

FOR OFFICE USE ONLY	
Date: _____	Permit #: _____

PLANNING & COMMUNITY DEVELOPMENT

www.eastpointcity.org

2757 East Point Street, East Point, GA 30344
 Phone: (943) 200-2029, opt. 2 | Email: zoning@eastpointcity.org

Kimberly Smith, Director

RESIDENTIAL INFILL & PUBLIC PARTICIPATION CHECKLIST

ALL DOCUMENTS AND QUANTITIES ARE REQUIRED. INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED

Item #	Required Document	Number of Copies	Check <input type="checkbox"/>
1.	Survey Area Table	1 original hardcopy and 1 digital copy (PDF format)	
2.	Proposed Project Design Specifications	1 original hardcopy and 1 digital copy (PDF format)	
3.	Pictures (in Color) of all 13 Homes Surveyed with the Address Labeled on Each Picture.	1 original hardcopy with no more than 2 pictures per page and 1 digital copy (PDF format)	
4.	Public Participation Plan	1 original hardcopy and 1 digital copy (PDF format)	
5.	Copy of Filled Out Notification Postcard or Notification Letter	1 original hardcopy and 1 digital copy (PDF format)	
6.	Public Participation Report	1 original hardcopy and 1 digital copy (PDF format)	
7.	Applicant Acknowledgement of Public Participation	1 original (signature and notarization) and 1 digital copy (PDF format)	
8.	Community Meeting Sign-In Sheet	1 original hardcopy and 1 digital copy (PDF format)	
9.	List of Property Owners within 500 ft	1 original hardcopy and 1 digital copy (PDF format)	
10.	Copy of Development Plan presented to the community	1 original hardcopy and 1 digital copy (PDF format)	

REQUIRED ITEMS FOR INFILL AND PUBLIC PARTICIPATION PACKET:

Applications are available at the Department of Planning and Community Development or at www.eastpointcity.org. All application submittals must be done in person at 2757 East Point Street, East Point, GA 30344 between 8:00 a.m. and 3:30 p.m. The applicant must meet with a City Planner to obtain a survey area and public participant contact information before submitting this packet.

1. **SURVEY AREA TABLE:** Identify the scope of work and complete the appropriate columns as indicated. The survey area consists of thirteen (13) single-family homes including: three (3) houses on each side, six (6) houses in the front and one (1) house in the rear of the proposed infill development. Total square footage data can be found by searching "Fulton County qPublic.net," within an internet browser.
2. **PROPOSED PROJECT DESIGN SPECIFICATIONS:** Provide all details of the applicant’s proposed project. The City of East Point Ordinances regarding rules and regulations on design standards can be found within [Chapter 4, Article J, Section 10-4091\(5\)](#).
3. **PICTURES OF 13 SURVEYED HOMES:** Submit clear and visible colored photos with addressed labeled on each picture. The applicant may submit no more than two pictures per page. Make sure and label each photo with the correct address.
4. **PUBLIC PARTICIPATION PLAN:** Applicants are required to submit a public participation plan for meeting with interested citizens to advise residents of residential infill applications and to allow citizens the opportunity to discuss concerns and provide input about project design or development. The requirement for a public participation plan does not give communities decision making powers.

5. **COPY OF NOTIFICATION POSTCARD OR NOTIFICATION LETTER:** The applicant must provide a copy of letter of notification to the impacted adjacent property owner. This letter may come in the form of a postcard that is provided within this packet.
6. **PUBLIC PARTICIPATION REPORT:** 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. Applicants are encouraged to listen to the concerns of the community and seek to reach a consensus on the outstanding issues.
7. **ACKNOWLEDGEMENT OF PUBLIC PARTICIPATION FORM:** This notarized and signed document states that the applicant has done their due diligence in gathering public input thus fulfilling their public participation requirement for this packet. This form also needs to be signed by the community representative that participated in the residential infill public participation program.
8. **COMMUNITY MEETING SIGN-IN SHEET:** The applicant needs to document ALL participants who attend their community meeting by documenting their names, phone numbers and email addresses. The applicant must show how many people participated.
9. **LIST OF PROPERTY OWNERS WITHIN 500-FEET:** This list will need to be issued and distributed by the Planning Division. Once this document is obtained, the applicant will need to notify all property owner's addresses on this list with either a notification postcard or a notification letter regarding details of their community meeting for their public participation plan.
10. **COPY OF DEVELOPMENT PLAN PRESENTED TO THE COMMUNITY:** The applicant shall attach a copy of the development plan presented to the community representative. This can come in the form of a powerpoint presentation or a word document.

DEFINITION OF RESIDENTIAL INFILL DEVELOPMENT

For the purposes of this section, the term "Infill" shall apply to all residential zoning categories excluding townhomes and apartments.

PURPOSE OF RESIDENTIAL INFILL AND PUBLIC PARTICIPATION

In order to establish and maintain compatibility among residential developments and to preserve the aesthetic qualities of neighborhoods, which serves to preserve the property values of all residential land owners and developers, promote the health, welfare and safety of neighborhoods, and preserve the tax base of the City of East Point. The public participation program is in place to ensure that applicants pursue early effective public involvement in conjunction with their petitions, ensure that the citizens of East Point have an adequate opportunity to learn about petitions that may affect them, and to ensure ongoing communication between applicants, adjoining property owners, neighborhood groups, community associations and other organizations, elected officials and city staff. A minimum target area for public participation shall be a 500-foot radius from the affected property.

SUBMITTING YOUR RESIDENTIAL INFILL PACKET

Please submit your infill packet in the order as specified within the checklist at the top of page 1. Completed residential infill and public participation packets are one item needed in order to apply for a building permit and shall be submitted simultaneously with a building permit application. Because of the amount of time and work that is put into the City of East Point's infill packets, the applicant should make sure that they maintain a copy of all documents for their records.



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SURVEY AREA TABLE

PROJECT DETAILS

Address: _____ Print Name: _____ Phone: _____

SCOPE OF WORK (Check One):

- Project consists of installing new exterior material only and will not add any square footage to the home **(Complete columns A and B only)**
- Project consists of adding square footage to the existing home **(Complete columns A, B and C only)**
- Project consists of constructing a new single-family home **(Complete columns A through H)**

SURVEY AREA TABLE							
A	B	C	D	E	F	G	H
Address	Exterior Material Type	Total Square Feet	Orientation of Home (Home Faces What Street?)	Foundation Type	Front Porch, Stoop or Neither?	Garage, Carport or Neither?	Fireplace, Chimney or Neither?
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							
10.							
11.							
12.							
13.							
AVERAGE OF COLUMNS B-H:							

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PHOTOS OF 13 HOMES SURVEYED
(Must be in color and no more than two photos per page)

EXAMPLE ONLY
(Do not submit this page with your packet)

ADDRESS: 2777 EAST POINT STREET



ADDRESS: 2791 EAST POINT STREET



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PUBLIC PARTICIPATION PLAN
(Page 1 of 2)

Public participation plans are required with all residential infill applications and must be filed simultaneously with the application.

PROJECT DETAILS

Address: _____

Describe Project's Scope of Work: _____

APPLICANT

Name: _____ Phone: _____

Address: _____ E-mail: _____

City/State/Zip: _____ Fax: _____

IDENTIFY MEETING DETAILS

Meeting Type: Neighborhood Meeting Social Media Video Conferencing *Other (Provide Details Below)

Meeting Location: _____

Meeting Date: _____ Meeting Time: _____

*Other Meeting Details: _____

NOTIFY THE FOLLOWING PUBLIC PARTICIPANTS

1. Property owners within 500-feet of project address **(REQUIRED)** – *attach this list to infill packet (checklist item #9)*
Contact the Planning Division (404-270-7029 or pcd@eastpointcity.org) for this list.

2. East Point Neighborhood Association **(REQUIRED)** – *or closest Neighborhood Association if project is located outside of one.*
Applicant must fill out all fields below. Incomplete applications will not be accepted.
Neighborhood Name: _____
Neighborhood Representative Name: _____ Phone: _____
Neighborhood Representative E-mail: _____

3. Council Members in Ward _____ **(REQUIRED)**
Applicant must fill out all fields below. Incomplete applications will not be accepted.
Councilmember _____ Address: 2757 East Point Street, East Point, GA 30344
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PUBLIC PARTICIPATION PLAN
(Page 2 of 2)

4. Other Organization(s) (IF APPLICABLE)

Specify Organization, Contact Name, Phone and E-mail: _____

HOW WILL YOU NOTIFY PUBLIC PARTICIPANTS?

Provide a detailed explanation of how interested parties will be informed of residential infill:

PROVIDE METHOD OF DISCUSSING PROJECT WITH PARTICIPANTS

Describe method for providing opportunities for discussion with interested parties before meetings are held. Applicants are required to schedule at least one meeting at a convenient location and time and notify all interested parties of the purpose, place and time of meeting.

Attach an additional sheet if needed.

INCLUDE PROJECT DETAILS

During the meeting, the applicant must provide a site plan and sketches, including at least the building footprint and front and side elevations, of any structure to be built. (REQUIRED)

The applicant shall bring to the community meeting copies of the plan which can be distributed and kept by the community. (Size not to exceed 11 x 17 inches).

The applicant shall conduct an additional community meeting if any modifications are made to the application after it has been reviewed by the appropriate property owners, neighborhood groups, community associations other organizations and any political subdivision of the state (elected council ward representatives) affected by the application.

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COPY OF THE NOTIFICATION POSTCARD

The applicant may fill out the postcard below with the exact details that are being provided to the public participants in their actual postcards. If the applicant chooses not to use the provided postcards, they may submit a self-written notification letter instead.

<u>NOTIFICATION OF PUBLIC PARTICIPATION POSTCARD</u>	
Location of Project: _____	
Description of Project: _____	

A presentation has been scheduled for:	
Meeting Location: _____	

Date: _____	Time: _____
Applicant Name: _____	Phone: _____
Applicant E-mail: _____	
<u>Please R.S.V.P. with applicant if you plan to attend.</u>	
The intent of this postcard is to invite the notified participant to attend a presentation provided by the applicant regarding their Infill Development project within the City of East Point per Zoning Ordinance Chapter 4, Article J.	

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PUBLIC PARTICIPATION REPORT

DATE AND LOCATION OF MEETING

Provide dates and locations of all community and/or other meetings that were attended by the applicant to discuss the residential infill application (Attach meeting notices, letters, etc.)

NUMBER OF PEOPLE WHO PARTICIPATED

Provide the number of people who participated in meetings held to discuss the residential infill application. (Attach sign-in sheets)

SUMMARY OF CONCERNS AND ISSUES

Provide a summary of concerns and issues expressed by interested parties.

SUMMARY OF APPLICANT'S RESPONSE TO CONCERNS AND ISSUES

Provide a summary of the applicant's response to concerns and issues.

Attach an additional sheet if needed

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**APPLICANT ACKNOWLEDGEMENT FOR
PUBLIC PARTICIPATION**

ACKNOWLEDGEMENT

I acknowledge that I have received and understand the public participation requirements for meeting with interested citizens to advise residents of pending zoning, variance, special use permit, residential infill or subdivision of property applications and to allow citizens the opportunity to discuss concerns and provide input about project design or development. Moreover, I attest that all information provided herein is true and correct to the best of my knowledge and belief.

APPLICANT SIGNATURE

NOTARIZATION

PRINT NAME

NOTARY SIGNATURE

SIGNATURE

COMMISSION EXPIRES [SEAL]

DATE

DATE

COMMUNITY REPRESENTATIVE SIGNATURE

Provide a signed copy of this notification form, signed by both the applicant and a representative of the community presented to.

ORGANIZATION NAME

PRINT NAME

SIGNATURE

DATE



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RESIDENTIAL INFILL COMMUNITY MEETING SIGN-IN SHEET

The applicant is required to submit a sign-in sheet with their Residential Infill packet. They may include this form or provide their own.

PROJECT LOCATION

Address: _____

PARTICIPANT SIGN-IN

Name: _____	Phone: _____	Email: _____
Name: _____	Phone: _____	Email: _____
Name: _____	Phone: _____	Email: _____
Name: _____	Phone: _____	Email: _____
Name: _____	Phone: _____	Email: _____
Name: _____	Phone: _____	Email: _____
Name: _____	Phone: _____	Email: _____
Name: _____	Phone: _____	Email: _____
Name: _____	Phone: _____	Email: _____
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Name: _____	Phone: _____	Email: _____
Name: _____	Phone: _____	Email: _____
Name: _____	Phone: _____	Email: _____
Name: _____	Phone: _____	Email: _____
Name: _____	Phone: _____	Email: _____

Attach additional sheets as needed.

NOTIFICATION OF PUBLIC PARTICIPATION POSTCARD

Location of Project: _____

Description of Project: _____

A presentation has been scheduled for:

Meeting Location: _____

Date: _____ Time: _____

Applicant Name: _____ Phone: _____

Applicant E-mail: _____

Please R.S.V.P. with applicant if you plan to attend.

The intent of this postcard is to invite the notified participant to attend a presentation provided by the applicant regarding their Infill Development project within the City of East Point per Zoning Ordinance Chapter 4, Article J.

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POST
OFFICE
WILL NOT
DELIVER
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Current Resident



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