

# Zoning Change Request



## CITY OF CALHOUN APPLICATION FOR ZONING CHANGE

Date Application Made \_\_\_\_\_ First Reading \_\_\_\_\_  
 Zoning Review Committee \_\_\_\_\_ Second Reading \_\_\_\_\_  
 Zoning Advisory Board Meeting Date \_\_\_\_\_ Public Hearing \_\_\_\_\_

### Applicant Information

Name	
Address	
City/State/Zip	
Phone	
Fax	
Email	

### Property Owner Information

Name	
Address	
City/State/Zip	
Phone	
Fax	
Email	

### Status of Applicant

<input type="checkbox"/>	Current Property Owner
<input type="checkbox"/>	Option to Purchase
<input type="checkbox"/>	Area Resident
<input type="checkbox"/>	Other (Explain) _____

### Zoning Request

Existing Zoning			
Rezone To			
<input type="checkbox"/>	Zoning Amendment	<input type="checkbox"/>	Text Amendment
<input type="checkbox"/>	Site Plan Review	<input type="checkbox"/>	Road Action Request
<input type="checkbox"/>	Special Use Permit	<input type="checkbox"/>	Other (Explain) _____

### Parcel Information

Tax Parcel Number(s)		Acreage	
Location (Street Address)			
Existing Structure(s)			
Description of Proposed Use			

### Fee Information

Rezoning Request	\$
Special Use Permit	\$
Text Amendment	\$
Road Action Request	\$
<b>Amount Due</b> (Include all fees required)	\$

### Method of Payment

<input type="checkbox"/>	Paid by Check	Check No.	
<input type="checkbox"/>	Paid Cash	Receipt No.	

### Supporting Documents Required

<b>Concept Plan</b>	Prepared by a Professional Engineer, Registered Land Surveyor, Architect, or Landscape Architect One full scale copy (folded to 8.5 x 11 size) and One 8.5 x 11 size
<b>Plat</b>	One full scale and One reduced 8.5 x 11 size
<b>Legal Description of Property</b>	Electronic format; e-mail, disc, or CD
<b>Narrative Report</b>	As required by code
<b>Architectural Rendering</b>	One full scale copies (folded to 8.5 x 11 size) and One 8.5 x 11 size
<b>Traffic Impact Study</b>	As required by code
<b>DRI Review</b>	Large scale projects only
<b>Other</b>	Explain _____

**Applicant's Certification:** *I hereby certify the above information, and all attached information, is true and correct; and that I have read, understand, and have received a copy of the **Public Notice Requirements**.*

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

Application Taken By \_\_\_\_\_ Date \_\_\_\_\_

**Application WITHDRAWAL Notification:** *I/we hereby withdraw the above application.*

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

**PROPERTY OWNER AUTHORIZATION**

**Instructions:** Each property owner must complete and sign a **Property Owner Authorization** page and provide the information requested under the **Owner Information Certification** section. In the event there is more than one property owner, a separate **Property Owner Authorization** page must be completed by each property owner.

**OWNER INFORMATION CERTIFICATION**

*I swear that I am the owner of the property which is the subject matter of this application, as shown in the records of Gordon County, Georgia:*

Name of Owner	
Owner's Address	
City / State / Zip Code	
Owner's Phone Number	
Owner's Cell Phone Number	
Print Owner's Name	

*As the owner of the subject property I hereby authorize the person named below to act on my behalf as Applicant in the pursuit of the requested Zoning action for this property.*

\_\_\_\_\_  
**Signature of Owner**  
 who swears that the information contained in this authorization is true and correct to the best of his or her knowledge and belief.

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
Date

Briefly describe your reason for requesting this zoning action:

**APPLICANT INFORMATION CERTIFICATION**

**Instructions:** If the Owner and the Applicant are the same, the **Applicant Information Certification** section of this document is not required. If the Owner and the Applicant are not the same, each applicant must complete and sign the **Applicant Information Certification** section of a separate **Property Owner Authorization** page. The signature of each applicant must be notarized.

Name of Applicant	
Applicant's Address	
City / State / Zip Code	
Applicant's Phone Number	
Applicant's Cell Phone Number	
Print Applicant's Name	

**NOTARY PUBLIC CERTIFICATION**

**Instructions:** All **Property Owner Authorization** sheets must be complete, signed and duly notarized.

**NOTARY PUBLIC CERTIFICATION**

Personally appeared before me the following

\_\_\_\_\_  
**Signature of Applicant**  
 who swears that the information contained in this authorization is true and correct to the best of his or her knowledge and belief.

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
Date

**CAMPAIGN CONTRIBUTIONS DISCLOSURE FORM**

NOTE: This form is required for all annexation and/or zoning changes

- (a) When any applicant for rezoning action has made, within two years immediately preceding the filing of that applicant's application for the rezoning action, campaign contributions aggregating \$250.00 or more to a local government official who will consider the application, it shall be the duty of the applicant to file a disclosure report with the governing authority of the respective local government showing:
  - (1) The name and official position of the local government official to whom the campaign contribution was made; and
  - (2) The dollar amount and description of each campaign contribution made by the applicant to the local government official during the two years immediately preceding the filing of the application for the rezoning action and the date of each such contribution.
- (b) The disclosures required by subsection (a) of this Code section shall be filed within ten days after the application for the rezoning action is first filed.
- (c) When any opponent of a rezoning action had made, within two years immediately preceding the filing of the rezoning action being opposed, campaign contributions aggregating \$250.00 or more to a local government official of the local government which will consider the application, it shall be the duty of the opponent to file a disclosure with the governing authority of the respective local government showing:
  - (1) The name and official position of the local government official to whom the campaign contribution was made; and
  - (2) The dollar amount and description of each campaign contribution made by the opponent to the local government official during the two years immediately preceding the filing of the application for the rezoning action and the date of each such contribution.
- (d) The disclosure required by subsection (c) of this Code section shall be filed at least five calendar days prior to the first hearing by the local government or any of its agencies on the rezoning application.

**APPLICANT'S CERTIFICATION**

I hereby certify that I have read the above campaign disclosure information and declare that (select have or have not)

<input type="checkbox"/>	I <b>have</b> within the two years immediately preceding this date ( <b>See * below</b> )
<input type="checkbox"/>	I <b>have not</b> within the two years immediately preceding this date

made any campaign contribution(s) aggregating \$250.00 or more to any local government official involved in the review or consideration of this application.

**\*NOTE: If you are an applicant and you have made any such contribution(s), you must provide the information required in subsection (a) above within ten (10) days after the rezoning action is first filed. If you are an opponent and you have made a contribution, you must provide the information required in subsection (c) above at least five (5) calendar days prior to the first hearing by the City Council or any of its agencies on the rezoning application.**

- (1) \_\_\_\_\_  
(Name and official position of the City Council Member and/or Planning or Zoning Commission of the City of Calhoun, Georgia to whom campaign contribution was made)
- (2) Amount: \$ \_\_\_\_\_ Date: \_\_\_\_\_

## PUBLIC NOTICE REQUIREMENTS

**City of Calhoun zoning regulations require public notice be given on all zoning applications, as follows:**

1. A **legal advertisement** shall be published (Calhoun times) no less than fifteen (15) days and no more than forty-five (45) days prior to the public hearing. (This requirement is covered by the Planning Department staff.)
2. A **public notice sign** shall be placed in a conspicuous location on the property 15 days prior to the Zoning Advisory Board meeting. The public notice sign will be posted by Planning Department staff.
3. The applicant is required to mail a copy of this application attachments and adjoining property letter furnished by the City of Calhoun (will mail to applicant) to all present adjoining land owners who bound the property to be annexed on all sides, whether or not separated by any public or private street, road, or natural boundary and any lessee of the property. The application and attachments shall be mailed by certified mail, return receipt requested and proof of receipt must be filed with the City of Calhoun prior to any public hearing called to consider this application. The written consent of any adjoining landowner application. The written consent of any adjoining landowner of lessee shall be accepted in lieu of postal receipt of notice.

**As the applicant,** you are responsible for ensuring the public notice sign remains on the site during the entire zoning process. The Planning Department staff will prepare and place a sign (or signs) for you. If any problem arises with regard to the sign, notify the City of Calhoun Department of Planning and Development immediately by calling 706-602-5600 so the sign can be replaced. Failure to report problems with the sign during the entire period of the hearings will also result in a delay.

The purpose of the public notice sign is to inform the surrounding property owners that an application has been filed. Placement of the sign in a manner that is not clearly visible violates the requirements. Failure to place the sign in a conspicuous location will result in your request being tabled until the sign is posted as required. Failure to ensure the sign remains posted on the site during the entire zoning process means there will be a delay in the hearing date set for your request. Legally, the City cannot consider a request until proper notice has been given. If it is determined at any time during the zoning process that the sign is not properly placed on the site, the Zoning Advisory Board has no choice but to table the request, even if there is no opposition to the application. Many of the board members, as well as the planning staff, visit the sites and will be looking for the sign. Additionally, local citizens, particularly those who receive notice letters, often report when a sign is not visible. The City will not consider your request until it is satisfied that proper public notice has been given.

Multiple sign posting on a site may be required if it is so determined by the Planning Department staff to be necessary. Signs should be placed as near to the road as possible so they are clearly visible. The sign(s) cannot be obstructed by vegetation, etc.; may not be placed at an inappropriate distance from the road; or placed on something in such a manner so as to blend into the scenery.

**Applicant's Certification:** *I hereby certify the above information, and all attached information, is true and correct; and that I have read, understand, and have received a copy of the **Public Notice Requirements**.*

Signature of Applicant \_\_\_\_\_

Date \_\_\_\_\_