

## SPEAKER TIPS



**Sign up to address the Planning Commission on the registration form available at entrance of Hearing Room prior to commencement of Hearing;**

**Fill out a Campaign Disclosure Form, if applicable;**

**Each speaker is allowed 5 minutes;**

**Remember each SIDE is allocated 10 minutes TOTAL, if only one applicant or speaker;**

**AVOID REPETITION, You may have multiple speakers**

**Speakers must use the podium and microphone.**

**Speakers must address questions or comments to Planning Commission and not the audience.**

**Each speaker shall provide his or her name, address, proximity to the zoning and group affiliation;**

**Speakers should state the reasons for opposition or approval;**

**Speakers may use charts, maps, photos, or other visual to support their point of view;**

**Speakers should mark all documentation with the Zoning File Number and provide copy for File.**

## Bartow County Contact Info

### Bartow County Planning Commission Members

W. BILL HIX, CHAIRMAN

C.B. MORRIS, JR., VICE-CHAIRMAN

PATRICIA McDONALD, SECRETARY

WADE MORRIS      RICKEY WOODS

RICHARD FOX      DAVID LANHAM

### Barow County Official Web Site

[www.bartowga.org](http://www.bartowga.org)

### Bartow County Planning Commission

135 West Cherokee Avenue, Suite 135

Cartersville, Georgia 30120

Office:770.387.5007 Fax:770.606.2243

### Bartow County Planning, Zoning

& Code Enforcement Department

135 West Cherokee Avenue, Suite 135

Cartersville, Georgia 30120

Office:770.387.5007 Fax:770.606.2243

## Meeting Location and Times

### *Bartow County Planning Commission Hearing*

1st Monday of Month

6:00 p.m. in Planning Commission Hearing Room

(1st Floor in Courthouse)

### *Commissioner's Hearing*

1st Wednesday of Month

10:00 a.m. in the Commissioners' Hearing Room

(2nd Floor or Main Level in Courthouse)

Confirm dates with Zoning Office at 770.387.5007

## Bartow County Planning & Zoning

# THE ZONING PROCESS

*Bartow County Planning & Zoning  
135 West Cherokee Ave., Suite 135  
Cartersville, Georgia 30120*

**Telephone: 770.387.5007**  
**Fax: 770.606.2243**

# BRIEF SUMMARY OF THE ZONING PROCESS

*At the Planning Commission Hearing on the 1st Monday of each month, the Planning Commission hears from the applicant and the public and forwards their recommendations to the County Commissioner. The Planning Commission consists of seven (7) members who serve without pay.*

*At the Commissioner's Hearing on the 1st Wednesday of each month, the Commissioner will take into consideration the Planning Commission's recommendations. The Commissioner may or may not adhere to the Planning Commission's recommendations. The Sole Commissioner of Bartow County is elected by the public and makes the final decision on each application.*

## THE ZONING PROCESS DETAILED

The applicant submits an application to the Bartow County Planning & Zoning Department.

A maximum of ten (10) applications shall be accepted by the Zoning Administrator for consideration at any public hearing before the Planning Commission. Contact the Zoning Department for a schedule of dates and hearings.

The Bartow County Planning & Zoning Department reviews, verifies and assigns the application a file number and hearing dates.

After a file number is assigned, the applicant will receive a public notice to submit to the local newspaper and a sample letter to mail to all the adjoining property owners. These notices include dates, times & locations of hearings.

A Zoning Notice is posted on the applicant's property.

The applications are heard on the 1st Monday of the month at 6:00 p.m.

Agendas are available prior to the Hearing at the entrance to the Hearing Room located on the 1st floor of the Courthouse.

Sign up Sheets for each application are available at the entrance to the Hearing Room located on the 1st floor of the Courthouse.

If you would like to speak on a particular zoning application, you **MUST** sign-up to speak. In addition, you should fill out a Campaign Disclosure Form prior to speaking, if applicable.

The Bartow County Planning Commission will call the meeting to order at 6:00 p.m. Normally cases are heard in the order in which they appear on the agenda but occasionally the agenda may be amended due to a postponement or withdrawal of an application.

As each case is presented, the **applicants are given ten (10) minutes** to present their case and the **opponents are given five (5) minutes** each to voice their opposition. (If there is only one applicant or opponent, such person shall have the full ten minutes, if desired.)

After the opposition has spoken, the applicant is allowed rebuttal time based on what is left of his ten (10) minutes.

The opponents are not allowed rebuttal time.

Please "Speaker Tips" section included in this brochure.

The Bartow County Planning Commission then makes their recommendation to approve, approve with conditions, deny or table the application.

After all applications are heard and any other business is conducted, the Hearing is adjourned.

On the 1st Wednesday of each month, following the Planning Commission Hearing, the Bartow County Commissioner will review each application.

The Commissioner will then take Final Action to approve, approve with conditions, deny or table the application.

If the application is approved, the applicant shall proceed to obtain a permit and/or initiate the development review process.

If the application is denied, the applicant must wait 12 months before the request can be heard again.

**Contact information is available on the back of this brochure.**