

APPLICATION TO ZONING DEPARTMENT

BARTOW COUNTY

(Completed by Zoning Office)

Application Number: _____

Date Submitted: _____

Fee Amount: _____

Application & Fee Received By: _____

PLEASE TYPE OR PRINT NEATLY WHEN COMPLETING APPLICATION

SECTION I. GENERAL INFORMATION

This application is made for the following reason(s):

Check ALL APPLICABLE requests:

- _____ **Land Use Map Amendment** (Complete subsection **A** below.)
- _____ **Rezoning / Zoning Map Amendment** (Complete subsection **B** below.)
- _____ **Alteration of Zoning Conditions** (Complete subsection **C** below.)
- _____ **Zoning Ordinance Text Amendment** (Complete subsection **D** below.)
- _____ **Conditional Use Permit request** (Complete subsection **E** below.)
- _____ **Appeal to Board of Zoning Appeals** (Complete subsection **F** below.)
- _____ **Appeal to County Commissioner** (Complete subsection **F** below.)

All applicants are to complete the following:

Name of Subject Property Owner: _____

Name of Applicant if different from Property Owner: _____

(If applicant different from owner, notarized written permission of owner must be attached hereto.)

Address of Applicant: _____

Telephone: Home: _____ Work: _____

Subject Property Description:

Land Lot(s): _____ District: _____ Section: _____

Frontage (feet): _____ Depth (feet): _____ Area: _____ (acres/square feet)

Street Address/ Road Name: _____

Tax Property Record Card ID # (obtained from Tax Assessor's Office): _____

The subject property deed is recorded in Book _____, Page _____, in the office of the Clerk of Superior Court, Bartow County.

IMPORTANT: A Plat or Survey of the subject property must be submitted with application.

A. LAND USE MAP AMENDMENT

- 1. Applicants for Land Use Map Amendments shall complete and provide the following minimum information. Additional information may also be required by the Zoning Administrator:**

It is desired and requested that land use designation of the subject property be changed from:

_____ to _____
(current) (proposed)

Reason for requested land use change: (Be Specific)

Any prior land use amendment requests on this property? Yes _____ No _____

If yes: Name of Applicant: _____

Application # _____

Date of Public Hearing: _____

- 2. Notice requirements of Section II shall be followed.**

- 3. The following shall be submitted with the application:**

- a. **One (1) copy of a map**, drawn to scale, showing north arrow, land lot and district, the dimensions, acreage and location of the tract, and the surrounding land use categories. The map shall also indicate the neighboring property owners by number, as listed below (See Section II).
- b. Copy of recorded covenants or restrictions, if applicable.
- c. A copy of the Tax Property Record Card for the parcel from the Tax Assessor's Office. (For office use only.)

B. REZONING (ZONING MAP AMENDMENT)

- 1. Applicants for Rezoning (Zoning Map Amendments) shall complete and provide the following minimum information. Additional information may also be required by the Zoning Administrator:**

It is requested that the subject property be rezoned from: _____ Zone to _____ Zone
(current) (proposed)

Reason for requested zoning change: (Be Specific)

Any prior zoning request on this property? Yes _____ No _____

If yes: Name of Applicant: _____

Application # _____

Date of Public Hearing: _____

- 2. Notice requirements of Section II shall be followed.**
- 3. Disclosures form in Section III shall be completed by owner, applicant, and all representatives.**
- 4. The following shall be completed:**
 - Submit One (1) copy of a plat**, drawn to scale, showing north arrow, land lot and district, the dimensions, acreage and location of the tract, and existing and intermediate regional floodplains and structures, as shown on the Federal Emergency Management Agency FIRM rate maps for Bartow County, prepared by an architect, engineer, landscape architect or land surveyor whose state registration is current and valid. The preparer's seal shall be affixed to the plat. If a new plat is prepared, the plat must be prepared in compliance with the County's GPS Control Network and Digital Enterprise GIS system (consult the Engineering Department for details). For subdivision or non-residential developments, an additional electronic copy of the plat shall be submitted by the applicant, owner or developer to the Engineering Department. The plat shall also indicate the neighboring property owners by number, as listed below (See Section II).
 - If request is for a PUD (Planned Unit Development), a Site Plan is required with application. See the PUD District Section of the *Bartow County Zoning Ordinance* for Site Plan requirements.
 - Submit a copy of recorded covenants or restrictions, if applicable.
 - Submit a copy of the Tax Property Record Card for the parcel from the Tax Assessor's Office. (For office use only.)
 - To the Health Department**, provide a Soil Survey prepared by a Soil Scientist, registered in the State of Georgia, prior to submitting zoning application, unless the property is served by sewer, or unless all lots in the subdivision are three acres or larger in size.
 - Submit a letter from the local water department with the application stating public water supply is available to the property.
 - A list of any zoning conditions proposed by the applicant.

C. ALTERATION OF ZONING CONDITIONS

1. Applicants for Alteration of Zoning Conditions shall complete the following (submit additional sheets for multiple conditions on the same property):

Original Rezoning Application Number: _____ Date: _____

Existing Zoning Condition (attach separate sheet if necessary): _____

Requested alteration (if request is to delete existing condition, so state):

Reason for requested alteration of zoning condition: _____

- 2. Notice requirements of Section II shall be followed.
- 3. Disclosures form in Section III shall be completed by owner, applicant, and all representatives.
- 4. The following shall be submitted with the application:
 - a. The minutes of the zoning hearing during which the condition(s) were applied.
 - b. **One (1) copy of a plat**, drawn to scale, showing north arrow, land lot and district, the dimensions, acreage and location of the tract, and existing and intermediate regional floodplains and structures, as shown on the Federal Emergency Management Agency FIRM rate maps for Bartow County, prepared by an architect, engineer, landscape architect or land surveyor whose state registration is current and valid. The preparer's seal shall be affixed to the plat. The plat shall also indicate the neighboring property owners by number, as listed below (See Section II).
 - c. Copy of recorded covenants or restrictions, if applicable.
 - d. A copy of the Tax Property Record Card for the parcel from the Tax Assessor's Office. (For office use only.)

D. ZONING ORDINANCE TEXT AMENDMENT

- 1. Applicants for Zoning Ordinance Text Amendments shall complete and provide the following minimum information. Additional information may also be required by the Zoning Administrator:**

Change Article _____, Section _____ to read as follows (attach separate sheet if necessary):

Reason for requesting Amendment: (Be Specific)

E. CONDITIONAL USE PERMIT

1. Applicants for Conditional Use Permits shall complete the following:

It is requested that a Conditional Use Permit be granted for the following use: (Be Specific)

Current Zoning Classification on Subject Property: _____

Any prior conditional use request on this property? Yes _____ No _____

If yes: Name of Applicant: _____

Application # _____

Date of Public Hearing: _____

2. Notice requirements of Section II shall be followed.

3. The following shall be submitted with the application:

- a. **One (1) copy of a plat**, drawn to scale, showing north arrow, land lot and district, the dimensions, acreage and location of the tract, and existing and intermediate regional floodplains and structures, as shown on the Federal Emergency Management Agency FIRM rate maps for Bartow County, prepared by an architect, engineer, landscape architect or land surveyor whose state registration is current and valid. The preparer's seal shall be affixed to the plat. The plat shall also indicate the neighboring property owners by number, as listed below (See Section II).
- b. Copy of recorded covenants or restrictions, if applicable.
- c. A copy of the Tax Property Record Card for the parcel from the Tax Assessor's Office. (For office use only.)
- e. If the application is for a landfill, the applicant shall additionally submit information called for in Section 9.4 of the Zoning Ordinance.
- f. If the application is for a recovered materials processing facility or solid waste handling facility, the applicant shall additionally submit information called for in Section 9.5 of the Zoning Ordinance.

F. REQUEST FOR APPEAL

Applicants wishing to Appeal a prior decision shall complete the following:

I hereby appeal from the decision of the _____,
which decision was made on _____ (list date of decision),
in Application _____.

Reason for requested Appeal:

SECTION II. PUBLIC NOTICE

NOTICE MUST BE PROVIDED to all individuals, firms and/or corporations owning property adjoining the subject property on all sides, including across any easement, road, street or railroad right-of-way, ACCORDING TO THE RECORDS OF THE TAX ASSESSOR ON THE DATE OF THIS APPLICATION. The notice shall include a plat of the property, the purpose of the application, the current zoning and land use classification, the proposed zoning and land use classification, and the date, time, and location of hearings.

LETTERS TO ALL ADJOINING PROPERTY OWNERS MUST BE MAILED NO LESS THAN 15 DAYS PRIOR TO THE PLANNING COMMISSION HEARING BY FIRST CLASS MAIL, WITH PROOF OF MAILING OBTAINED FROM THE POST OFFICE. Proof of mailing includes a “certificate of mailing,” or a “certified mail” receipt. Proof of mailing shall be submitted to the Zoning Department prior to the hearing.

IF PROOF OF MAILING IS NOT IN ORDER AS REQUIRED BY SECTION 15.3.3, OR IF THE APPLICATION IS NOT COMPLETE FOR OTHER REASONS, THE APPLICATION SHALL BE DEEMED OUT-OF-ORDER AND SHALL BE TABLED FOR ONE MONTH. IF STILL OUT-OF-ORDER THE SECOND MONTH, IT SHALL BE DEEMED WITHDRAWN, AND MAY NOT BE RESUBMITTED FOR CONSIDERATION BY THE PLANNING COMMISSION FOR A PERIOD OF SIX (6) MONTHS FROM THE DATE THAT THE APPLICATION IS DEEMED WITHDRAWN.

List all adjoining property owners:

<u>NAME</u>	<u>ADDRESS</u>
1) _____	_____
2) _____	_____
3) _____	_____
4) _____	_____
5) _____	_____
6) _____	_____
7) _____	_____
8) _____	_____
9) _____	_____
10) _____	_____
11) _____	_____
12) _____	_____

**Indicate property owned by above on copy of plat attached to application.
(Attach additional sheets if necessary.)**

SECTION III. DISCLOSURES

1. DISCLOSURES REQUIRED OF OWNER, APPLICANT, AND REPRESENTATIVES (each person to file separate form)

The following disclosures are required from each of the following persons: the owner; the applicant if the applicant is different from the owner; and any representative of the owner or applicant.

Pursuant to the Conflict of Interest in Zoning Act, O.C.G.A. § 36-67A-1 et seq., any applicant of this rezoning who has made, within two years immediately preceding the filing of the application, campaign contributions aggregating \$250.00 or more to the Commissioner or any Planning Commission member, should file an **OPPONENT OF REZONING ACTION CAMPAIGN DISCLOSURE REPORT**, showing the contribution amount(s) and date(s). Such disclosure should be filed at least five calendar days prior to the Planning Commission's hearing. **Violation of this Act shall not affect the validity of the rezoning, but such action may be a misdemeanor under O.C.G.A. § 36-67A-4.**

Have you, as owner, applicant, or representative of owner or applicant, made a campaign contribution to the Commissioner of Bartow County or any member of the Planning Commission within two years immediately preceding the filing of this application aggregating \$ 250.00 or more or made a gift to any of the above having an aggregate value of \$ 250.00?

Yes _____

No _____

If yes: (1) The name of the official _____

(2) The dollar amount and date of each campaign contribution made by the applicant to the local government official named above during the two years immediately preceding the filing of the application.

(3) The value and description of each gift having a value of \$ 250.00 or more during the two years immediately preceding the filing of this application.

Sworn to and subscribed before me,
this ____ day of _____, 200__.

Notary Public

My commission expires: _____

PRINTED Name of Applicant

SIGNATURE of Applicant

Date

SECTION IV. OATH AND FEES

All applicants are to complete the following:

I hereby swear that all above information is true and correct to the best of my knowledge.

Sworn to and subscribed before me,
 this ____ day of _____, 200__.

Notary Public
 My commission expires: _____

PRINTED Name of Applicant

SIGNATURE of Applicant

Date

Applicants shall be present at both the Planning Commission Hearing and the Commissioner's Hearing.

This application and the accompanying fee must be submitted to the Zoning Administrator no later than three (3) weeks prior to the date that the request is to be considered. Applications shall not be accepted without the fee. See Zoning Schedule.

The following is a list of fees that shall accompany an application.

<u>If the request is for:</u>	<u>FEE</u>
Land Use Map Amendment (if separate from rezoning)	\$ 100.00
Land Use Map Amendment (combined with rezoning)	\$ 50.00 plus rezoning fee
Rezoning Existing Single Lot for a Single Family Dwelling	\$ 50.00
Rezoning for Residential Development	\$ 200.00
Rezoning Existing Single Lot to Commercial, Office	\$ 100.00
Rezoning for Commercial, Office Development	\$ 200.00
Rezoning to I-1 (Light Industrial) or I-2 (Heavy Industrial)	\$ 400.00
Rezoning to PUD (Planned Unit Development) or M-1 (Mining)	\$ 500.00
Appeals	\$ 100.00
Conditional Use Permit	\$ 300.00
Ordinance Text Amendment	\$ 100.00
Alteration of Zoning Conditions	\$ 100.00