

DRC Sustainability Checklist

Response ID:14 Data

1. DRC Sustainability Checklist

1. Please provide project name and address

Waldorf Astoria Atlanta - Patio enclosure

2. Please provide the project applicant's name and contact information

Sean Key, C+TC Design Studio, 770-676-7624

3. What type of project is it?

Other - Write In: covered patio enclosure

4. Please provide a written summary of proposed scope of work (include applicable project information such as total square footage, # and breakout of residential units, and square footage break out of each commercial use, building height, parking and loading provided, etc.).

The scope of work includes the enclosure of an existing outdoor covered terrace with storefront windows and doors to create an indoor space and an interior renovation of the bar & restaurant area in the Waldorf Astoria Hotel.

5. Please state the project's Atlanta City Council District.

7

6. Please state the project's NPU

B

7. Is your project pursuing a green building certification?

For more information on the rating systems listed please refer to page X of the [LBI Sustainability Resource Guidebook](#)

No

8. Please Identify all administrative variations requested, and written justification for each requested.

none

9. Why has this project decided not to seek a green building certification?

minimal scope of work

What green building certification(s) is your project pursuing?

What is your intended level of certification(s)

On what date is/are certification(s) expected to be awarded?

10. Does this project have a sustainability consultant or expert on the project team?

NO

Please provide contact information for the sustainability expert to be contacted for follow up information related to sustainability on this project.

11. Does the developer or client have stated sustainability goals embedded into its current practices? For example: annual sustainability reports, specific sustainability targets for all projects, policies or practices to track and report sustainability

efforts.

YES

12. Please describe how sustainability goals are embedded into current practices

The hotel participates in Hilton's Travel with Purpose program to re-define sustainable travel by 2030. Hilton has set science-based targets to reduce carbon emissions in line with the Paris Climate Agreement, and to commit to sending zero hotel soap to landfill. Hilton as a company has doubled their investment in inclusive growth for all through programs that help women, youth, veterans, refugees and people with disabilities around the world – so that our communities can realize the full economic benefits of travel and tourism.

13. Is this project a new build or major renovation?

Are you planning to retro-commission?

For more information on retro-commissioning please refer to page X of the [LBI Sustainability Resource Guidebook](#)

Why isn't the project pursuing retro-commissioning?

Is the project going beyond code/stretch code goals for energy efficiency?

For more information on beyond code/stretch codes please refer to page X of the [LBI Sustainability Resource Guidebook](#)

14. Is the project installing solar to offset the building's operational energy consumption?

For more information on solar energy please refer to page X of the [LBI Sustainability Resource Guidebook](#)

NO

How much solar capacity (kW) is the project planning to install?

15. Would you like to be connected to resources to have a solar assessment conducted?

NO

What ENERGYSTAR score is the building aiming for?

16. What percentage of lighting in this project is high efficiency?

For more information on high efficiency lighting please refer to page X of the [LBI Sustainability Resource Guidebook](#)

100% of new architectural project lighting

Is the parking deck/lot going to be lit by LED lights?

Why is the project not lighting the parking deck with LEDs?

Would you like to be connected to resources to consider LEDs?

17. Are you aware of the requirement of the City of Atlanta's benchmarking and disclosure ordinance?

To review the City of Atlanta's benchmarking and disclosure ordinance go to <https://atlantabuildingefficiency.com> or email buildingefficiency@atlantaga.gov for more information

YES

18. Are you aware of the City of Atlanta's 100% Clean Energy Plan which aims to meet the clean power goal for city buildings and operations by 2025, and for all buildings to meet the clean power goal by 2035?

To review the City of Atlanta's 100% Clean Energy Plan go to <https://atlantabuildingefficiency.com/clean-energy-atlanta-a-vision-for-a-100-clean-energy-future/>

YES

19. Does the project have stated water efficiency goals? For example: % reduction in potable water demand, % reduction in

of wastewater discharge...

NO

Please describe the water efficiency goals for the project

20. Please choose all water efficiency measures or technologies the project is employing.

For more information on water efficiency measures or technologies listed please refer to page X of the [LBI Sustainability Resource Guidebook](#)

Other - Write In: scope does not allow for implementation

21. What water reuse systems are does the project include? Choose all that apply.

For more information on the water reuse systems listed please refer to page X of the [LBI Sustainability Resource Guidebook](#)

Other - Write In: scope does not allow for implementation

22. What climate appropriate landscape design choices are being made for water efficiency in this project? Choose all that apply.

This project does not have a vegetated area included in its scope

23. Has the project team had a stream determination study completed to determine if "blue lines" exist on the property?

For more information on what a stream determination study is please refer to page X of the [LBI Sustainability Resource Guidebook](#)

NO

Is it in compliance with the state of Georgia stream determination guidance?

Please find the Georgia stream determination guidance [here](#).

What did you use instead?

24. Has the project requested any stream buffer variances?

For more information on stream buffer variances please refer to page X of the [LBI Sustainability Resource Guidebook](#)

NO

Has the project team proposed any mitigation measures for stream buffer encroachment?

Please describe the project's stream buffer encroachment mitigation strategies.

Would you like to be connected to resources to identify mitigation strategies?

25. Have you consulted the latest FEMA flood plain map?

The FEMA flood plain map can be accessed at <http://map.georgiadfirm.com/>

YES

26. Is the project located in a flood plain?

NO

27. Does the project have a stormwater management plan that complies with the City of Atlanta's Post Development Stormwater Management Ordinance?

Please find the City of Atlanta's Post Development Stormwater Management Ordinance at X

YES

28. Please describe the project's stormwater management plan

Existing storm water retention tank

Would the project team like to be connected with resources to identify stormwater mitigation strategies?

29. Please list any green infrastructure elements that the project features. Please choose all that apply.

For more information on the green infrastructure elements listed please refer to page X of the [LBI Sustainability Resource Guidebook](#)

Other - Write In: not applicable

30. Does your site plan provide for long-term stormwater infrastructure maintenance access?

For more information long-term stormwater infrastructure maintenance access go to X.

YES

31. Please describe how your site plan allows for long-term stormwater infrastructure maintenance access.

existing access to storm water retention tank in loading dock to remain

32. Is there enough space for a recycling AND trash compactor/receptacle in project design?

YES

33. Does the project allow for enough space to accommodate separate receptacles for glass recycling in the same area as the recycling and trash space?

YES

34. Is there access to sanitary line nearby recycling/trash receptacles?

Suggested to be useful for onsite pressure washing and diverts potential leaked waste liquid from the stormwater drain.

YES

35. Do you have a construction and demolition (C+D) waste recycling plan?

For more information on C+D waste please refer to page X of the [LBI Sustainability Resource Guidebook](#)

36. Please describe any recycling or reuse elements that the project would like to highlight? Please describe below.

Is the project team aware of the services provided by Life Cycle Building Center to remove any usable buildings materials?

For more information on the Life Cycle Building Center go to <https://www.lifecyclebuildingcenter.org/material-donation>

As a multi-family project, is the developer/owner aware of the City of Atlanta's ordinance requiring recycling?

For more information on the City of Atlanta's multifamily recycling ordinance go to <https://www.atlantaga.gov/government/departments/public-works/recycling-program/multi-family-recycling>

37. What health and wellness amenities does the project include? Choose all that apply.

Secured bike storage
Fitness rooms/gyms
Shower facilities

38. Does this project provide signage or paths to direct occupants to transit?

39. Is the main entrance of the building oriented to pedestrian traffic?

YES

40. Has the project planned for last mile connectivity options? Choose all that apply.

Other - Write In: Buckhead MARTA station 0.3 miles away

41. Are you aware of the City of Atlanta's electric vehicle charging infrastructure ordinance?

Please find more information on City of Atlanta's electric vehicle charging infrastructure ordinance by going to http://atlantacityga.iqm2.com/Citizens/Detail_LegiFile.aspx?MeetingID=2068&ID=13626&Print=Yes

YES

42. Does the project include the installation of electric vehicle charging stations?

NO

How many charging stations will be installed?

43. Would you like to be connected to resources to get assessment for the installation of EV charging stations through Livable Buckhead's EVery mile campaign?

NO

44. Are there opportunities for adjacent properties to connect for the purpose of facilitating off-street mobility? For example, inter-parcel walking paths or trails.

I don't know

Is the footprint of the building(s) moving closer or farther away from the road or pedestrian walkway?

Does this multi-family residential project provide affordable or lower than market rate options?

Please describe the affordable options available in this multi-family residential project.

Why doesn't this multi-family residential project provide any affordable options?

45. Is the owner/developer aware of Livable Buckhead's suite of services to provide mobility plans for future tenants to reduce traffic stress caused by single occupancy vehicles?

For more information on stream buffer variances please refer to page X of the [LBI Sustainability Resource Guidebook](#)

YES

46. Does your project exceed the zoning code requirements for dedicated greenspace for occupants and community to access?

For more information about greenspace in the zoning code please refer to [WEBSITE FOR ZONING CODE REFERENCE]

NO

Please describe the project's community and occupant accessible greenspace.

47. Does the project have a green roof?

NO

Please describe the project's green roof.

48. Does the roof have a high albedo (white roof)?

NO

49. Why doesn't the project's roof have a high albedo (white roof)?

Existing roof to remain and is outside of the project scope

50. Does the project design incorporate any permanent art installation(s)?

YES

51. Please describe the permanent art installation(s) included in the project design.

Custom art installations will be incorporated throughout the project area as part of the interior design.

52. Does the project include public or communal space for hosting events?

NO

Please describe the public or communal space in the project design.

53. Please use the space below to highlight any other sustainability related project details include in the project plan.

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January 30, 2020

City of Atlanta - Office of Zoning and Development

RE: Waldorf Astoria - Patio Enclosure

Application for Special Administrative Permit (SAP)

Project No. 1933.01 File No.

The Waldorf Astoria Atlanta - Patio Enclosure scope of work is limited to the enclosure of an existing outdoor covered terrace with storefront windows and doors to create an indoor space.

ctcdesignstudio.com

770-676-7600

2700 Apple Valley Road

Suite 85

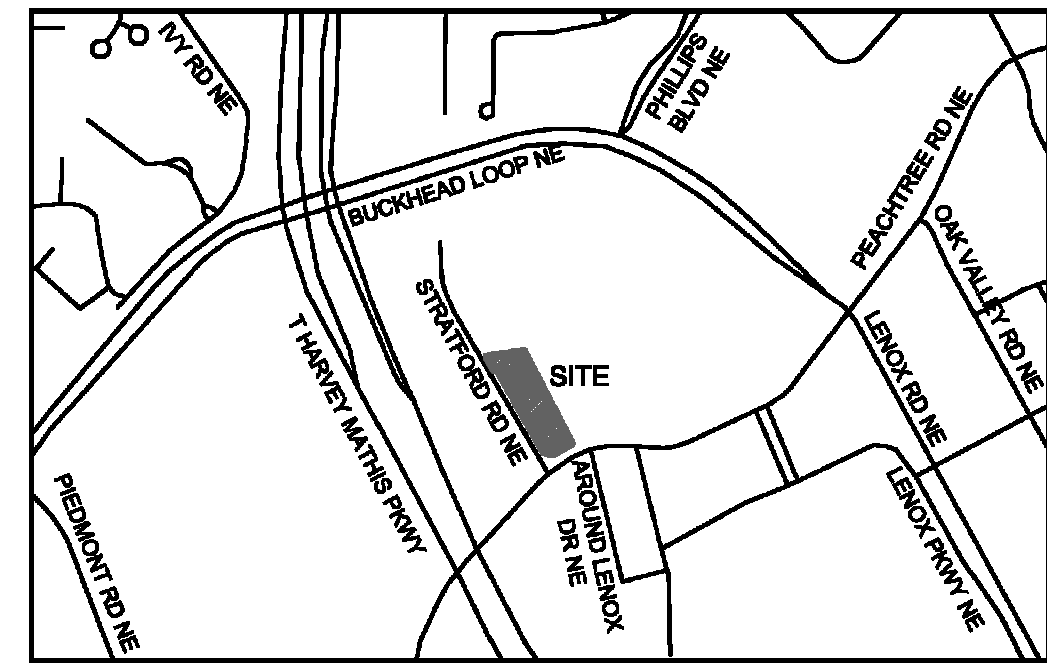
Atlanta, GA 30319

Sincerely,

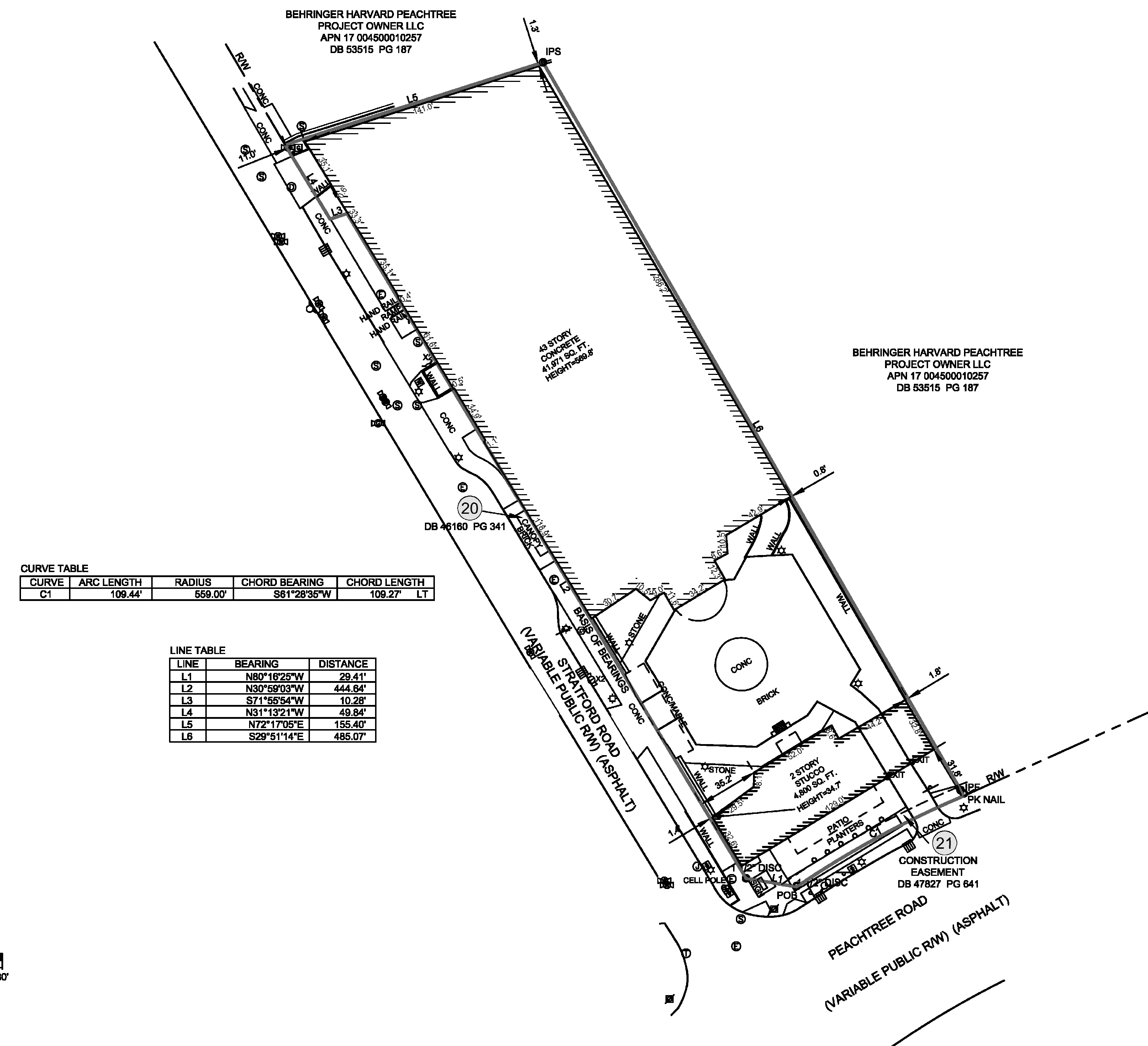
Sean Key, AIA

Associate

A handwritten signature in black ink, appearing to read 'Sean Key', written over the typed name and title.



VICINITY MAP
NOT TO SCALE

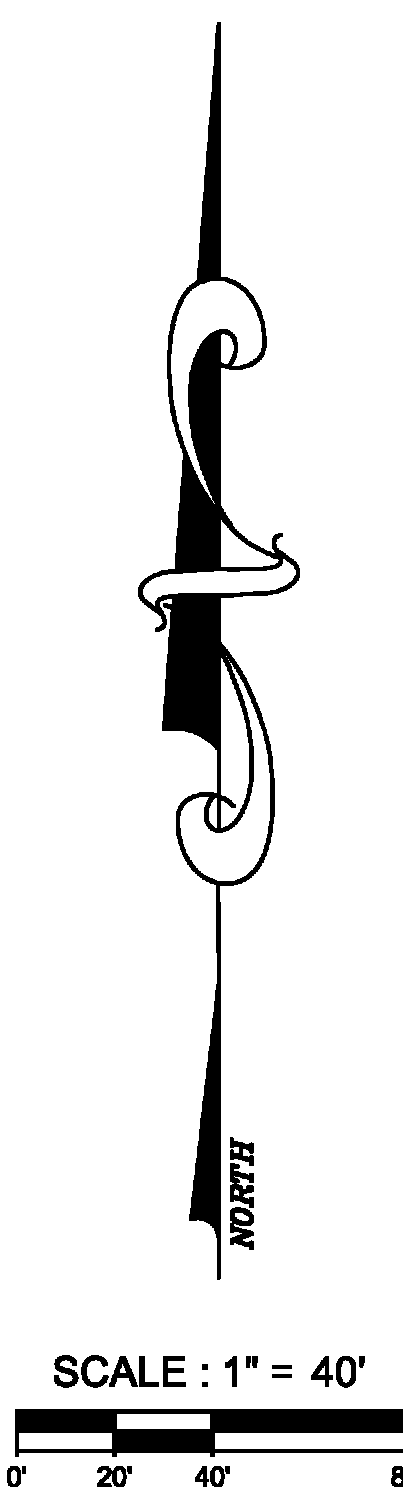


CURVE TABLE

CURVE	ARC LENGTH	RADIUS	CHORD BEARING	CHORD LENGTH
C1	108.44'	659.00'	S81°28'35"W	108.27' LT

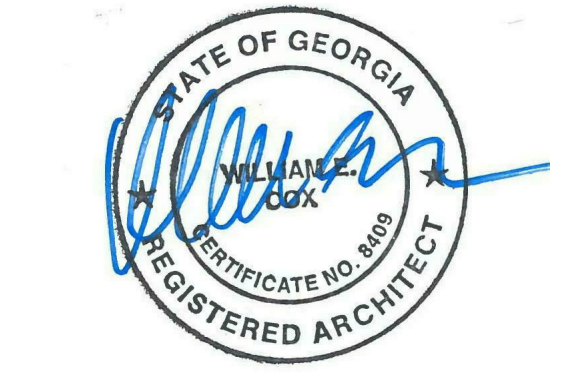
LINE TABLE

LINE	BEARING	DISTANCE
L1	N89°16'25"W	29.41'
L2	N30°55'03"W	444.54'
L3	S71°55'54"W	10.28'
L4	N31°13'21"W	49.84'
L5	N72°17'05"E	155.40'
L6	S29°31'14"E	485.07'



LEGEND:

CONC	Concrete	DB	Dead book	SM	Sanitary sewer manhole
DB	Dead book	PD	Flag	EM	Electric manhole
PD	Flag	R/W	Right of way	TM	Telephone manhole
R/W	Right of way	TR	Traffic pole	JB	Junction box
TR	Traffic pole	EB	Electric box	SM	Storm sewer manhole
EB	Electric box	IP	Iron pin found	FD	Fire hydrant
IP	Iron pin found	FC	Fire department connection	WV	Water valve
FC	Fire department connection	B	Boiler	WM	Water meter
B	Boiler	ICV	Irrigation control valve	YL	Yard light
ICV	Irrigation control valve	CB	Cable box	LP	Light pole
CB	Cable box	S	Sign	SP	Strain pole
S	Sign	GV	Gas valve	DI	Drop inlet
GV	Gas valve	BO	Building overhang/canopy	ES	Easement
BO	Building overhang/canopy	ES	Easement		



SHEET ISSUE:

NO.	DATE	DESCRIPTION
1	01.29.20	SAP PERMIT

REVISION

NO.	DATE	DESCRIPTION
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FLOOD NOTE:
PROPERTY LIES WITHIN FLOOD ZONE _____, ACCORDING TO F.I.R.M. MAP NO. _____, DATED _____, BY GRAPHING PLOTTING ONLY, WE DO NOT ASSUME RESPONSIBILITY FOR EXACT DETERMINATION. BEFORE ANY DEVELOPMENT PLANNING, DESIGN, OR CONSTRUCTION IS INITIATED, THE COMMUNITY, CITY AND COUNTY IN WHICH SUBJECT TRACT EXISTS SHOULD BE CONTACTED, AND WRITTEN MAY IMPOSE LARGER FLOOD PLAN AND FLOODWAY AREAS THAN SHOWN BY F.I.R.M. MAPS THAT WILL AFFECT DEVELOPMENT.

ALTA/NSPS LAND TITLE SURVEY OF

BEING A 1.586 ACRE TRACT OF LAND IN LAND LOT 46 DISTRICT 17TH, FULTON COUNTY, ATLANTA, GA

ADDRESS: 3376 PEACHTREE ROAD NE
ATLANTA, GA 30326
NAME: MANDARIN ORIENTAL HOTEL
JOB NO: 18-7736 DATE: 10/02/2018 SCALE: 1" = 40'

REVISIONS:

NO.	DATE	DESCRIPTION
1		

LANDCO, L.P.
11281 RICHMOND, BLDG. J SUITE 105, HOUSTON, TEXAS 77082
OFFICE (281) 556-1282 FAX (281) 606-1282
INFO@LANDCOSERVICES.COM
Copyright 2018 Landco, L.P.
Firm Number: 10045800



WALDORF ASTORIA ATLANTA

Project Number 1933
Scale as stated herein are valid on the original drawing. The dimensions of which are 30 x 42 inches. The scales noted herein are hereby changed by the ratio of the overall sheet dimensions of the print to corresponding dimensions of the original drawing.

Sheet Title
PROPERTY SURVEY

SAP-1
Sheet Number



SHEET ISSUE:

NO.	DATE	DESCRIPTION
1	01.29.20	SAP PERMIT

REVISION

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WALDORF ASTORIA
HOTELS & RESORTS
ATLANTA

Project Number 1933

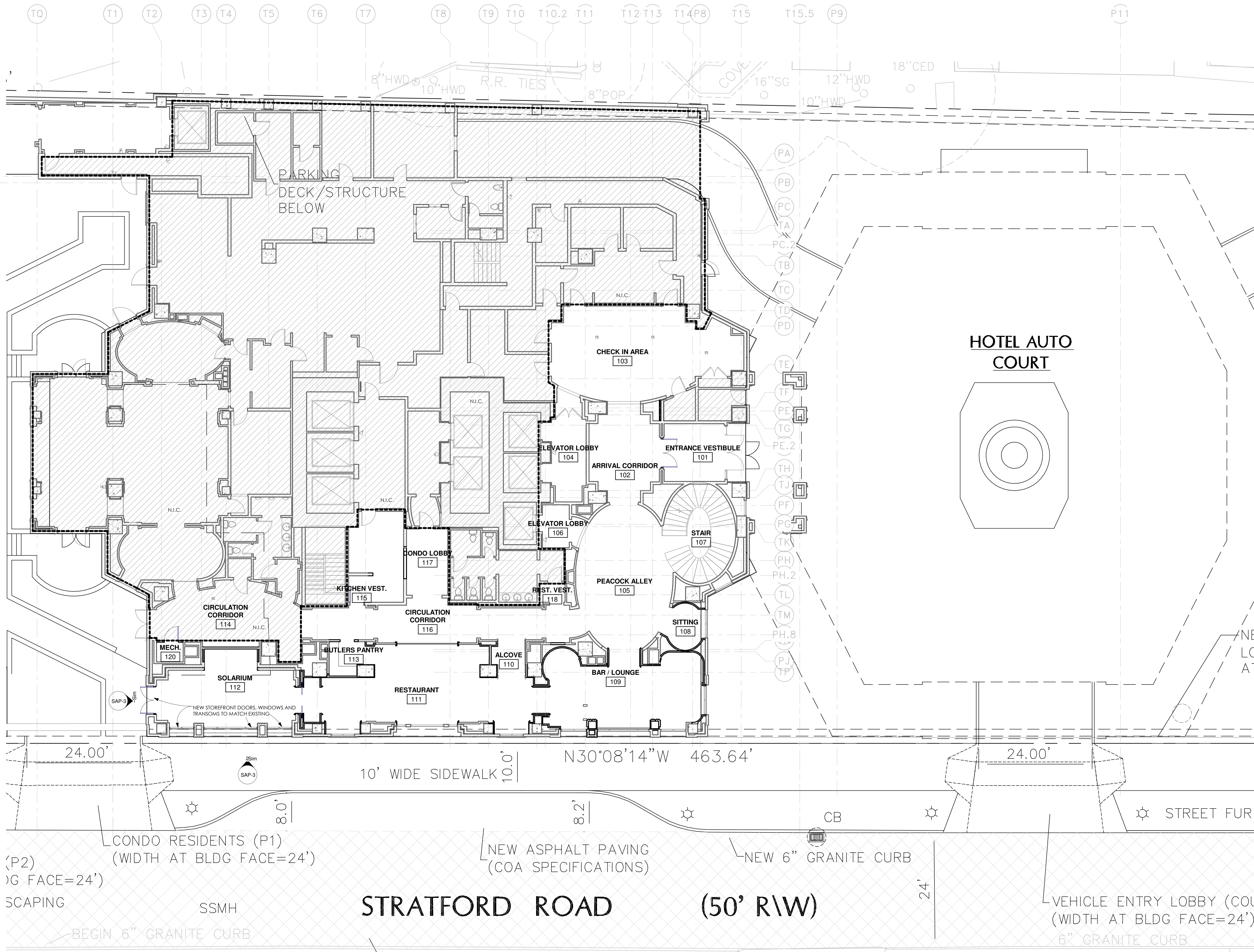
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2019 © COPYRIGHT C + TC Design Studio, Inc.

Sheet Title
SITE PLAN

SAP-2

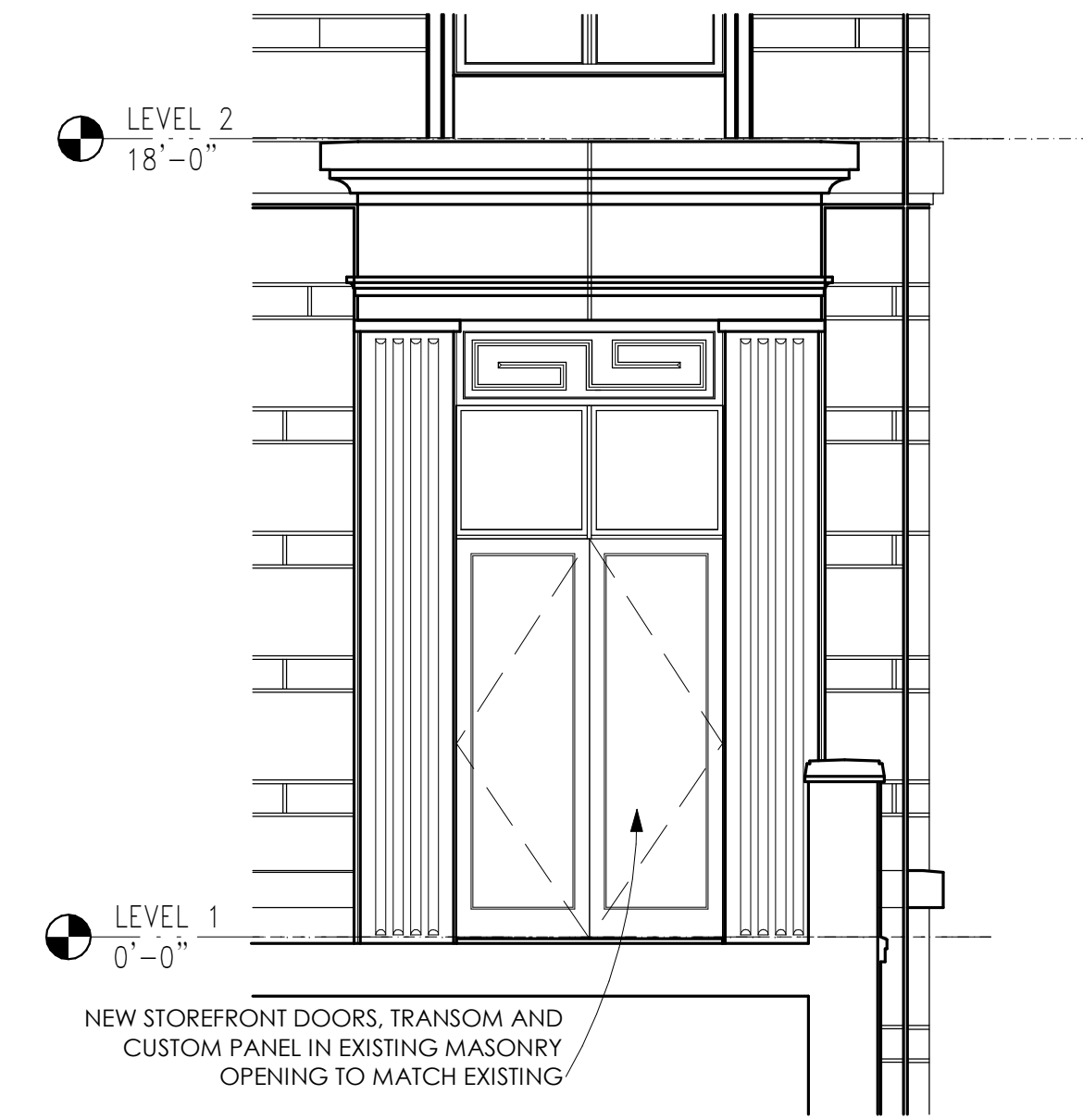
Sheet Number



LEVEL 1 PLAN
SCALE: 1/8" = 1'-0"

C:\Users\valena.naydenova\Documents\Waldorf Astoria Atlanta_2018_central_enovaydenova.rvt 1/29/2020 6:02:28 PM

RELEASED FOR CONSTRUCTION



1 PARTIAL ELEVATION
SAP-3 SCALE: 1/4" = 1'-0"



2 WEST ELEVATION
SAP-3 SCALE: 1/4" = 1'-0"



SHEET ISSUE:

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WALDORF ASTORIA
HOTELS & RESORTS

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Sheet Title
ELEVATIONS

SAP-3
Sheet Number



APPLICATION FOR A SPECIAL ADMINISTRATIVE PERMIT (SAP)

For SPI, Beltline, LW, MR, MRC, NC, I-Mix Zoning Districts & Unified Development Plans
City of Atlanta, Office of Zoning and Development (404-330-6145)

File No.: SAP-20-013

APPLICANT (name) Sean Key - C+TC Design Studio

ADDRESS 2700 Apple Valley Rd. NE Suite 85, Atlanta, GA 30319

PHONE NO. 770-676-7624 **EMAIL** skey@ctcdesignstudio.com

PROPERTY LANDOWNER XHR Atlanta Peachtree LLC

ADDRESS 200 S. Orange Ave. Suite 2700, Orlando, FL 32801

PHONE NO. 407-246-8100 **EMAIL** kosburn@xeniareit.com

ADDRESS OF PROPERTY 3376 Peachtree Rd. NE, Atlanta, GA 30326

Land District 45 **Land Lot** 17 **Council District** 7 **NPU** B

Is property within the BeltLine Overlay District? Yes No **Zoning Classification** SPI-12 SA1

Is Inclusionary Zoning applicable to this project? Yes No Is this a Unified Development Plan? Yes No



Submittal Checklist (See detailed checklist on page 2):

- Project Summary:** Provide cover letter describing new construction, alterations, repairs or other changes to the exterior of existing structures and/or the site. Requests for administrative variations must be accompanied by a written justification for each.
- Property Survey:** Submit two (2) copies. Lot consolidation, re-platting or subdivision may be required prior to approval of SAP.
- Site Plan** (released for construction and sealed) **and Building Elevations:**
 - a. **Initial Submission:** Four (4) Site plans & Two (2) Elevations; with two (2) more copies if DRI or NPU review is required.
 - b. **Other information:** Copies of applicable Rezoning Legislation, Special Use Permit and any letters for Variance or Special Exception. Note: additional plans or documents may be required at the discretion of the Office of Zoning and Development.
- Property Owner Authorization:** Submit required notarized owner consent per attached form (page 4).
- Notice to Applicant:** Submit attached form with signature and date (page 10).
- Development Controls Specification Form:** Provide the applicable information (pages 7 - 9).

Fees (non-refundable): Payable to the "City of Atlanta" in the form of cash, credit card, personal or cashier check, or money order.

- Exterior demo, outdoor dining new/expansion, or non-expansion: \$250.
- Developments < 50,000 sq.ft. of floor area: \$500.
- Developments 50,000 to 250,000 sq.ft. of floor area: \$1,000.
- Developments ≥ 250,000 sq.ft. of floor area: \$1,500.

I HEREBY AUTHORIZE CITY STAFF TO INSPECT PREMISES OF ABOVE DESCRIBED PROPERTY. I HEREBY DEPOSE THAT ALL STATEMENTS HEREIN ATTACHED & SUBMITTED ARE TRUE TO THE BEST OF MY KNOWLEDGE AND BELIEF.

Date 01/30/2020 Signature of Applicant [Signature]

Additional Submittal Requirements (as applicable):

- **Inclusionary Zoning:** All new or conversion multifamily residential rental projects with 10 or more units in the Beltline Overlay District OR Westside neighborhoods of English Avenue, Vine City, Ashview Heights, or AUC must complete and submit the Inclusionary Zoning Certification Form with their application. Review and complete pages 11-12 of this SAP for certification forms.
- **Beltline, NC-2, NC-6, NC-10, NC-11, NC-12, & NC-14 Districts:** Applicant must send a copy of the filed SAP application to the NPU contact. Afterwards, complete the Notarized Affidavit of NPU Notification form (page 6), and provide a copy of U.S. Postal Service Certificate of Mailing. The NPU has up to 21 days to review the SAP and forward comments to the City.
- **Pre-application Conference with Zoning and Development Staff (prior to SAP submittal):** Required only for the Beltline, but recommended for all other districts. To request this meeting contact Krishana Newton at 404-330-6065 or knewton@atlantaga.gov.
- **Development Review Committee (DRC):** Projects in the Beltline & SPIs 1, 9, 12, 15, 16, 17 districts may require DRC review (See page 3).
- **Development of Regional Impact (DRI) Study:** Mixed-use developments with at least 700,000 s.f. or residential with at least 700 residential units may require a DRI approval by GRTA and ARC. For full thresholds and rules contact GRTA and/or ARC.
 - **Initial submission:** DRI Form 1 with the SAP application. Zoning and Development staff will then submit information to GRTA and ARC.
- **Watershed Management (DWM) Requirements (Section 74-504(a)):** Consultation meeting with DWM is **REQUIRED** for any site disturbance to determine applicable storm water work. Call 404-330-6249 or visit: www.atlantawatershed.org/greeninfrastructure
- **Unified Development Plans:** Applicable to all zoning districts except R-1 to R-5, RLC, PD, & historic bldgs/districts (Section 16-28.030)

The City Code provides that Zoning and Development Director shall review each request for an SAP within 30 days of a filing of a **completed*** application. (Atlanta Code Chapter 16, Section 16-25). * **Note: NPU/DRC notification and review, as applicable, are required to complete the SAP application.**

(FOR OFFICE OF ZONING AND DEVELOPMENT OFFICE USE ONLY)

The above request for a Special Administrative Permit (SAP) was approved or denied on _____ See attached **Special Administrative Permit Approval Form(s)** for detailed approval information.

Signed for Director, Office of Zoning & Development _____

Staff Reviewer - Print Name _____



City of Atlanta Office of Zoning & Development
SPECIAL ADMINISTRATIVE PERMIT (SAP) APPLICATION
Submittal Checklist

The following checklist is designed to assist those in preparing required materials for SPI, Beltline Overlay, NC, LW, MRC, and MR districts. **Items omitted will delay applicant's review process.** The following items are required as part of a complete application for a Special Administrative Permit. **NPU Notification and DRC review, as applicable, are required as a part of a completed SAP application.** Please note: * FINAL APPROVED SAP PLANS ARE REQUIRED WITH THE PERMIT APPLICATION SUBMITTAL TO THE OFFICE OF BUILDINGS.

- ___1. **SAP Application Form and Property Landowner Authorization Form:** completed with notarized signatures.
- ___2. **Notice to Applicant Form:** with signature and date.
- ___3. **Project Summary:** Provide cover letter clearly describing all new construction, alterations, repairs or other changes to the exterior appearance of existing structures or site. **Any administrative variations ARE REQUIRED to be accompanied by a written justification for each variation requested.**
- ___4. **Property Survey:** Two (2) copies of survey (for new single-family and duplex construction, show existing footprints of principal structures on adjoining lots fronting the same street).
- ___5. **Site Plan** (drawn to scale, released and sealed for construction) of proposed improvements showing items listed below*. **Initial Submission:** Four (4) copies for initial staff review. If DRI or NPU review is required: one (1) extra copy per review. **Final Submission (after staff review): Six (6) copies.**
 - a) Date, north arrow, and graphic scale.
 - b) Adjacent streets, with street names, property lines and dimensions, and easements.
 - c) Existing conditions to remain: identify all overhead utility poles, transformers, above ground storm water detention areas and inlets.
 - d) Proposed new installations: Identify the number, type and location of new street lights, transformers, AC units and other similar mechanical/accessory equipment at or above grade. Identify such items in the public right-of-way which final approval by Department of Public Works or GDOT is required.
 - e) Specify location and widths for all Sidewalks (street furniture and clear zones) and Supplemental Zones.
 - f) Ground floor layout plan with building and tenant entrances also shown
 - g) Street-front ground floor façade fenestration – vertical/horizontal window dimensions and % of façade length
 - h) Outdoor dining – seating plan, dimensions, and % of business establishment floor area
 - i) Height of structures (including fences/walls)
 - j) Parking, driveway and curb cut layout and dimensions (auto, truck loading, & bicycle/moped)
 - k) Location of parking deck light fixtures. Also indicate amount of foot-candles, and type of light fixture
 - l) Landscape plan: Planting locations including street trees (with tree species and calipers indicated), parking lot and other on-site landscaped areas (with the dimensions and percentage of lot calculated).
 - m) Provide Developmental Control Specification Form (pages 6-8) information on the site plan.
 - Zoning Classification, Net Lot Area & Gross Land Area, Floor Area Ratio (FAR), square footage of structures & individual uses, etc.
- ___6. **Rooftop plan** when counted towards open space requirements.
- ___7. **Elevations of building facades** Two (2) copies for initial staff review. **Final Submission: Three (3) copies.**
- ___8. **Section drawing(s)** as needed showing required sidewalks, supplemental zones (with retaining walls), and building façade & finished floor-level dimensioned within 5 feet above the adjacent sidewalk-level.
- ___9. **DRI conditions of approval, rezoning legislation, variance or special exception letters** printed on site plan.
- ___10. **Transportation Management Plan/Association Membership (where applicable)** required based on the zoning district. See specific zoning regulations for confirmation.
- ___11. **Beltline Overly District, NC-2, NC-6, NC-10, NC-11, NC-12, and NC-14** properties:
 - Mail a copy of the **submitted SAP application & drawings stamped received by the Office of Zoning and Development** to the NPU contact person.
 - Submit a copy of **U.S. Postal Service Certificate of Mailing** and **Notarized Affidavit of NPU Notification** (page 5) as soon as possible to complete the application submission and begin the SAP review period.
- ___12. **Photographs (buildings/site):** Show existing conditions for alterations to existing building facades and/or site modifications.
- ___13. **Shared Off-site Parking:** Requests for approval of off-site parking submit materials on Shared Off-site Parking checklist.
- ___14. **Other information** necessary for the SAP as requested by staff.

City of Atlanta Office of Zoning & Development
SPECIAL ADMINISTRATIVE PERMIT (SAP) APPLICATION
DEVELOPMENT/DESIGN REVIEW COMMITTEES (DRC)

****CHECK FOR APPLICABILITY** Beltline Overlay and Special Public Interest (SPI) Districts**

File # _____

Development / Design Review Committees (DRC) have been established as an advisory group for the purpose of providing to the Director of the Office of Zoning and Development formal recommendations/comments on Special Administrative Permit (SAP) applications within the Beltline Overlay and particular SPI zoning districts. Applicants are required to make a presentation of their project to the applicable DRC committee. DRC review is required as part of a completed SAP application.

Each DRC shall consist of committee members representing the corresponding district stakeholders including: property owner(s), business owner(s) or resident(s), and applicable neighborhood organization(s), among others.

The DRC convenes monthly (or as needed) to comment on SAP applications within a particular district. Each DRC shall provide recommendations to the Office of Zoning and Development Staff and the applicant within 7 business days, unless the applicant is requested to return to the applicable DRC and/or present to respective neighborhood organization(s), or

DRC Committees (established by City Council Resolution)

- SPI-1 Downtown (2007)
- SPI-9 Buckhead Village (2010)
- SPI-12 Buckhead/Lenox Stations (2012)
- SPI-15 Lindbergh (2001)
- SPI-16 Midtown (2001)
- SPI-17 Piedmont Avenue (2001)
- Beltline Overlay (2015)

Meeting Dates and Locations

Downtown SPI-1

Meetings held the 4th Thursday morning monthly
Central Atlanta Progress, 84 Walton Street NW, Suite 500
Contact Audrey Leous: ALeous@atlantadowntown.com
(404) 658-5911

Midtown SPI-16 & Piedmont Avenue SPI-17

Meetings held the 2nd Tuesday evening monthly
Midtown Alliance, 999 Peachtree Street NE, Suite 730
Contact Ginny Kennedy: Ginny@midtownalliance.org
(404) 892-4782

Buckhead Village SPI-9 & Buckhead/Lenox SPI-12

Meeting held 1st Wednesday afternoon monthly
BATMA, 3340 Peachtree Road NE
Tower Place Bld. 100, Suite 1515
Contact Denise Starling: Denise@batma.org
(404) 842-2680

Beltline Overlay

Meeting held the 3rd Wednesday evening monthly
Atlanta Beltline Inc.
100 Peachtree Street NW, Suite 2300
Contact Lynnette Reid: LReid@atlbeltline.org
(404) 477-3551

Lindbergh SPI-15: Meetings coordinated by City of Atlanta Zoning and Development Staff: (404) 330-6145.

NPU.

Application Submittal and Review Process

- 1) Pre-application meeting with Office of Zoning and Development staff. To arrange such a meeting contact Facia Brown at 404-330-6636 or flbrown@atlantaga.gov.
- 2) Notify the applicable DRC contact (as listed above) to arrange placement on the next scheduled DRC meeting agenda.

DRC Submittal Requirements

- 1) Written summary of proposed scope of work (include applicable project information such as total square footage, # and breakout of residential units, and square footage of each commercial use, building height, parking and loading provided, etc.).
- 2) Identification of all administrative variations requested and written justification for each requested.
- 3) PDF Digital drawings (to-scale) of site plans and building elevations as applicable to the scope of work.
- 4) Photographs of the existing property.
- 5) Contact DRC representative to e-mail project information (prior to meeting) and confirm DRC meeting date and time.
- 6) At the DRC meeting:
 - a. Provide hardcopies of cover letter and drawings (in 11"x17" size) for distribution to each committee member.
 - b. Provide drawings on boards for project presentation to committee members or digital PowerPoint presentation (coordinate with DRC representative on the latter).

Committee Review Responsibilities

- 1) Make recommendations on project concerning zoning requirements and administrative variations requested.
- 2) Make other design recommendations for consideration concerning an application. Note: these other recommendations are not code requirements.



City of Atlanta Office of Zoning & Development
SPECIAL ADMINISTRATIVE PERMIT (SAP) APPLICATION
Notarized Authorization by Property Land Owner

File # _____

(Required only if applicant is not the owner of the property subject to the application)

TYPE OF APPLICATION: **Special Administrative Permit**

Jack D. Elkins, Jr., as Authorized Signatory for XHR GP, Inc., the general partner of XHR LP,
I, the sole member of XHR Atlanta Peachtree LLC SWEAR THAT I AM THE **LANDOWNER**
owner(s) name

OF THE PROPERTY LOCATED AT: 3376 Peachtree Road, N.E., Atlanta, GA 30326

AS SHOWN IN THE RECORDS OF Fulton COUNTY, GEORGIA WHICH IS
THE SUBJECT MATTER OF THE ATTACHED APPLICATION. I AUTHORIZE THE PERSON NAMED
BELOW TO ACT AS THE APPLICANT IN THE PURSUIT OF THIS APPLICATION.

NAME OF APPLICANT (PRINT CLEARLY):

Sean Key, AIA

C+TC Design Studio

ADDRESS: 2700 Apple Valley Rd. NE Suite 85
Atlanta, GA 30319

TELEPHONE: 770.676.7624 EMAIL: skey@ctcdesignstudio.com

by: *Jack D. Elkins, Jr.*
Signature of Property Landowner
Jack D. Elkins, Jr., Authorized Signatory for XHR GP, Inc.,
the general partner of XHR LP, the sole member of
XHR ATLANTA PEACHTREE LLC
Print Name of Property Landowner

Personally Appeared
Before Me

Jack D. Elkins, Jr.

Who Swears That The
Information Contained
In this Authorization
Is True and Correct
To The Best of His or Her
Knowledge and Belief.

Karen A. Stowell
Signature of Notary Public, State of Florida



January 29, 2020
Date



SPECIAL ADMINISTRATIVE PERMIT (SAP) APPLICATION

NPU Notification Cover Page

(ONLY APPLICABLE FOR BELTLINE, NC-2, NC-6, NC-10, NC-11, NC-12 & NC-14 DISTRICT)

File # _____

*****Applicant shall submit this letter as the cover page to the package mailed to NPU chair or designee*****

NPU Chairperson or Designee:

Enclosed is a copy of a Special Administrative Permit (SAP) application for a property located within the Beltline Overlay, NC-2, NC-6, NC-10, NC-11, NC-12 or NC-14 zoning district. As part of the SAP application process applicants are required to submit site plans and building elevations, as applicable to the scope of work, to the Office of Zoning & Development for approval prior to obtaining a building permit. The following scopes of work may trigger SAP approval in the previously mentioned zoning districts:

“All exterior demolition, new construction (including additions to existing buildings), expansions of outdoor dining or any construction which results in increased lot coverage, modification of the building footprint, or modification of building facades that alters the configuration of openings. “

In addition to the SAP submittal as specified above, the applicant is also required to send a full copy of the SAP application to the respective NPU chair or their designee, evidenced with a mailing certificate, so that the NPU has an opportunity to review and provide written comments to the Office of Zoning & Development regarding an application prior to any SAP approval. Please note that for Beltline Overlay Districts where underlying zoning regulations require Variance, Special Exception or Special Use Permit action, the SAP shall not be issued until the necessary approval has been obtained.

The time period for NPU comment is 21 days from the date of the postage certificate. If the NPU does or does not have comments, or feels they are unnecessary, the Office of Zoning & Development should receive such written notification as soon as possible within the 21-day period. Comments received after the designated review period are not required to be considered in the Office’s project review or approval.

The Beltline Overlay, NC-2, NC-6, NC-10, NC-11, NC-12 and NC-14 zoning districts primarily have design requirements that prescribe parameters for site layout and building elevations. Issues of land use or density (building square footage or number of units) are addressed by the underlying zoning district regulations. Therefore, NPU review should primarily focus their comments on the following items:

- Building placement
- Building setbacks adjacent to streets (pertaining to minimum sidewalks and supplemental zones widths), and transitional yards
- Provision of sidewalks and street trees
- Provision of parking, loading and bicycle spaces
- Location of parking and driveways
- Parking lot landscaping
- Parking deck façade elevations
- Building façade elevations related to entrances and windows
- Other zoning regulations that are eligible for administrative variations

For questions, ask for an SAP staff member at 404-330-6145.

Please send your written comments and or questions referencing the SAP case number and address to:

SAPComments@atlantaga.gov



City of Atlanta Office of Zoning & Development
SPECIAL ADMINISTRATIVE PERMIT (SAP)
AFFIDAVIT OF NPU NOTIFICATION

(ONLY APPLICABLE FOR BELTLINE, NC-2, NC-6, NC-10, NC-11, NC-12 & NC-14 DISTRICT)

File # _____

This Affidavit form and a copy of the **United States Postal Service Certificate of Mailing** are required by owner and applicant of the property subject to the Special Administrative Permit application. Submit within FIVE (5) days of application submittal.

The **Neighborhood Planning Unit (NPU)** has **TWENTY ONE (21)** days from the date of the associated certificate of mailing to provide one (1) set of written comments to the Office of Zoning and Development prior to any SAP approval.

LOCATION OF SUBJECT PROPERTY:

Street Address(es): _____

Zoning Classifications _____ Land District ____ Land Lot _____ Council District ____ NPU ____

APPLICANT:

Name: _____

Company: _____

Address: _____

Telephone: _____ Email: _____

As the APPLICANT, I, _____ swear and affirm that I have notified the NPU(s) to which this Special Administrative Permit (SAP) affects, and am aware of the applicable requirements of the City of Atlanta Zoning Ordinance Sections 16-36.004, 16-32J.002(1), 16-32K.002(1), and 16-32L.002(1).

NPU Contact Information

 Name of Contact Person(s) Phone Number(s) Email Address (es)

Adjacent NPU(s) Contact Information

 Name of Contact Person(s) Phone Number(s) Email Address (es)

(To be completed by Notary):

Personally Appeared Before Me this _____ day of _____, **20**_____.

Who Swears That the Information Contained In this Authorization Is True and Correct To the Best of His or Her Knowledge and Belief.

 Signature of Notary Public

 Date

(To be completed by Applicant & Staff):

 Signature of Applicant

 Printed Name of Applicant

 Office of Zoning & Development Staff
Signature of Staff only represents that the required notification to the NPU has been completed and does not indicate any position of the Office of Zoning and Development on the application.



City of Atlanta Office of Zoning & Development
SPECIAL ADMINISTRATIVE PERMIT (SAP) APPLICATION
Development Controls Specifications (Required)

File # _____

*Developmental Controls forms are required to be completed by the applicant, and all applicable specifications should be shown on the site plan in chart form. Items omitted will delay the plan review process. Refer to City of Atlanta Zoning Code (Chapters 8, 19, and 28) for clarification.

Definitions and Methods of Calculation						
<ul style="list-style-type: none"> Net Lot Area (NLA) = length of property line X width of property line GLA for corner lots = (NLA) + [(street "A" right-of-way width ÷2) X (street "A" length of property line)] + [(street "B" right-of-way width ÷2) X (street "B" length of property line)] + [(street "A" right-of-way width ÷2) X (street "B" right-of-way width ÷2)] GLA (with only one front yard adjacent to street) = (NLA) + [(street right-of-way width ÷2) X (length of front property line)] GLA may include half of the right-of-way (including streets, parks, lakes and cemeteries) up to 50 feet in width. GLA shall not be used for calculating FAR for properties within single-family or two-family-zoned subareas of SPI districts. Building Lot Coverage provided = (net lot area minus area of building footprint) ÷ (net lot area) 						
Lot Size (in square footage)						
Gross Land Area (GLA)						
Net Lot Area (NLA)						
Floor Area Ratio (FAR) – as applicable. Check which used for residential: <input type="checkbox"/> GLA, or <input type="checkbox"/> NLA						
	Residential FAR Ratio	Residential Square Footage		Non-Residential FAR Ratio	Non-Residential Square Footage	
Base Allowed						
Base Provided						
Bonus Allowed						
Bonus Provided						
Bonus FAR Program (check bonus utilized if applicable)						
Transit Station <input type="checkbox"/>	Ground Floor Retail <input type="checkbox"/>	Open Space and New Streets <input type="checkbox"/>	Community Center Facilities <input type="checkbox"/>	Workforce Housing <input type="checkbox"/>		
Residential Units				Total Provided: _____		
Number of Units Provided (without bonus)						
Number of Bonus Units Provided (without workforce housing)						
Number of Bonus Workforce Housing Units Provided (20% required)						
Total Number of Units per Acre						
Building Coverage <input type="checkbox"/> or Lot Coverage <input type="checkbox"/> (check applicable as required per zoning district)						
	Percentage (%)			Square Footage		
Max. Permitted						
Provided						
Fenestration (% of each street-fronting facade calculated separately, per district regulations)						
	Residential Façade Percentage (%)			Non-residential Façade Percentage (%)		
	Local Street	Arterial/Collector	Beltline Corridor	Local Street	Arterial/Collector	Beltline Corridor
Min. Required						
Provided (specify for each street)						



City of Atlanta Office of Zoning & Development
SPECIAL ADMINISTRATIVE PERMIT (SAP) APPLICATION
Development Controls Specifications (Required)

File # _____

Residential Open Space Requirements (refer to Chapter 28 for clarification)

Definitions and Methods of Calculation		
<ul style="list-style-type: none"> • LUI = Land Use Intensity Ratios Table (per Section 16-08 R-G District Regulations) • TOSR are calculated only for residential developments. TOSR includes the total horizontal area of uncovered open space plus ½ of the total horizontal area of covered open space subject to the limitations in Section 16-28.010 (4). Covered total open space is the open space closed to the sky but having two clear unobstructed open or partially open (50% or more) sides. <ul style="list-style-type: none"> ○ TOSR required = (LUI table) X (GLA). ○ TOSR provided = (GLA) – (area of building footprint) + (combined area of balconies and rooftop terraces). • UOSR requirements are calculated using the residential FAR (of the <u>corresponding net lot or GLA lot sized used to calculate FAR</u>) for both residential and mixed-use developments. It does not include areas for vehicles. However, newly created on-street parking (outside of existing travel lanes) and new streets may be counted towards the UOSR calculations as specified in the district regulations. <ul style="list-style-type: none"> ○ UOSR required = (LUI table) X (the corresponding lot size used to calculate FAR). ○ If GLA is used for USOR, then the amount provided shall be = (NLA) – (area of building footprint + surface area of parking lots, and driveways) + (balconies, rooftop terraces, and landscaped areas on sidewalks within the adjacent right-of-way). 		
TOSR: Total Open Space Requirements for Residential Only Projects		
<i>(Not required in SPI-9, SPI-16, SPI-17, SPI-18, SPI-20, SPI-21, MRC, MR, or LW districts, or in mixed-use developments.)</i>		
	Ratio	Total Square Footage
Minimum Required		
Provided		
Square Footage breakout of UNCOVERED TOSR amount provided by the following:		
GLA minus building square footage		
Open exterior balconies (per Section 16-28 or district regs)		
Roof area improved as recreation space		
Square Footage breakout of COVERED TOSR amount provided by the following:		
Areas closed to the sky (roof) but having two sides with a minimum of 50% open		
UOSR: Usable Open Space Requirements for Residential and or Mixed-use Developments		
<i>(These are areas not counted towards Public Space Requirements)</i>		
	Ratio	Total Square Footage
Minimum Required		
Provided		
Square Footage Breakdown of UOSR amounts provided by the following:		
Balconies		
Rooftop Terraces		
Landscaped Areas and Plazas		
Portions of Sidewalks on Private Property		
Portions of Landscaped Areas in Right-of-way adjacent to Property		



City of Atlanta Office of Zoning & Development
SPECIAL ADMINISTRATIVE PERMIT (SAP) APPLICATION
Development Controls Specifications (Required)

File # _____

Non-Residential Public Space Requirements (refer to Chapter 28 for clarification)

PSR: Public Space Requirements for Non-residential & Mixed-use Developments		
<i>(These are areas not counted towards UOSR)</i>		
Public Space provided = (square footage area of exterior space) + (square footage area of interior space)		
	Percentage (%)	Total Square Footage
Minimum Required		
Provided		
Square Footage Breakdown of PSR amounts provided by the following:		
EXTERIOR (accessible to general public such as landscaped areas, plazas, terraces, patios, observation decks, fountains, sidewalks, common areas, open recreational spaces, etc.)		
INTERIOR (ground-level area accessible to the general public during normal business hours such as malls, galleries, atria, lobbies, concourses, plaza, walkways, fountains, landscape areas for public recreation, pedestrian seating, or eating and similar public amenities)		

Parking and Loading Requirements (refer to district regulations and Chapter 28 for clarification)

Residential Unit Breakout				
Number of Studios	Number of 1 BR	Number of 2 BR	Number of 3 BR	Number of 4 BR
On-site Parking Spaces	Residential		Non-residential Uses	
Minimum Required				
Provided				
Maximum Allowed				
Bicycle Parking Spaces	Residential		Non-residential Uses	
Minimum Required				
Provided				
On-site Loading Spaces (see applicable zoning district requirements or Section 16-028.015)				
	Residential/Hotel		Non-residential Uses (break out by use)	
Minimum Required (specify for each use)				
Provided (specify for each use)				



SPECIAL ADMINISTRATIVE PERMIT (SAP) APPLICATION

Notice to Applicant

File # SAP-20-013

The applicant hereby acknowledges notification that in the process of design review in connection with the issuance of a **Special Administrative Permit (SAP)**, the City of Atlanta Office of Zoning & Development (OZD) will only review such documents as are deemed necessary for the approval of a project concept in compliance with the district regulations set forth in the City of Atlanta Zoning Code. Such documents may include, without limitation, the elevations of the structures proposed and site plans specifying the arrangement of such structures and other features of the project, but generally will not include a full set of construction drawings. This level of review is for the purpose of determining compliance with those sections of the Zoning Code applying to the district where the project is located or to be located and to allow the applicant the flexibility to receive approval for a project concept without the requirement that a full set of construction drawings, that would otherwise be necessary to obtain a building permit, be prepared, presented and reviewed.

It is the applicant's duty to ensure that all drawings or plans, that may be required for further permitting of the actual construction of the project, will result in a finished project that complies with the elevations, site plan and other plans on which the SAP was granted. The applicant is further notified that neither the Office of Buildings nor any of the other City of Atlanta agencies that review any other part of the overall project plans for compliance to building codes, zoning codes, the tree preservation, the riparian buffers ordinance, land disturbance regulations, drainage and sewer capacity or any other regulations in effect at the time of plan review have the authority to approve any changes to the exterior appearance of structures or site plans in a SAP.

It is the responsibility of the applicant to ensure that any changes required, requested, or allowed by any other City agency or any other agency reviewing the plans during any part of the building permit process will not alter the exterior appearance of any structure or cause the relocation, rearrangement and/or reorientation of any feature of the site plan. Therefore, it is important for the applicant to be aware that even changes which may be in compliance with other codes, including without limitation, an increase to the height of the structure, whether resulting from changes to the foundation plan or the grading plan of the site, alterations to the interior layout of the structure that affect the location or size of exterior doors or windows, or changes to the method of construction for any floor of a structure or the roof of any structure, may affect the exterior appearance in a manner which could cause the finished structure to be out of compliance with the elevations approved by the OZD.

The applicant is further put on notice that the location of any feature specified on the site plan is not to be changed from that location which is specified on the site plan approved by the OZD. This includes, without limitation, any such changes that might affect the setbacks of any structure, the orientation of structures or features on the lot, including, without limitation, accessory buildings, the location and size of driveways, walkways, fences, parking pads, parking spaces, loading zones and service areas. It shall be the responsibility of the applicant to ensure that any changes required by any agency reviewing plans for the project remain consistent with the site plan and elevations approved by the OZD.

It shall be the responsibility of the applicant, not the OZD, to monitor any plan changes during the permitting of the project to be sure that such changes do not affect the elevations and site plan approved by the OZD at the time of issuance of the SAP.

It is also the responsibility of the applicant to ensure that any changes made on site during the construction of the project, regardless of whether such changes are approved by a City building inspector, or representative of another City agency as being in compliance with the building codes or other applicable codes, do not result in a change to the exterior appearance of a structure or in a change to the site plan. The City of Atlanta Zoning Ordinance provides a process under which changes to the elevations and site plan in a SAP may be approved, however such approval is not guaranteed and the applicant is hereby notified that such changes are based on the application of the district regulations and not on the fact that a hardship, financial or otherwise may result if such permission is not given. The duty to adequately monitor the construction of the project to ensure compliance to the approved SAP and or any other City permit shall at all times be on the applicant, who assumes all risk of loss, financial or otherwise, from enforcement actions that result from the failure to comply with the SAP or any other City permit.

The applicant acknowledges that relief from any stop work order or other enforcement action, whether resulting from action taken by the OZD staff, the Office of Buildings staff or by the staff of any other City agency, must be appealed within the time and in the manner provided by the City Code. The applicant further acknowledges that the decision to apply to the OZD for permission to alter the approved plans is not an appeal of a stop work order or other enforcement action. The applicant acknowledges that it is solely within their own discretion to choose a process to resolve any dispute arising from the interpretation of any ordinance, the issuance of a stop work order or any other enforcement action and that the resolution of any such matter shall be made in compliance with the City Code and other applicable laws. The applicant further acknowledges that no written or oral representation of any City officer, employee, agent or elected official can waive or modify the City Code.

SEAN KEY
Applicant Printed Name

[Signature]
Applicant Signature

1/30/2020
Date



SPECIAL ADMINISTRATIVE PERMIT (SAP) APPLICATION
(*APPLICABLE ONLY FOR SHARED OFF-SITE PARKING ARRANGEMENTS)

File # _____

The Director of the Office of Zoning & Development or their designee may approve a shared off-site parking arrangement (on private property), as permitted by the corresponding zoning district, subject to the applicant providing all of the following documentation. Please check below each item submitted. **Items omitted can and will delay applicant's review process.**

- ___ 1. Written summary describing the shared parking arrangement which shall identify:
 - a) Subject property: the principal property address and the lessee's name and contact information
 - b) Off-site parking: the off-site property address and the lessor's (property owner) name and contact information
- ___ 2. Written notarized consent of the property owners agreeing to the shared parking arrangement.
- ___ 3. Property owner verification: affidavits, deeds or other documents that verify current property ownership information of the property providing the off-site parking.
- ___ 4. Copies of valid notarized parking leases which shall include:
 - a) The term of the lease and expiration date. Note: lapse of a required lease agreement may result in revocation of building permits/business licenses. Renewed leases shall be filed with the Office of Zoning & Development.
 - b) A list of all executed lease agreements for the off-site parking location which are current at the time that the application is filed with the Office of Zoning & Development. For each agreement identify the tenant, the time frame, the number of parking spaces to be used, and the hours of operation during which the spaces are leased. If no agreements exist, submit affidavit from property owner stating to that affect.
- ___ 5. Site plans for all properties to be included in the shared parking arrangement. Said plans shall include the following:
 - a) Drawn to-scale that indicates the location and the layout of the proposed parking spaces in relation to the lessor's property.
 - b) Documentation of all tenants sharing the parking facility, including:
 - i. By type of use (i.e. retail, eating and drinking establishment, office, residential, etc.) and their individual tenant square footages to determine minimum parking requirements for each.
 - ii. Hours of operation of each tenant.
 - c) Illustrative indication of how such shared off-site parking spaces shall be clearly marked and signed reserved during the specified lessor's hours.

Sample site plan with applicable information:

Master Site Plan and Tenant Information

<p style="text-align: center;">Site Plan of <u>lessor</u> property including property lines.</p>	<p style="text-align: center;">Site Plan of <u>lessee's</u> property with parking layout and including property lines.</p>	<p style="text-align: center;"><u>Chart with the following information:</u></p> <ul style="list-style-type: none"> Tenants by type of use Tenants square footages Tenants hours of operation <table border="1" style="width: 100%; margin-top: 10px;"> <tr> <td style="width: 50%; padding: 5px; text-align: center;"> <p style="text-align: center;">Key Plan showing both sites</p> </td> <td style="width: 50%; padding: 5px; text-align: center;"> <p style="text-align: center;">Illustrative proposed signage or markings for spaces</p> </td> </tr> </table>	<p style="text-align: center;">Key Plan showing both sites</p>	<p style="text-align: center;">Illustrative proposed signage or markings for spaces</p>
<p style="text-align: center;">Key Plan showing both sites</p>	<p style="text-align: center;">Illustrative proposed signage or markings for spaces</p>			

Please note the following requirements are also generally applicable:

- Compliance with the criteria of Section 16-25.002(3).
- Compliance with the parking lot landscape requirements of the applicable zoning district and Chapter 158-30.
- On-street parking in the public right-of-way is typically not counted towards a parking arrangement.

Applicant Printed Name

Applicant Signature

Date



City of Atlanta Office of Zoning & Development
SPECIAL ADMINISTRATIVE PERMIT (SAP) APPLICATION
[Inclusionary Zoning Certification Form](#)

File # _____

Instructions: this form must be completed for all IZ applicable projects and included on the Cover/Title page of plan submissions

I. Please complete the following acknowledgement of compliance (check only one statement)

I, _____,		
(Applicant Printed Name)		
<input type="checkbox"/> Acknowledge the plans set forth will satisfy the requirements of 16-36A.004 or 16-37.004 and certify the following floorplans to be built will be affordable units and the number of units to be designated affordable within each floorplan type. This includes acknowledgement that each affordable unit are substantially similar in construction and appearance to market rate units, and shall not be in isolated areas of the development, but shall be interspersed among market rate units; <u>OR</u>		
<input type="checkbox"/> Acknowledge that in-lieu of compliance with the on-site affordability requirements, will elect to pay an in-lieu fee to the City in accordance with 16-36A.007 or 16-37.007.		
Applicant Printed Name	Applicant Signature	Date

II. For each unit configuration, please complete the following table to identify affordable units. Attach a separate table if more space is needed (only applicable to projects that comply with affordability requirement)

Unit type	# total units	Affordability level (___% or less AMI)	Unit mix	# affordable units (round up)	Expected market rent	Affordable rent
Ex) 1 bed/1 bath	20	80%	15%	3	\$1000	\$784
Ex) 2 bed/2 bath	50	80%	15%	8	\$1400	\$990

III. Please select up to three (3) incentive option(s) you wish to apply to this project (only applicable to projects that comply with affordability requirement)

- Increase in density bonus: a 15% floor-area-ratio (FAR) increase above the FAR set by current zoning
- Transfer of development rights: additional unused density can be transferred to other property owners
- Reduction in residential minimum parking requirement: no minimum
- Reduction in non-residential minimum parking requirement: a 25% reduction for non-residential spaces in mixed residential/commercial
- Priority review: SAP applications will be given priority, advance to top of staff review queue, and be reviewed within 21 days
- Major project status: project will be afforded major projects meeting with representatives from all departments to review the development for permitting, meet with applicant, and identify potential issues to expedite process

IV. Please indicate if you are also receiving either of the following from the respective agencies (only one allowed; only applicable to projects that comply with affordability requirement)

- Invest Atlanta's Lease Purchase Bond
- Atlanta Housing Authority's HomeFlex or Housing Choice Programs

Note:

The following items (V and VI) are not required for the SAP approval process, but will be required prior to the issuance of the Certificate of Occupancy (C.O.)

V. Please submit with the application a detailed marketing plan on how affordable units will be promoted (only applicable to projects that comply with affordability requirement). Be sure to include:

- Who: target audience
- What: messaging and language to be used in promotional material
- When: promotion and campaign launch timeline

