

Bartow County Zoning Department

135 West Cherokee Avenue, Suite 135, Cartersville, Georgia 30120
Office: 770.387.5007 Fax: 770.606.2243

PROCEDURES FOR FILING APPLICATIONS **FOR ZONING REQUEST**

Section 15.2 Bartow County Zoning Ordinance

The Zoning Department will accept applications starting at **12:00 pm** on the earliest date available for filing (see Zoning Calendar).

A maximum of ten (10) applications shall be accepted by the Zoning Administrator for consideration at any public hearing before the Planning Commission and/or the Commissioner. Zoning numbers will be issued to applicants, in order of request, starting on the first day applications are accepted. A schedule may be obtained from the Zoning Office. All applications must be complete and submitted by the end of the business day on the date the zoning number is issued.

Incomplete applications will not be accepted. Furthermore, applicants not filing a complete application on the date the zoning number is issued will forfeit their assigned number, and will have to request a new number no sooner than the next available date to accept applications once their application is complete and ready for submission.

PROCEDURES FOR REQUESTING A ZONING CHANGE

Any landowner requesting a zoning change, including a rezoning, an alteration of zoning conditions, a zoning ordinance text amendment, a land use map amendment or a conditional use permit shall file a written application containing the information specified in the application form and Zoning Ordinance.

Said application shall be sworn to be true and correct and shall be signed by the applicant and/or landowner or lessee requesting the zoning change. (Notarized authorization from the property owner is required if the applicant is not the current owner.) The application shall be submitted to the Zoning Office at least 21 days prior to the Planning Commission Public Hearing (see Zoning Calendar).

The owner, applicant and any representative shall also file campaign contribution disclosure forms with the rezoning application.

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If the zoning request is for a residential subdivision, the following must be completed:

- 1) **A letter from the local government that will supply water to the property must be submitted with application stating that public water supply is available to the property.**
- 2) **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.
- 3) **Such other and additional information as may be requested by the Zoning Administrator.**

PROCEDURAL SCHEDULE

Submit application to Bartow County Zoning Department. **When you submit your application, the Zoning staff will supply you with the forms needed to complete steps A and B below.** A suggested form letter for notice to adjoining owners will be provided.

- 1) At least 15 days, but no more than 45 days, prior to hearing:
 - A) Applicant shall cause to be published with the newspaper of general circulation within Bartow County notice of said hearing.
 - B) Applicant shall notify each adjoining property owner of the proposed zoning action. Adjoining property includes property located across any road, street or railroad rights-of-way. Owners shall be determined by consulting the records of the Tax Assessor as of the date of the 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 hearing. Letters to all adjacent 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.

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Proof of mailing shall be submitted to the zoning department prior to the hearing. If the proof of mailing is not in order as required by Section 15.3.3, the application shall be deemed out of order and shall be tabled for one month. If 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.

- C) The Bartow County Zoning Staff will place a sign on the subject property. The sign will contain the required public notice information.
- 2) The Zoning Staff will supply a copy of each application to the members of the Bartow County Planning Commission for their review. They will review subject property prior to their public hearing.
- 3) The Planning Commission will hold a public hearing to consider the zoning requests. They will forward the requests to the County Commissioner along with their recommendation to approve or deny.
- 4) The County Commissioner will hold one final public hearing to take final action on the request.