

### **Application Packet**

#### **Applicant's Public Notice Requirements**

The Code requires public notice of your Rezoning request, Special Use and Variance requests. The Community Development Department will tell you when and where the Planning and Zoning Commission and the Mayor and Council meetings will be held.

**Newspaper:** The City will publish a legal notice in the newspaper regarding your application and announcing the time and place of the public hearing. At least 15 days before the Mayor and Council but no more than 45 days prior to the date of the public hearing.

#### Sign Posting, Public Hearing Notice & Affidavit

Sign Posting: The applicant shall be required to post and maintain signs supplied by the City on or near the right-of way of the nearest public street, so as to be visible from the street for at least 15 days and not more than 45 days immediately preceding the date for the governing body's public hearing on the rezoning or special use application. It is your responsibility to post the signs and to maintain the signs during the posting period. Failure to post and maintain the signs continuously may prohibit consideration of the application at any scheduled public hearing. In the event the signs are not posted continuously, the City, in its sole discretion, may require the reposting and re-advertising prior to any future public hearing, for which the applicant shall pay an additional re-advertising fee. The City may also in its sole discretion, continue, hold, approve, or dismiss the application. Any dismissal under the provisions of this paragraph shall be with prejudice unless specifically noted as being without prejudice by the City.

**Public Hearing Notice:** At least 15 days before the Planning & Zoning Commission's public hearing, you are to mail a notice to all persons owning property within 200 feet of the property that is the subject matter of the zoning change. The notice is to state the time, place and purpose of the hearings, and include a page size copy of the sketch plan submitted with the application.

**Affidavit:** Prior to the public hearing you must also submit an affidavit with a copy of the notice to the Community Development Director listing the property owners and certifying the date that the notices were mailed (form attached)

#### City Actions

The Community Development Department will date your application when it is received. The Community Development Department has five (5) working days in which to determine that your application is complete or to return it to you for additional information. The application will not be scheduled for public hearing until it is complete. The Planning Commission's public hearing will be held at the time advertised. At the public hearing, you will be allowed to speak first in order to present the application. Others in support of the application may then speak, followed by those in opposition to the application. You may then be allowed time for rebuttal if adequate time remains. Rebuttal must be limited to points or issues raised by opponents to the application at the hearing. After the Planning Commission has made their recommendation, the Mayor and City Council will consider approval or denial of the application at their own public hearing. You or a representative thereof with authority to make binding commitments to the City with respect to any stipulations that may be offered in connection with such application shall attend the meetings, and make a presentation following the same procedure as the Planning Commission hearing. The final action taken by the Mayor and City Council will be indicated on the application form, along with any stipulations that they impose on the property if approved, and a copy will be given to you as official notice of their final action.

#### **Contact Information**

The Community Development Dept.

4483 Pineview Dr SW Powder Springs GA 30127. commdev@powderspringsga.gov 770-943-1666



### **Application Checklist**

### **Applicant Information**

Nam	e	•	Phone			
Mail	ing 1	Address	Email			
Αp	pΙ	ication Checklist				
		The following information will be required:				
1.		Application				
2.		Notice of Intent				
3.		Applicant's Written Analysis				
4.		Campaign Contribution Disclosure				
5.		Owner's Authorization, if applicable.				
6.		Legal Description and Survey Plat of the property				
7.		Application Fee (summary of fees attached)				
8.		Copy of the Deed that reflects the current owners name	1			
9.		Vicinity Map outlining the parcel/s in relation to the sur	rounding area			
10.		Site plan, plat or survey prepared by an architect, engine	eer. The following information <b>must</b> be included:			
	Specific use or uses proposed for the site. Acreage, bearing and distances, other dimensions, and location of the tract(s). Locations, sizes and setbacks of proposed structures, including the number of stories and total floor area, height, for residential number of units, Square footage of heated floor area. Detention/retention areas, and utility easements. Location of dumpsters. Public or private street(s) - right of way and roadway widths, approximate gra Location and size of parking area with proposed ingress and egress. Specific types and dimensions of protective measures, such as buffers. Landscaping. Wetlands, stream buffers, and 100 year floodplain.					
11.		Sketch Plan/ Architectural Rendering, if applicable				
12.		Traffic Study required for development with 500,000 sf	of nonresidential floor area or 350 dwelling units or more.			
		List additional attachments:				

#### **Note Carefully**

If your application qualifies as a "Development of Regional Impact" (see Article 13) then you must follow additional procedures BEFORE your application can be considered. The Community Development Department will assist you with the DRI process, which is mandated by State and GRTA requirements.

Indicate the current zoning district of the property, and the zoning district you are requesting. File a separate application for each Rezoning request naming a different zoning district. A Special Use request, Variance request can be filed concurrently with a Rezoning request on the same property by separate application.



## **Application Form**

Applicant Information								
Name	Phone							
Mailing Address	Email							
Variance Request Property Informatio	n							
Address	Parcel ID / Lot#							
Acreage	Present Zoning							
Variance Request								
Source of Water Supply	Source of Sewage Disposal							
Additional Information, If Applicable								
Elementary School and School's Capacity	Middle School and School's Capacity							
High School and School's Capacity	Peak Hours Trips Generated							
Notary Attestation								
Executed in (City), (State).								
Signature of Applicant Printed Name	Date	NOTARY STAMP						
Subscribed and sworn before me this day of <sup>month</sup> . 20								
Signature of Notary Public Name of Notary Public	My Commission Expires							
For Official Use Only								
PZ#								
Planning Commission Hearing	City Council Hearing							
With the coll Date	Decree for Marile decreed							



### Notice of Intent

Applicant Information	
ame	Phone
lailing Address	Email
Notice of Intent	
PART I. Please indicate the purpose of this application	on:
PART II. Please list all requested variances:	
Part III. Existing use of subject property:	
Part IV. Proposed use of subject property:	
<u>Part V.</u> Other Pertinent Information (List or attach ac	dditional information if needed):

### **Applicant Signature**

No.		
Signature of Applicant	Printed Name	Date



## Applicant's Written Analysis

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ame	Phone	Phone			
ailing Address	Email	Email			
Written Analysis	In details please address these Variand	ce Criteria:			
	nd exceptional conditions or practical difficulties por topography that are not applicable to other land	pertaining to the particular piece of property in question ands or structures in the same district.			
)	the provisions of this development code would en	fectively deprive the applicant of rights commonly enjoyed			
= :	uested will not confer upon the property of the a erties of the district in which the applicant's prope				
	rill be in harmony with the purpose and intent of tighborhood or to the general welfare.	his development code and will			
The special circumstances	are not the result of the actions of the applicant.				
The variance requested is district proposed.	the minimum variance that will make possible th	ne proposed use of the land, building, or structure in the use			
	mit a use of land, building or structures, which is	not permitted by right in the zoning district overlay district			
The variance shall not per involved.					
g.	ture				



## Campaign Contribution Disclosure

Applicant	and	Attorney	Information
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cant's Name		Applica	Applicant's Address			
cant's Attorney		Attorne	ey's Address			
npaign Contrit	oution Disclo	sure				
The following informat O.C.G.A. 36-67A-1 et s	•	rgia Conflict of Interest in 2	Zoning Actions Act,			
The property that is th	e subject of the attacl	ned application is owr	ed by:			
Individual(s)	Corporation	Partnership	Limited Partnership	Joint Venture		
All persons, corporation the subject of the attack		=	ures party to ownership of	the property that is		
APPLICANT: Within the	ched application are li e two years preceding aggregating \$250 or m	the date of the attack	ned application, the application of the Powder Sp	ant has made campaigr		
APPLICANT: Within the contributions or gifts a	e two years preceding aggregating \$250 or m ing Commission, as fo	the date of the attack	ned application, the application application for the Powder Sp	ant has made campaigr		



### **Owner's Authorization Form**

#### Owner's Authorization

pplicant Name		Applicant's Address	
roperty Address	Powder Springs, GA	Property PIN	
interest in the subject property of "applicant" below, acting on behal	he attached application. By execu	ition of this form, this is to au	
Check all that apply:			
Rezoning  Special Exception	Special Use ☐ Flood Protection Varia		dship Variance   peal of Administrative Decision
ignature of Propert	y Owner(s)		
Signature of Owner	Printed Nam	ne	Date
State of, County of			
20, by	name of signer. Identification Presen	ted:	NOTARY STAMP
Signature of Notary Public	Name of Notary Public	My Commission Expires	
Signature of Owner	Printed Nam	ne	Date
State of, County of	_·		
This instrument was acknowledged	before me thisday of _	month	
20, by	name of signer. Identification Presen	nted:	NOTARY STAMP
Signature of Notary Public	Name of Notary Public	My Commission Expires	



## Affidavit of Public Notification

Public Notificatio	n Requirements		
advertising requirements		nified Development Code, I cer For a □Special Use, □Variar	
of the property that is the mailed to the property ov	e subject of the rezoning, spo vners as such names and ad Said notices wer	ocated in whole or in part with ecial use or variance applicatio dresses appear on the County' e mailed at least 15 days but n	n. The written notice was s current ad valorem tax
		g said hearing on the Mayor and Council first h	
receipt or documentation	that was provided at the polesters have been mailed ou	addresses, picture of sign possest office.  t to neighboring lot owners wi	
Notary Attestation			
Executed in(City),	(State).		
Signature of Applicant  Subscribed and sworn before me this	Printed Name  day of 20	Date	NOTARY STAMP
Signature of Notary Public	Name of Notary Public	My Commission Evolves	