



# ROCKDALE COUNTY PLANNING & DEVELOPMENT

P.O. Box 289/958 Milstead Ave NE, Conyers, GA, 30012  
Phone: 770-278-7100  
Email: [planning@rockdalecountyga.gov](mailto:planning@rockdalecountyga.gov)

## SPECIAL USE PERMIT AND ALTERATIONS TO CONDITIONS OF APPROVAL APPLICATION INSTRUCTIONS

This application is required for Special Use Permit submittals.

The zoning district that a parcel is in can be found in the Board of Assessors' Property Record Cards (<https://qpublic.schneidercorp.com/Application.aspx?AppID=694&LayerID=11394&PageTypeID=2&PageID=4832>).

Applicants are encouraged to submit complete application prior to submittal cutoff date. To avoid wait times, please make an appointment.

### **REQUIRED Pre-Application Conference** (UDO Sec. 238-4(d)(1)):

Prior to the submittal of an amendment, the applicant is required to schedule a pre-application conference a minimum 10 business days before the deadline.

At this conference, the applicant will be provided with the following:

- Information regarding procedural review requirements.
- Design and development standards.
- Submission requirements.
- Design and construction requirements for infrastructure and natural resources.

### **Special Use Permits** (UDO Sec. 238-6):

- Certain zoning use classifications require a Special Use Permit.
- A separate application and fee shall be required and may be filed concurrently with a rezoning application.
- The Special Use Permit Process is the same as Rezonings.

### **Developments of Regional Impact** (UDO Sec. 238-5) See Pages 10 and 11 for the ARC DRI Thresholds and links for further information:

- Under the Georgia Planning Act of 1989, any large-scale development, or one that is likely to impact neighboring jurisdictions, is subject to review as a Development of Regional Impact (DRI). The Atlanta Regional Commission (ARC) is responsible for conducting these reviews in the 10-county metro Atlanta area.
- A DRI review is intended to foster communication and coordination between local governments and other relevant agencies and to provide a means of identifying and assessing potential impacts before conflicts arise.
- A jurisdiction must submit information on potential DRIs to ARC for review and comment or risk losing Qualified Local Government (QLG) status with the Georgia Department of Community Affairs (DCA). Once submitted, ARC gathers input from neighboring jurisdictions and other potentially affected parties and produces a report detailing comments and recommendations. After the review is complete, the local government retains its authority to make the final decision regarding approval of the development.
- An additional fee is required for DRIs.

### **Filing:**

- Provide one (1) digital copy and three (3) hard copies of the entire submittal packet.
- Applications must be received by noon on the deadline as shown on the Zoning Calendar on Page 5.
- Only complete applications, with all of the required documents and fees, will be accepted.
- See Page 4 for the Filing Fee.
- Pages 1 and 2 of the Application provide the list of required documents.
- Completed applications must be submitted in person or by mail to the Department of Planning and Development (P&D):
  - 958 Milstead Ave NE, Conyers, GA, 30012 (in person).
  - P.O. Box 289, Conyers, GA, 30012 (by mail).
- Upon receipt, applications will be reviewed for completeness and compliance with all requirements, within 5 business days of the deadline (UDO Sec. 238-4(d)(2)).

- Applicants will be notified of the result of the completeness and compliance review.
- Applicants of incomplete applications will be notified and required to resubmit for the following month's deadline.
- Upon acceptance, an application becomes public record.

**Timeframe:**

- The Board of Commissioners will hold a First Reading Work Session and First Reading Voting Session before transferring each application to the Planning Commission (UDO Sec. 238-4(b)(2)(d)).
- The County will prepare the following Public Notice requirements for compliance with O.C.G.A. § 36-66 and UDO Sec. 238 between 15 and 45 days before the Public Hearings:
  - Legal Notice, which be sent by P&D, to be published in Rockdale Citizen;
  - Public Notice Sign, which will be posted by Rockdale County Department of Transportation (RDOT);
  - Public Notice Letters, which will be sent by P&D, to the adjoining property owners;
  - The applicant will also receive written notification of the public hearings.

**Hearing:**

- The Planning Commission Public Hearing is held on the second Thursday of each month at 7:00 PM.
  - The Planning Commissioners shall receive the Agenda Packet at least 5 days before the meeting (UDO Sec. 238-3(g)(1)).
  - The applicant will receive the Staff Report at the same time.
  - The Planning Commission represents and hears planning and zoning projects for both the City of Conyers and Rockdale County.
  - The Planning Commission will hold the Public Hearing and after it is closed, may elect to hold general discussion.
  - The Planning Commission will vote upon a recommendation that will continue forward to the City of Conyers' City Council or the Rockdale County Board of Commissioner's Public Hearings.
- The Board of Commissioners Zoning Public Hearing is held on the fourth Tuesday of each month at 9:00 AM.
  - The Board of Commissioners/County Clerk will receive the Agenda Packet at least 7 days before the meeting.
  - The applicant will receive the Staff Report at the same time.
  - The Board of Commissioners will then hold and close the Public Hearing. However, they do not discuss the agenda items.
- Both Public Hearings will be held at the Rockdale County Auditorium, 903 N Main St NW, Conyers, GA, 30012.
- Applicants or representatives should plan to attend both Public Hearings.
- Public Comment Procedures at the Public Hearings:
  - Each speaker must sign their name to appropriate zoning case sheet and fill out a public comment card to register your intent to speak prior to the start of this meeting. Each item of business shall be handled in the order that it appears on the agenda, unless upon motion of the Planning Commission or the Board of Commissioners, the order is changed.
    - A member of the City or County P&D staff will present each item to the Conyers/Rockdale Planning Commission, the County Planning Staff will present each item to the Board of Commissioners, and will further provide a recommendation upon each item of business
    - The Zoning Applicant or the Agent will state their name and address at the podium and will have 10 minutes in which to make his/ her presentation. Any portion of their 10 minutes may be reserved for rebuttal following the opposition to the application.
    - After the Applicant's presentation, all registered speakers who wish to speak in favor of the application will then be heard. Prior to speaking upon the item, each registered speaker will state their name and address at the podium. They will also be limited to a total of 10 minutes.
    - Once the Applicant has made his/ her presentation and the speakers in favor of the application have been heard, the secretary will then call upon the registered speakers in opposition to the application. The opposition shall likewise be limited to a total of 10 minutes.
    - Once the Public Hearing portion is closed; no other speakers will be heard
  - As a reminder, speakers are to address the Planning Commission or the Board of Commissioners, not the Applicant or the audience, and are expected to conduct themselves in an appropriate manner. The use of abusive or profane language shall not be allowed. No debate or argument between speakers shall be permitted

**Decision:**

- The Board of Commissioners will hold the following after the Board of Commissioners' Zoning Public Hearing:
  - Second Reading Work Session for general discussion on the application;

- Second Reading Voting Session to vote on the Final Action regarding the application;
- Further public comment is not taken at these meetings.
- Within 10 business days after the Final Action:
  - The Board of Commissioners will sign the Ordinance, if approved;
  - The County Clerk will provide the Signed Ordinance to P&D;
  - P&D will notify the applicant and property owners of the Final Action, along with the Signed Ordinance;
  - P&D will send the Signed Ordinance to the Board of Assessors, who will modify their GIS maps;
  - P&D will send the Signed Ordinance to the Geographic Information Systems (GIS) Department;
  - GIS will amend the Zoning District and other GIS Maps;
  - P&D will advise RDOT that they can remove the Public Notice Signs;
  - RDOT will remove the Public Notice Signs.

**Conditions of Approval (Conditional Zoning Amendment):**

- The Board of Commissioners may impose reasonable conditions upon the approval of any amendment to the Official Zoning Map pursuant to UDO Sec. 238-15.
- See Page 9 for further details.

**Alterations to Conditions of Approval:**

- The Conditions of Approval may be altered or repealed pursuant to UDO Sec. 238-15.
- The Alterations to or Repeal of Conditions of Approval Process is the same as the Special Use Permit.
- The application fee is the same as the Special Use Permit.
- See Page 9 for further details.

**Filing Fee:**

The non-refundable filing fee is payable at the time of application. Payment may be made by cash (exact amount), credit card (VISA or Mastercard), check, or money order payable to Rockdale County.

Special Use Permit; and Alterations to Special Use Conditions

Acres	Fee per Property	Fee Amount
<input type="checkbox"/> 0-4.99 acres	\$400	\$
<input type="checkbox"/> 5-9.99 acres	\$500	\$
<input type="checkbox"/> 10-19.99 acres	\$700	\$
<input type="checkbox"/> 20 acres and more	\$900	\$

Development of Regional Impact (DRI)

Fee: \$1,200

<b>Filing Fee (Fee Amount + DRI Fee)</b>	<b>\$</b>
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## ZONING CALENDAR

This calendar is for Comprehensive Plan Future Land Use Map Amendments, Rezoning (Official Zoning Map Amendments), Special Use Permits, and Alterations to Conditions of Approval.

All meetings will occur Virtually for the time being. When the meetings resume being in-person, they will occur in the Rockdale County Auditorium located at 903 N Main St NW, Conyers, GA, 30012.

The Board of Commissioners' Work and Voting Sessions may be combined and/or rescheduled.

Pre-Application Meeting Deadline	Filing Deadline*	Board of Commissioners' 1st Reading – Work Session**	Board of Commissioners' 1st Reading - Voting Session***	Planning Commission Public Hearing****	Board of Commissioners' Zoning Public Hearing*****	Board of Commissioners' 2nd Reading - Work Session**	Board of Commissioners' 2nd Reading - Voting Session***
-	11/23/20	12/01/20	12/08/20	01/14/21	01/26	-	02/09
-	12/31/20	01/19/21	01/26	02/11	02/23	03/16	03/23
-	01/29/21	-	02/23	03/11	03/23	04/20	04/27
-	02/26	-	-	04/08	04/27	05/04	05/11
-	04/02	04/20	04/27	05/13	05/25	06/01	06/08
04/16	04/30	05/18	05/25	06/10	06/22	07/20	07/27
05/14	05/28	06/15	06/22	07/08	07/27	08/03	08/10
06/17	07/02	07/20	07/27	08/12	08/24	09/07	09/14
07/16	07/30	08/17	08/24	09/09	09/28	10/05	10/12
08/20	09/03	09/21	09/28	10/14	10/26	11/02	11/09

**No Applications Will Be Accepted in October.**

**No Applications Will Be Accepted in November Until The January 2022 Zoning Public Hearing Is Confirmed.**

12/15/21	12/31/21	TBD	TBD	02/??/22	02/??/22	TBD	TBD
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\* All applications must be complete and submitted prior to 12:00 pm (noon) on the day of the submission deadline.

\*\* Board of Commissioners' Work Sessions are held at 7:00 pm on Tuesdays.

\*\*\* Board of Commissioners' Voting Sessions are held at 10:00 am on Tuesdays.

\*\*\*\* Planning Commission's Public Hearings are held at 7:00 pm on the 2<sup>nd</sup> Thursday.

\*\*\*\*\* Board of Commissioners' Zoning Public Hearings are held at 9:00 am on the 4<sup>th</sup> Thursday. The November and December Zoning Public Hearings have been cancelled.



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## UDO SEC. 238-6 SPECIAL USE PERMITS

- (a) **Purpose.** The purpose of this section is to provide for uses that are generally compatible with the use characteristics of a zoning district but that require individual review of their location, design, intensity, configuration and public facility impact to determine the appropriateness of the use of any particular site in the district and compatibility with adjacent uses. A special use may not be approved in a given zoning district unless it is listed as a special use for the subject district in the use table in section 218 of the UDO.
- (b) **Authority.** The board of commissioners may, in accordance with the procedures, standards and limitations of the UDO, take final action on applications for special use permits for those uses listed in each of the zoning districts in the use table in section 218 of the UDO.
- (c) **Application procedures.**
- (1) Special use permit applications may be initiated upon application by the owner(s) of the subject property or the authorized agent of the owner(s).
  - (2) Applications for special use permits shall be made on forms published and provided by the department and shall be filed with the department.
  - (3) Each applicant shall complete all questions and requested materials contained within the required application form and shall provide all of the following information:
    - a. Survey plat of subject property, prepared within the last ten years by a professional engineer, landscape architect or land surveyor registered in the State of Georgia. Said survey plat shall:
      1. Indicate the complete boundaries of the subject property and all buildings and structures existing thereon.
      2. Include a notation as to whether or not any portion of the subject property is within the boundaries of the 100-year floodplain.
      3. Include a notation as to the total acreage or square footage of the subject property.
      4. Name, mailing address and phone number of all owners of the property which is the subject of the application for special use permit.
      5. Signed and notarized affidavit of all owners of the subject property authorizing the filing of the application for special use permit, and where applicable, the signed and notarized affidavit of the owner(s) of the subject property authorizing an applicant or agent to act on their behalf in the filing of the application for special use permit. The application also shall contain the mailing address, email address, fax number and phone number of any applicant or agent who is authorized to represent the owner(s) of the subject property.
      6. Written legal description of property.
      7. Statement of current zoning classification of property, the proposed use of the property.
      8. A written, documented analysis of the impact of the proposed special use permit with respect to each of the criteria contained in subsection (m) of this section and, where applicable to the use proposed, also the applicable supplemental regulations contained in chapter 218, article III of the UDO.
      9. Complete and detailed site plan of the proposed use prepared, signed and sealed by an architect, landscape architect or engineer licensed in the State of Georgia showing the following:
        - A. All buildings and structures proposed to be constructed and their location on the property;
        - B. Height of proposed building(s);
        - C. Proposed use of each portion of each building;
        - D. All driveways, parking areas, and loading areas;
        - E. Location of all trash and garbage disposal facilities;
        - F. Setback and buffer zones required in the district in which such use is proposed to be located;

	G.	Existing uses and current zoning of adjacent properties;
	H.	Landscaping plan for parking areas;
	I.	Method of wastewater treatment for the proposed use;
	J.	All other information necessary to demonstrate compliance with subsection (m) of this section and chapter 218, article III, as applicable.
	(4)	<b>Application fees.</b> Application fees shall be as established by ordinance by the board of commissioners.
(d)		<b>Staff analysis, findings of fact, and recommendations.</b>
	(1)	Applications shall be filed on forms provided by the department and shall not be considered an authorized application unless complete in all respects.
	(2)	The department shall conduct a site inspection and shall prepare an analysis of each application for special use permit and shall present its findings and recommendations in written form to the planning commission.
	(3)	Staff recommendations on each application for special use permit shall be based on the criteria contained in subsection (m) of this section and in addition, where applicable to the use proposed, to the applicable supplemental regulations contained in chapter 218, article III.
(e)		<b>Initiation of ordinance.</b> Applications for a special use permit may only be initiated by the owner(s) of the subject property or the authorized agent(s) of the owner(s) of the property. Once an application for a special use permit is initiated, no application for a land disturbance permit or land development or building permit, variance or appeal for property subject to such amendment shall be accepted until final action is taken on the proposed amendment. Following an application for a special use permit, the department of planning and development shall present an ordinance to the board of commissioners for consideration of a first reading. The board of commissioners shall refer the application to the planning commission for review and recommendation.
(f)		<b>Notice of applications filed.</b> The department shall provide to the board of commissioners, no later than 21 days following the monthly closing date for receipt of applications, a list of all applications for special use permit. The listing of applications shall be reasonably made available to the public.
(g)		<b>Public hearings required.</b> Before deciding on any special use permit pursuant to the requirements set forth in this section, the board of commissioners shall provide for public notice and a public hearing thereon. No application for a special use permit shall be decided by the board of commissioners unless it has been submitted to the planning commission for public hearing and recommendation pursuant to the requirements of this section.
(h)		<b>Notice of public hearings.</b> Notice of public hearing on any proposed application for a special use permit shall be provided as is required in subsection 238-4(e) of this chapter and shall, in addition to the information required in subsection 238-4(e), indicate the special use requested for the subject property.
(i)		<b>Withdrawal of application.</b> An application for a special use permit that is filed prior to the deadline for filing such amendment may be withdrawn with full refund of fees prior to the application deadline upon a written request by the applicant. An application may be withdrawn upon a written request by the applicant prior to the submittal for publication of the required legal advertising in the legal organ of the county; however, there shall be no refund of application fees after the department has accepted an application.
(j)		<b>Action by the planning commission.</b>
	(1)	The secretary shall provide the members of the planning commission complete information on each proposed application for special use permit which the commission considers including a copy of the application and all supporting materials, all communications and other writings either in support of or in opposition to the application, and the written report and recommendation of the department applying the required criteria in subsection (m) and supplemental regulations of chapter 218, article III, where applicable, to each application.
	(2)	After public notice as required in subsection (h) of this section, the planning commission, shall conduct a public hearing in a manner consistent with subsection 238-4(f) of this chapter. Prior to initiating a motion regarding its recommendation to the board of commissioners the planning commission shall review and consider each of the criteria contained in subsection (m) of this section, and the supplemental regulations contained in section 218, article III, where applicable to the use proposed use.
	(3)	The planning commission recommendation on each application shall be based on a determination as to whether or not the applicant has met the criteria contained in subsection (m), the supplemental regulations contained in section 218, article III, where applicable to the use proposed use, and the requirements of the comprehensive plan and zoning district in which such use is proposed to be located.
	(4)	The planning commission may recommend the imposition of conditions based upon the facts in a particular case in accordance with section 238-15.
	(5)	The planning commission may recommend approval of the special use permit application, approval of the application with conditions, approval of the special use permit for a lesser area, extent or intensity, or denial of the application. Failure to achieve a majority vote following at least three motions on such decision shall result in no recommendation to the board of commissioners on the matter.

(k)	<b>Action by the board of commissioners.</b>
(1)	The board of commissioners, after conducting the public hearing with public notice required by this section, shall take one of the following actions:
a.	Vote to approve the application.
b.	Vote to approve the application with conditions.
c.	Vote to approve the special use permit for a lesser area, extent or intensity.
d.	Vote to deny the application.
e.	Vote to defer the application to its next regular meeting or special called meeting.
f.	Vote to refer the matter back to the planning commission for reconsideration at their next regularly scheduled meeting or special called meeting. If such referral includes a public hearing, the matter shall be re-advertised in accordance with subsections (e)(1), (e)(2), and (e)(3) of section 238-4.
(2)	The decision of the board of commissioners on each application for special use permit shall be based on a discretionary determination as to whether or not the applicant has met the criteria contained in subsection (m) of this section, the use standards contained in chapter 218, article III where applicable to the use proposed, the consistency of the application with the comprehensive plan, the requirements of the zoning district in which such use is proposed to be located, and any additional conditions deemed necessary to ensure the compatibility of the conditional use with the surrounding properties.
(3)	The board of commissioners may impose conditions based upon the facts in a particular case in accordance with section 238-15.
(l)	<b>Time limits of special use permits.</b>
(1)	The board of commissioners shall specify limits, if any, of the duration of each such special use permit which is approved.
(2)	Subject to any limit in duration, the special use permit shall become an integral part of the zoning applied to the subject property and shall be extended to all subsequent owners and interpreted and continually enforced by the department in the same manner as any other provision of the UDO, subject to the limitations provided in subsections (o) and (q) of this section.
(m)	<b>Special use permit criteria to be applied.</b> The following criteria shall be applied by the department, the planning commission, and the board of commissioners in evaluating and deciding any application for a special use permit. No application for a special use permit shall be granted by the board of commissioners unless satisfactory provisions and arrangements have been made concerning each of the following criteria, all of which are applicable to each application:
(1)	Whether or not the proposed plan is consistent with all of the requirements of the zoning district in which the use is proposed to be located, including required parking, loading, setbacks and transitional buffers.
(2)	Compatibility of the proposed use with land uses on adjacent properties and other properties within the same zoning district, including the compatibility of the size, scale and massing of proposed buildings in relation to the size, scale and massing of adjacent and nearby lots and buildings.
(3)	Adequacy of the ingress and egress to the subject property, and to all proposed buildings, structures, and uses thereon, including the traffic impact of the proposed use on the capacity and safety of public streets providing access to the subject site.
(4)	Consistency with the county's wastewater treatment system, including the feasibility and impacts of serving the property with public wastewater treatment service and, if an alternative wastewater treatment method is proposed, whether such wastewater treatment method will have a detrimental impact on the environment.
(5)	Adequacy of other public facilities and services, including stormwater management, schools, parks, sidewalks, and utilities, to serve the proposed use.
(6)	Whether or not the proposed use will create adverse impacts upon any adjacent or nearby properties by reason of noise, smoke, odor, dust, or vibration, or by the character and volume of traffic generated by the proposed use.
(7)	Whether or not the proposed use will create adverse impacts upon any adjoining land use by reason of the manner of operation or the hours of operation of the proposed use.
(8)	Whether or not the proposed use will create adverse impacts upon any environmentally sensitive areas or natural resources.
(n)	<b>Development of an approved special use.</b> The issuance of a special use permit shall only constitute approval of the proposed use, and development of the use shall not be carried out until the applicant has secured all other permits and approvals required.
(o)	<b>Expiration of a special use permit.</b> Unless a building permit or other required approvals is secured within 12 months, and construction subsequently undertaken pursuant to such building permit, the special use permit shall expire automatically unless the permit is extended upon application to the board of commissioners in accordance with subsection (p) of this section.

- (p) ***Time extension of a special use permit.*** The time limitations imposed on special use permits by subsection (e)(l) and expiration date established pursuant to subsection (o) of this section may be extended by the board of commissioners not more than once, and not for more than 12 months, upon written request by the applicant and approval of the board of commissioners.
- (q) ***Limitations on approvals for special use permits.*** A special use permit shall expire automatically and cease to be of any force or effect if such use shall, for any reason, be discontinued for a period of 12 months.
- (r) ***Modifications to a special use permit.*** Changes to an approved special use permit, other than time extensions provided under subsection (p) of this section, shall be subject to the same application, review and approval process as a new application, including the payment of relevant fees.
- (s) ***Appeal of a special use permit decision.*** Any person, persons or entities jointly or severally aggrieved by any decision of the board of commissioners regarding a special use permit application may take an appeal to the superior court of the county. The appeal shall be limited to the proceedings and record of the board of commissioners. Any appeal must be filed within 30 days of the decision of the board of commissioners, and upon failure of such appeal, the decision of the board of commissioners shall be final.





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## UDO SEC. 238-15 CONDITIONAL APPROVAL AND ALTERATIONS TO CONDITIONS

- (a) *Conditions of approval.* The planning commission and the department may recommend and the board of commissioners may impose reasonable conditions upon the approval of any amendment to the comprehensive plan, official zoning map or approval of a special use permit that it finds necessary to ensure compliance with the intent of the comprehensive plan or county ordinance. Such conditions may be used when necessary to prevent or minimize adverse impacts upon property or the environment. For example, conditions may include but shall not be limited to the following:

- (1) Limitations or requirements on the size, intensity of use, bulk and location of any structure.
- (2) Increased landscaping, buffer, screening or setback requirements from property lines or water bodies.
- (3) Greenspace and open space conservation.
- (4) Driveway curb cut limitations.
- (5) Restrictions to land uses or activities that are permitted.
- (6) Prohibited locations for buildings, structures, loading or parking areas.
- (7) The provision of adequate ingress and egress.
- (8) Making project improvements for streets, sidewalks, parks or other community facilities.
- (9) Building height, massing or compatible architectural design features.
- (10) Hours of operation.
- (11) The duration of a special use.
- (12) A requirement that development shall conform to a specific site plan.
- (13) Other conditions that the board of commissioners finds are necessary as a condition of approval of an amendment to the comprehensive plan, official zoning map or special use permit.

- (b) *Such conditions, limitations or requirements shall be:*

- (1) Set forth in the motion approving the amendment or special use permit.
- (2) Set forth in the local ordinance that officially recorded the amendment or special use permit.
- (3) In effect for the period of time specified in the amendment. If no time period is stated, the conditions shall continue for the duration of the matter which it conditions and become an integral part of the comprehensive plan amendment, official zoning map amendment, or special use permit to which the conditions are attached and shall be:
  - a. Required of the property owner and all subsequent owners as a condition of their use of the property.
  - b. Interpreted and continually enforced by the department in the same manner as any other provision of the UDO.

- (c) *Alterations to conditions of approval.*

- (1) Alterations or repeal of conditions attached to any amendment to the comprehensive plan, official zoning map, or approval of a special use permit shall be made only by the board of commissioners following a duly advertised public hearing conducted in accordance with subsection 238-4(f) of this chapter. Notice shall be provided in accordance with subsection 238-4(e).
- (2) Alterations or repeal of conditions attached to a variance granted by the board of adjustment shall be made only by the board of adjustment following a duly advertised public hearing conducted pursuant to procedures provided in subsection 238-9(g) of this chapter. Notice shall be provided in accordance with subsection 238-4(e).



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## UDO SEC. 238-5 DEVELOPMENTS OF REGIONAL IMPACT (DRI)

- (a) *Application.* When an application for rezoning, special use, variance, preliminary plat review or permit includes any proposed development of a use and intensity that meets the definition of a DRI in the most recently published standards of the GRTA, it shall be deemed to be a DRI. The application for such rezoning, conditional use, variance, preliminary plat review or permit shall include the information required for review of a DRI in accordance with the most recently published procedures of the Georgia Regional Transportation Authority (GRTA) and the Atlanta Regional Commission (ARC).
- (b) *Procedures.* The applicant shall provide all documentation and attend all meetings necessary to meet the most recently published standards and procedures for review of DRI applications required by GRTA and the ARC.
- (c) *Recommendation from the ARC and GRTA.* No required public hearings or final action shall occur on such a rezoning, conditional use, variance, preliminary plat review or permit application by the board of commissioners until a recommendation is received from the ARC and GRTA regarding the DRI.
- (d) *Certified copy of resolution.* After the board of commissioners takes final action on the application, the department shall transmit to ARC and the Georgia Department of Community Affairs a certified copy of the ordinance recording the action, including a record of the total number of members of the board of commissioners that voted for and against approval of the application.

## ARC DRI THRESHOLDS

Please go to the [Atlanta Regional Commission's \(ARC\) DRI website](https://atlantaregional.org/community-development/comprehensive-planning/developments-of-regional-impact/) for the official information on their DRI Review Process and Criteria.

The following table lists the types of development and size thresholds that qualify for ARC DRI Review.

Type of Development	Notification Only	Rural and Developing Rural	Maturing Neighborhoods, Established Suburbs, Developing Suburbs, and other places not mentioned in this table	Regional Centers, and Regional Employment Corridors	Region Core
(1) Office	400,000 gross SF	400,000 gross SF	500,000 gross SF	600,000 gross SF	700,000 gross SF
(2) Commercial	Greater than 300,000 gross SF	300,000 gross SF	400,000 gross SF	500,000 gross SF	600,000 gross SF
(3) Wholesale & Distribution	Greater than 500,000 gross SF	500,000 gross SF	500,000 gross SF	500,000 gross SF	500,000 gross SF
(4) Hospitals and Health Care Facilities	Greater than 300 new beds; or generating more than 375 peak hour vehicle trips per day	300 new beds	400 new beds	500 new beds	600 new beds
(5) Housing	Greater than 400 new lots or units	400 new lots or units	500 new lots or units	600 new lots or units	700 new lots or units
(6) Industrial	Greater than 500,000 gross SF; or employing more than 1,600 workers; or covering more than 400 acres	500,000 SF or 1600 workers	500,000 SF or 1600 workers	500,000 SF or 1600 workers	500,000 SF or 1600 workers
(7) Hotels	Greater than 400 rooms	400 rooms	500 rooms	600 rooms	700 rooms
(8) Mixed Use	Gross SF of 400,000 or more (with residential units calculated at either 1800 SF per unit or, if applicable, the minimum square footage allowed by local development regulations); or covering more than 120 acres; or if any of the individual uses meets or exceeds a threshold as identified herein	400,000 gross SF (with residential units calculated at 1800 SF per unit, or the minimum allowed by the host local government)	500,000 gross SF (with residential units calculated at 1500 SF per unit, or the minimum allowed by the host local government)	600,000 gross SF (with residential units calculated at 1000 SF per unit, or the minimum allowed by the host local government)	700,000 gross SF (with residential units calculated at 1000 SF per unit, or the minimum allowed by the host local government)

(9) Airports	All new airports, runways and runway extensions	New airports and runway extensions of 500 ft. or more	New airports and runway extensions of 500 ft. or more	New airports and runway extensions of 500 ft. or more	New airports and runway extensions of 500 ft. or more
(10) Attractions & Recreational Facilities	Greater than 1,500 parking spaces or a seating capacity of more than 6,000	1,500, seating capacity of 6,000+	1,500, seating capacity of 6,000+	1,500, seating capacity of 6,000+	1,500, seating capacity of 6,000+
(11) Post-Secondary School	New school with a capacity of more than 2,400 students; or expansion by at least 25 percent of capacity	New school with 2,400 students or expansion of at least 25%	New school with 2,400 students or expansion of at least 25%	New school with 2,400 students or expansion of at least 25%	New school with 2,400 students or expansion of at least 25%
(12) Waste Handling Facilities	New facility or expansion of use of an existing facility by 50 percent or more	New facility within 1 mile of public facility (airport, school, reservoir, river, etc.), otherwise, notification only	New facility within 1 mile of public facility (airport, school, reservoir, river,...), otherwise, notification only	New facility within 1 mile of public facility (airport, school, reservoir, river,...), otherwise, notification only	New facility within 1 mile of public facility (airport, school, reservoir, river,...), otherwise, notification only
(13) Quarries, Asphalt & Cement Plants	New facility or expansion of existing facility by more than 50 percent	New facility within 1 mile of public facility (airport, school, reservoir, river,...), otherwise, notification only	New facility within 1 mile of public facility (airport, school, reservoir, river,...), otherwise, notification only	New facility within 1 mile of public facility (airport, school, reservoir, river,...), otherwise, notification only	New facility within 1 mile of public facility (airport, school, reservoir, river,...), otherwise, notification only
(14) Wastewater Treatment Facilities	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 herein	Notification only (MNGWPD)	Notification only (MNGWPD)	Notification only (MNGWPD)	Notification only (MNGWPD)
(15) Petroleum Storage Facilities	Storage greater than 50,000 barrels if within 1,000 feet of any water supply; otherwise, storage capacity greater than 200,000 barrels	50,000 barrels if within 1,000 ft. of water supply	50,000 barrels if within 1,000 ft. of water supply	50,000 barrels if within 1,000 ft. of water supply	50,000 barrels if within 1,000 ft. of water supply
(16) Water Supply Intakes / Public Wells / Reservoirs / Treatment Facilities	New Facilities	Notification only (MNGWPD)	Notification only (MNGWPD)	Notification only (MNGWPD)	Notification only (MNGWPD)
(17) Intermodal Terminals	New Facilities	New Facilities	New Facilities	New Facilities	New Facilities
(18) Truck Stops	A new facility with more than three (3) diesel fuel pumps, or containing a half acre of truck parking or 10 truck parking spaces	10 or more diesel fuel pumps or 20 or more truck parking spaces	10 or more diesel fuel pumps or 20 or more truck parking spaces	10 or more diesel fuel pumps or 20 or more truck parking spaces	10 or more diesel fuel pumps or 20 or more truck parking spaces
(19) Correctional / Detention Facilities	Greater than 300 new beds; or generating more than 375 peak hour vehicle trips per day	Greater than 300 new beds; or generating more than 375 peak hour vehicle trips	Greater than 300 new beds; or generating more than 375 peak hour vehicle trips	Greater than 300 new beds; or generating more than 375 peak hour vehicle trips	Greater than 300 new beds; or generating more than 375 peak hour vehicle trips
(20) Any other development types not identified above (includes parking facilities)	1000 parking spaces or, if available, more than 5,000 daily trips generated	1000 spaces or 5,000 daily trips	1000 spaces or 5,000 daily trips	1000 spaces or 5,000 daily trips	1000 spaces or 5,000 daily trips



# ROCKDALE COUNTY PLANNING & DEVELOPMENT

P.O. Box 289/958 Milstead Ave NE, Conyers, GA, 30012  
Phone: 770-278-7100  
Email: [planning@rockdalecountyga.gov](mailto:planning@rockdalecountyga.gov)

## INFORMATION FOR ADDITIONAL PROPERTY OWNERS

### PROPERTY OWNER INFORMATION

Owner 5:			Owner 6:		
Business / Person Name:			Business / Person Name:		
Owner of Tax Parcel No(s):			Owner of Tax Parcel No(s):		
Address:			Address:		
City:	State:	Zip:	City:	State:	Zip:
Office #:	Mobile #:		Office #:	Mobile #:	
Email:			Email:		

### PROPERTY OWNER INFORMATION

Owner 7:			Owner 8:		
Business / Person Name:			Business / Person Name:		
Owner of Tax Parcel No(s):			Owner of Tax Parcel No(s):		
Address:			Address:		
City:	State:	Zip:	City:	State:	Zip:
Office #:	Mobile #:		Office #:	Mobile #:	
Email:			Email:		

### PROPERTY OWNER INFORMATION

Owner 9:			Owner 10:		
Business / Person Name:			Business / Person Name:		
Owner of Tax Parcel No(s):			Owner of Tax Parcel No(s):		
Address:			Address:		
City:	State:	Zip:	City:	State:	Zip:
Office #:	Mobile #:		Office #:	Mobile #:	
Email:			Email:		

### PROPERTY OWNER INFORMATION

Owner 11:			Owner 12:		
Business / Person Name:			Business / Person Name:		
Owner of Tax Parcel No(s):			Owner of Tax Parcel No(s):		
Address:			Address:		
City:	State:	Zip:	City:	State:	Zip:
Office #:	Mobile #:		Office #:	Mobile #:	
Email:			Email:		

### PROPERTY OWNER INFORMATION

Owner 13:			Owner 14:		
Business / Person Name:			Business / Person Name:		
Owner of Tax Parcel No(s):			Owner of Tax Parcel No(s):		
Address:			Address:		
City:	State:	Zip:	City:	State:	Zip:
Office #:	Mobile #:		Office #:	Mobile #:	
Email:			Email:		



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**OWNERSHIP STATEMENT &  
 OWNER'S CAMPAIGN  
 DISCLOSURE STATEMENT**

To be completed by each owner of the subject property or properties as it appears on the Rockdale County tax records. Husband and wife or other individuals shall each sign individually. Make copies if needed.

**OWNERSHIP STATEMENT**

As the current owner(s) of Tax Parcel #(s) \_\_\_\_\_,  
 I (we) respectfully request that the subject property be issued a Special Use Permit or that Alterations to Conditions of Zoning be made.

Name:	Address:	City:	State:	Zip:
Firm:	Phone #'s:	Email:		

If the owner is a business, list the Registered Agent or Authorized Signatory:

**OWNER'S CAMPAIGN DISCLOSURE STATEMENT**

- No, I have not made, within two (2) years immediately preceding the filing of this application, campaign contributions or gifts of \$250.00 or more to any local government official of Rockdale County, Georgia listed below.
- Yes, I have made, within two (2) years immediately preceding the filing of this application, campaign contributions or gifts of \$250.00 or more to any local government official of Rockdale County, Georgia listed below.

If yes, notate to whom the campaign contribution was made during the two years immediately preceding the filing of the application, the dollar amount, description of each contribution, and the date each contribution below and continue on a separate sheet if necessary, in the following format:

**Rockdale County Board of Commissioners**

Name	Position	Amount	Description	Date
Oz Nesbitt, Sr.	Chairman			
Sherri L. Washington, Esq.	Post I Commissioner			
Doreen Williams, PhD	Post II Commissioner			

**Conyers-Rockdale Planning Commission**

Name	Position	Amount	Description	Date
Steve Weinstein, PhD	PC Chairman, County			
Tom Harrison	Vice-chair, County			
Tawanna Smith-Fenty	City			
Ernestine Stovall-Goolsby	County			
Muddessar Ahmad	City			
Karen Benton	City			
Ronnie Burrell	County			

**SIGNATURE**

\_\_\_\_\_, the undersigned also hereby verifies that he or she is 18 years of age or older and has provided at least one secure and verifiable document, as required by O.C.G.A. 50-36-1(e)(1), with this affidavit.

Wait to be in front of notary to sign:	_____ (Signature)	_____ (Owner's Name - Printed)
--	-------------------	--------------------------------

**NOTARY**

The secure and verifiable document provided with this affidavit can best be classified as: \_\_\_\_\_ (type of document)

Executed in \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_  
 (city) (county) (state) (day) (month) (year)

Notary Public signature	<b>SEAL</b>
GA Registration No. and expiration date	



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**AGENT  
 AUTHORIZATION  
 STATEMENT**

To be completed by each owner of the subject property or properties as it appears on the Rockdale County tax records if they wish to have an agent represent them in all matters related to this application. Husband and wife or other individuals shall each sign individually. Make copies if needed.

**AGENT AUTHORIZATION STATEMENT**

I, \_\_\_\_\_,  
 hereby certify that I have authorized the following agent to make the request, claims and representation pursuing this application regarding Tax Parcel Nos.:

\_\_\_\_\_

Agent's Name:	Address:	City:	State:	Zip:
Firm:	Phone #'s:	Email:		

**SIGNATURE**

Wait to be in front of notary to sign:	_____ (Owner's Signature)	_____ (Owner's Name - Printed)
--	---------------------------	--------------------------------

**NOTARY**

The secure and verifiable documents provided with this affidavit can best be classified as:	_____ (type of document)
---	--------------------------

Executed in \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_  
 (city) (county) (state) (day) (month) (year)

Notary Public signature	<b>SEAL</b>
GA Registration No. and expiration date	



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**ATTORNEY  
AUTHORIZATION  
STATEMENT**

To be completed by each owner of the subject property or properties as it appears on the Rockdale County tax records or by the agent if they wish to have an attorney represent them in all matters related to this application. Husband and wife or other individuals shall each sign individually. Make copies if needed.

**ATTORNEY AUTHORIZATION STATEMENT**

I, \_\_\_\_\_, hereby certify that I have authorized the following attorney to make the request, claims and representation pursuing this application regarding Tax Parcel Nos.:

\_\_\_\_\_

Attorney's Name:	Address:	City:	State:	Zip:
Firm:	Phone #'s:	Email:		

**SIGNATURE**

Wait to be in front of notary to sign:	_____ (Owner's/Agent's Signature)	_____ (Owner's/Agent's Name - Printed)
--	-----------------------------------	--

**NOTARY**

The secure and verifiable documents provided with this affidavit can best be classified as:	_____ (type of document)
---	--------------------------

Executed in \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_  
(city) (county) (state) (day) (month) (year)

Notary Public signature	<b>SEAL</b>
GA Registration No. and expiration date	



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## AGENT'S/ATTORNEY'S CAMPAIGN DISCLOSURE STATEMENT

To be completed by the agent and the attorney. If both are involved, each shall sign individually. Make copies if needed.

### AGENT'S/ATTORNEY'S CAMPAIGN DISCLOSURE STATEMENT

- No, I have not made, within two (2) years immediately preceding the filing of this application, campaign contributions or gifts of \$250.00 or more to any local government official of Rockdale County, Georgia listed below.
- Yes, I have made, within two (2) years immediately preceding the filing of this application, campaign contributions or gifts of \$250.00 or more to any local government official of Rockdale County, Georgia listed below.

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#### Rockdale County Board of Commissioners

Name	Position	Amount	Description	Date
Oz Nesbitt, Sr.	Chairman			
Sherri L. Washington, Esq.	Post I Commissioner			
Doreen Williams, PhD	Post II Commissioner			

#### Conyers-Rockdale Planning Commission

Name	Position	Amount	Description	Date
Steve Weinstein, PhD	PC Chairman, County			
Tom Harrison	Vice-chair, County			
Tawanna Smith-Fenty	City			
Ernestine Stovall-Goolsby	County			
Muddessar Ahmad	City			
Karen Benton	City			
Ronnie Burrell	County			

#### SIGNATURE

Wait to be in front of notary to sign: \_\_\_\_\_  
 (Agent's/Attorney's Signature) (Agent's/Attorney's Name - Printed)

#### NOTARY

The secure and verifiable documents provided with this affidavit can best be classified as: \_\_\_\_\_  
 (type of document)

Executed in \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_  
 (city) (county) (state) (day) (month) (year)

Notary Public signature	<b>SEAL</b>
GA Registration No. and expiration date	