

APPLICATION INTAKE

In Person: 9:00 am – 3:30 pm
 By Email: planningandzoning@roswellgov.com



Before submitting an application, you must schedule a pre-application conference with the Community Development Department discuss the procedures, standards and regulations required for approval.

To request a meeting email planningandzoning@roswellgov.com or call 770-817-6720.

	PV #: _____					
	Parkway Village Application					
T Y P E	TYPE OF REQUEST : <input type="checkbox"/> Small Tract <input type="checkbox"/> Adaptive Reuse		Total Acreage _____ Current Use _____ Proposed Use _____		<input type="checkbox"/> Residential <input type="checkbox"/> Vacant Lot <input type="checkbox"/> Commercial <ul style="list-style-type: none"> ○ Retail ○ Office ○ Restaurant ○ Other – please explain 	
P R O J E C T	PROJECT _____ Name of Project _____ _____ Property Address/Location _____ Suite/Apt. # _____ City _____ State _____ Zip Code _____ _____ Land Lot _____ District _____ Section _____ Property ID _____					
A P P L I C A N T	APPLICANT/OWNER _____ Applicant _____ _____ Company _____ _____ Mailing Address _____ Suite/Apt. # _____ City _____ State _____ Zip Code _____ _____ Phone _____ Cell Phone _____ Fax Phone _____ E-mail _____					
R E P R E S E N T A T I V E	REPRESENTATIVE _____ Contact Name and Company (Owner’s Agent or Attorney) _____ _____ Contact Mailing Address _____ Suite/Apt. # _____ City _____ State _____ Zip Code _____ _____ Phone _____ Cell Phone _____ Fax Phone _____ E-mail _____					
	I hereby certify that all information provided herein is true and correct _____ Applicant Signature: Property Owner or Owner’s Representative					
						Date: ____ / ____ / ____



APPLICANT SIGNATURE PAGE

READ CAREFULLY BEFORE SIGNING.

- I understand that failure to supply all required information (per the relevant Applicant Checklist and requirements of the *Unified Development Code*) will result in **REJECTION OF THE APPLICATION**.
- I understand that the application may not be approved if applicant plans to attend the Mayor and City Council meeting without required items or if the applicant presents plans that differ from submittal materials.
- I understand that I will become familiar with applicable zoning code.

I understand that failure to respond OR to submit deficient items within six months of receiving comments will result in **THE APPLICATION BEING DEEMED AS WITHDRAWN BY THE CITY**

Applicant or Representative Signature

Date:

NOTARY: Personally appeared before me the above applicant or representative named _____ who on oath says that he/she is the applicant or representative for the foregoing, and that all the above statements are true to the best of his/her knowledge.

Notary Signature	Date:
Date commission expires:	

I respectfully petition that this property be considered as described in this application. Wherefore, applicant prays that the procedures incident to the presentation of this petition be taken, and the property be considered accordingly. Additionally, applicant further acknowledges and fully understand all above statement made by the City of Roswell.

I hereby certify that all information provided herein is true and correct

Property Owner signature

Date:

Address:

City:	State:	Zip:
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NOTARY: Personally appeared before me the above applicant or representative named _____ who on oath says that he/she is the applicant or representative for the foregoing, and that all the above statements are true to the best of his/her knowledge

Notary Signature	Date:
Date commission expires:	



APPLICATION CHECKLIST

The following application materials are required:

- Pre- Application Meeting with Community Development: Meeting Date: _____
- Meeting with Economic Development team: Meeting Date: _____
- Completed and signed application form.
- Payment for application fee.
- Letter of Intent describing the proposed scope of work.
- Traffic Impact Study- if required
- Site plan, which must contain all site development statistics:
 - Total site area
 - Primary/side street build-to-zone and building in primary street BTZ (min % of lot width)
 - Building footprint [SF & %],
 - Outdoor amenity space and landscape open space [SF & %]
 - Required streetscape
 - All required buffers (UDC 10.2.3)
- Tree protection plan
- Digital copy of all required documentation.**