared by a registered engineer.
Public Input Plan	Public Input Plan to be prepared in accordance with page 5-6.
Application Fees	Fees to be paid at time of application, in accordance with the current Community Development Fee Schedule.

REQUIREMENTS FOR SITE PLANS submitted with application:

A detailed Site Resources Map of the proposed development site, identifying all special and noteworthy elements of the natural or cultural landscape, is a required submittal with any application. The purpose of this key submission is to familiarize City staff and officials with all existing resources on a parcel of land, and to ensure that the important site features have been adequately identified.

Required Information:

To provide a full understanding of the site's potential and to facilitate the most effective exchange with the planning staff and other officials, the Existing Site Resources Map shall include the information listed below:

(A) Property boundaries, including:

1. Name and address of the professional engineer, surveyor, planner, architect, landscape architect , or the site designer responsible for preparing the plan
2. Graphic scale (not greater than 1 inch = 200 ft, however, dimensions on plan need not be exact) and north arrow
3. Approximate tract boundaries, sufficient to locate the tract on a map of the community.
4. Location Map
5. Existing streets on and adjacent to the tract.

(B) All streams (perennial and intermittent), rivers, lakes, wetlands and hydrologic features, including:

1. The 100-year floodplain
2. Streams within 200 ft. of existing boundary
3. Riparian zones of at least 50 ft width on either side along all perennial and intermittent streams.
4. Riparian zones of at least 150 ft width on either side of the Etowah River Corridor or the Little River Corridor.
5. Wetlands that meet the definition used by state and/or federal regulations.

(C) Topographic contours of no less than 10-foot intervals

(D) Vegetation characteristics, including:

1. Existing healthy, native forests of at least one acre contiguous area
2. Individual existing healthy trees greater than 9 inches caliper measured at dbh identified by type and size
3. Other significant natural features and scenic view sheds such as ridge lines, peaks and rock outcroppings, particularly those that can be seen from public roads

(E) Groundwater recharge areas

(F) Significant wildlife habitats, if known, including:

1. Populations of endangered or threatened species, or habitat for such.

(G) Historic, archeological and cultural features, including:

1. Archaeological sites, cemeteries and burial grounds subject to approval indicating that these structures are compatible with the Cherokee Zoning Regulations
2. Site identified in any State or local historic site survey
3. US Geological Service survey control monuments

(H) General soil types

(I) Existing roads and structures, including:

1. Existing ROW
2. All easements describing their purpose and depicting their location on the property
3. All structures, foundations, walls, wells, trails, and abandoned roads.
4. Existing trails that connect the tract to neighboring areas.

(J) Identification of surrounding property type/land use

Review of Existing Site Resources Map:

The map shall be reviewed by the Community Development Director or his/her designee. If found inadequate by the reviewer, the reviewer shall state the reasons for its inadequacy, and the existing resources map shall not be accepted until adequate changes are made.

Exemptions:

Applications that meet the following criteria are exempt from the Existing Site Resources Map requirements above:

- Any Residential application of 5 acres or less
- Any Commercial application of 1 acre or less
- Any application without new building construction

REQUIREMENTS FOR THE PUBLIC INPUT PLAN:

Goals of the Plan:

The proposed Public Input Plan is designed to facilitate on-going communication among the applicant, the potentially impacted property owners, elected officials and staff during the application review process. Specifically, the Plan is aimed at ensuring the following:

1. That the potentially impacted property owners have adequate opportunity to learn about an application that may affect them and to work with applicants to resolve concerns at an early stage of the process.
2. The applicants pursue early and effective citizen input in conjunction with their applications, giving them the opportunity to understand and try to mitigate any real or perceived impacts that applications may have on the community. The proposed plan is not intended to produce complete consensus on all applications, but to encourage applicants to be good neighbors and to foster an atmosphere for informed decision making.

Requests Requiring Public Input Plan:

The following requests require preparation, submittal and execution of a Public Input Plan, as determined by the Community Development Department:

1. Any request for a change in land use;
2. Variances from architectural standards;
3. Variances from lot standards; and
4. Other requests, as determined by the Community Development Department.

Contents of the Plan:

A copy of the Public Input Plan shall be submitted as part of the application. At a minimum, the Public Input Plan shall include the following information:

1. Property owners, political jurisdictions and public agencies which may be affected by the application.
2. How those potentially impacted by an application will be notified that an application has been made.
3. How those potentially impacted parties will be informed of the substance of the development proposed by the applicant.
4. How those potentially impacted will be afforded an opportunity to discuss the applicant's proposal with the applicant and express any concerns, issues or problems that they may have with the proposal, in advance of the public hearing.
5. The applicant's schedule for completion of the Public Input Plan process.

Public Input Meeting Notification:

The applicant is required to notify the potentially impacted parties of the Public Input Meeting. This notice is required to be postmarked at least fourteen (14) calendar days prior to the date of the scheduled Public Input Meeting and shall include the following:

1. All properties that lie within 500 feet but a minimum of three (3) parcels in depth in each direction of the legal boundary of the subject property.
2. Any homeowner's associations (HOA) which represent subdivisions or properties that fall within the 500 foot boundary including each member of the Board of Directors for the HOA, a list of which is maintained by the

Woodstock Police Department. If the HOA is represented by a management company, the agent or community manager for the respective HOA shall also be notified in accordance with this section. The applicant shall verify with the management company that the list of Board of Directors is correct.

3. City of Woodstock Department of Community Development to be kept in the case file.

At a minimum, the notification shall include:

1. The date, time and location of the Public Input Meeting
2. The date, time and location of the Planning Commission and Mayor and City Council Public Hearings
3. Summary of applicant's request

A listing of all property owners and addresses notified of the Public Input Meeting, including HOA Board Members and the community manager through the management company (if managed) shall be submitted to the Community Development Department.

Public Input Meeting Requirements and Protocol:

1. The applicant or authorized representative shall be available to answer questions of the general public for at least 30 minutes.
2. The meeting location shall be held at a publicly accessible facility within the community.
3. The meeting shall not begin prior to 7:00 pm on the evening the meeting is to be held.
4. A copy of the complete application package including supporting documents (i.e.: site plans, zoning maps, etc), as accepted by the Community Development Department, shall be made available at the meeting.

Public Input Meeting Report:

In order to formalize the Public Input Plan process, the applicant shall provide a written report on the results of the Public Input Meeting to the Community Development no later than 12:00 pm on the Friday prior to the scheduled Development Process Committee Meeting. This report will be attached to the Staff Report, which is prepared for each case and is sent to the Woodstock Municipal Planning Commission the Mayor and City Council. At a minimum, the Public Input Report shall include the following information:

1. Details of methods the applicant used to involve the public, including:
 - Dates and locations of all meetings where citizens were invited to discuss the applicant's proposal;
 - Content, dates mailed and numbers of mailings, including letters, meeting notices, newsletters and other publications.
 - List of property owner addresses receiving notices or other written materials; and
 - The number of people that participated in the process.
2. A summary of concerns, issues and problems expressed during the process, including:
 - The substance of the concerns, issues and problems
 - How the applicant has addressed or intends to address concerns, issues and problems expressed during the process; and
 - Concerns, issues and problems the applicant is unable or unwilling to address and why.