

Crisp County Board of Commissioners

Application Instructions for REZONING or SPECIAL USE

Public Notice Requirements:

The State requires public notice for each of your Rezoning and/or Special Use requests. The Planning Director will tell you when and where the County Commission will hold their public hearing on your application.

- The County will publish a legal notice in the newspaper regarding your application and announcing the time and place of the public hearing. (Article IV. Taking Action: Rezoning and Special use Applications, Sec 2-20 Public Notice)
- At least 15 days before the County Commission's public hearing on your application, the County will post a sign in a conspicuous location along each street frontage of the property. (If the property has no street frontage, the sign will be placed on each street where you will have access to the property.)
- Before the County Commission's public hearing, the Planning Director may mail a notice to all persons owning property located adjacent to or across the street from the property that is the subject matter of the zoning change.
- Each public notice will state the following:
 - The date, time and place for the public hearing;
 - The present zoning classification of the property; and
 - The nature of your request (such as "Rezoning to RS1" or "Special Use for a Day Care Center.").

County Actions:

The Planning Director will accept your application on the date it is received. The Planning Director has 5 working days in which to determine that your application is complete or to return it to you for additional information.

The public hearing will be held at the time advertised. At the public hearing the applicant 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. The applicant 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.

The County Commission will consider approval or denial of the application for rezoning at their next meeting after the public hearing. You are invited to attend the meeting, but may not make a presentation. For Special Uses, the Board will consider approval or denial at the same meeting as the public hearing.

The final action taken by the Board of Commissioners will be indicated on the application form, along with any conditions that the Commission imposes on the property if approved, and a letter will be mailed to you as official notice of their final action.

If the application is withdrawn (see Sections 2-23 for details), it will be noted on the application form and a copy will be given to you for your records.

NOTE: Applications for zoning changes on the same property may not be considered more often than once every 12 months, and withdrawals with prejudice cannot be refilled for 6 months.

CRISP COUNTY

Application Instructions For

REZONING or SPECIAL USE

Instruction to Applicant:

Complete this form and the appropriate attachments in order to apply for a Rezoning or approval of a Special Use on a property. Refer to Crisp County Code Chapter 4-7 for more details.

Fill in the top boxes and have your signature notarized. Deliver the application and all attachments to the Planning Director at 210 South 7th Street, Room 303, Cordele, Georgia 31015. You can reach the Planning Director at 229-276-2640 during normal working hours to discuss your application or if you have any questions.

NOTE: If your application qualifies as a “Development of Regional Impact” (see Article XIV Developments of Regional Impact. Sec 2-73 thru Sec 2-76 of the Crisp County Land Development Code) then you must file your application with the River Valley Regional Development Center before you submit your application to the county.

Fill in your name, address, and telephone number, the property location and current zoning category.

Check the appropriate box as to whether you are the property owner, an attorney representing the property owner, or someone else representing the owner.

If you do not personally own a majority interest in the property, have the owner(s) prepared an Owner’s Authorization giving you permission to file the application, and attach it to the application (see Owner’s Authorization Form that is in this application package).

Check the appropriate box showing what you are applying for: a Rezoning (show the zoning district that you are requesting) a Special Use (list the specific special use from the table under Section 3.1 for the zoning district you have or are applying for), or a change in a condition that was imposed by the County Commission when the property was previously rezoned or had a Special Use approved.

NOTE: File a separate application for each Rezoning request naming a different zoning District. However, a Special Use request can be combined with a Rezoning request on the same property.

Check the boxes for all items that you have attached:

Application fee: fees can be paid with a credit card, check, money order or cash issued to Crisp County Planning, Zoning, & Permits.

Rezoning:	\$500.00
Special Use:	\$300.00

Attach a legal description of the property accurately describing the boundary of the property for which the change is requested. You may find this on your deed or from a boundary survey made for the property.

Attach a Sketch Plan if what you are proposing will involve any new construction or alteration of the site for multi-family, a nonresidential use, or a PUD zoning. A Plan Review Checklist for a Sketch Plan is included in this application for your information. (A Sketch Plan is not required for single-family or duplex residential use).

Fill out a Review Checklist Form for your Rezoning or Special Use request, as appropriate, and attach to the application (see the forms included in this application package).

Attach a completed Campaign Contribution Disclosure form, listing ALL owners of the property. Also indicate contributions or gifts you or your attorney have made over the past two years that in the aggregate total \$250 or more to any Crisp County Commissioner.

Applicant: _____ **Telephone No:** _____

Applicant's Address _____

Property Location: _____ **Current Zoning** _____

Applicant is: **Property Owner** **Other:** **Attorney for Property Owner (Attach Owner's Authorization)**

Other Representative of the Owner (Attach Owner's Authorization)

Type of Application

Rezoning to: _____

Special Use: _____

Change in Conditions of Approval

Attachments

Application Fee

Boundary Description

Sketch plan ☐ (not required)

Review Checklist

Campaign Contribution Disclosure Form

Date received: _____

This is a Development of Regional Impact (see Section 2.14 of the Code). A copy has been filed with the Middle Flint RDC.

I attest that this Application and its attachments are accurate to the best of my knowledge.

Signature of Applicant (to be notarized)

Sworn to and subscribed before me this

_____ day of _____, _____

Notary Public

DO NOT WRITE IN THE BOXES BELOW

Scheduled for Public Hearing on ..

Newspaper Ad Date: _____

Sign on Property Date: _____

Letters to Owners Date: _____

Date: _____ **Review Checklist by staff is attached**
COMMENTS:

Final Action by Board of Commissioners

Approved

Approved with Conditions

Denied

Date: _____

Conditions of Approval:

Application Withdrawn

Date: _____

By Planning Director

By Board of Commissioners

Without Prejudice

With Prejudice – cannot be refilled for _____ months



This is to certify that I am we are I am the Corporate secretary of a Corporation that is) the owner of a majority interest in the property that is the subject of the attached application.

By execution of this form, this is to authorize the person named as “applicant” below, acting on behalf of the owner, to file for and pursue a request for approval of the following.

Check each that applies

Rezoning	Special Exception
Special Use	Project Approved
Appeal from Administrative Decision	Development Permit
Hardship Variance	Final Subdivision Plat Approved
Flood Protection Variance	

Applicant: _____

Applicant’s Address _____

Signature of Owner _____

(Notarized)

Signature of Owner _____

(Notarized)

Signature of Owner _____

(Notarized)

Attach additional sheets as needed.

Corporations- attach copy of corporate resolution approving authorization.

The following information is provided in accordance with the Georgia Conflict of Interest in Zoning Actions Act, O.C.G.A. 36-67A-1 et seq. **Attach additional sheets as needed.**

The property that is subject of this application is owned by:

Individual(s) Corporation Partnership Limited Partnership Joint Venture

All Persons, corporations, partners, limited partners, or joint ventures party to ownership of the property That is the subject of the attached application are listed below:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

The name and address of the applicant submitting this application is:

Within the two years preceding the date of this application, **the applicant** has made campaign contributions or gifts aggregating \$250 or more to the following members of the Crisp County Board of Commissioners.

Name of Official	Amount of Contribution or Gift	Date of Contribution or Gift
_____	_____	_____
_____	_____	_____
_____	_____	_____

The name and address of the attorney representing the applicant submitting this application is:

Within the two years preceding the date of this application, the **attorney representing the applicant** Has made campaign contributions or gifts aggregating \$250 or more to the following members of the Crisp County Board of Commissioners:

Name of Official	Amount of Contribution or Gift	Date of Contribution or Gift
_____	_____	_____
_____	_____	_____
_____	_____	_____

Applicant: _____

Project Name: _____

Property Location: _____

The Sketch Plan shall show the following, as appropriate to the zoning or conditional use as requested.

Name and address of property owner.

Name, address and telephone number of the applicant.

As appropriate: date of survey and source of datum, north point and approximate scale, date of plan drawing, and revision dates.

Proposed use of the property.

Location (Land District and Land Lot) and size of the property in acres(or in square feet if less than an acre).

Location sketch of the property in relation to the surrounding area with regard to well known landmarks such as arterial streets, railroads or others. Sketches may be drawn in freehand and at a scale sufficient to show clearly the information required, but not less than one(1) inch equal to two thousand (2,000) feet. US. Geological Survey maps may be used as a reference guide for the location sketch.

Zoning district classification of the subject property and all adjacent properties, and zoning district boundaries if they cross the property.

Man-made features within and adjacent to the property, including existing streets and names, city and county political boundary lines, and other significant information such as location of bridges, utility lines, existing buildings to remain, and other features as appropriate to the nature of the request.

The proposed project layout including:

- For office or industrial parks, approximate lot lines and street right-of-way lines, along with the front building setback line on each lot.
- For multi-family and nonresidential development projects, the approximate outline and location of all buildings, and the location of all minimum buildings setback lines, outdoor storage areas, buffers, parking areas and driveways.

A statement as to the source of domestic water supply (such as well, City or County water).

A statement as to the provision for sanitary sewage disposal (such as septic tank, public sewer).

The approximate location of proposed storm water detention facilities.

Such additional information as you feel may be useful to permit an understanding of the proposed use and development of the property.

Prepared by: _____ Date: _____

Date: _____

Application: _____

Property: _____

Standard	Yes	N/a	No	Comments
1. Is the proposed use consistent with the Stated purpose of the zoning district that is being requested?				
2. Is the proposed use suitable in view of the zoning and development of adjacent and nearby property?				
3. Will the proposed use adversely affect the existing use or usability of adjacent or nearby property?				
4. Is the proposed use compatible with the purpose and intent of the Comprehensive Plan?				
5. Are there substantial reasons why the property cannot or should not be used as currently zoned?				
6. Will the proposed use cause an excessive burdensome use of public facilities or Services, including but not limited to streets, schools, water or sewer utilities, and police or fire protection?				
7. Is the proposed use supported by new or changing conditions anticipated by the Comprehensive Plan or reflected in the existing zoning on the property or surrounding property?				
8. Does the proposed use reflect a reasonable balance between the promotion of the Public health, safety, morality or general welfare and the right to unrestricted use of property?				

Prepared by: _____

Date: _____

Date: _____

Applicant: _____

Property: _____

Standard	YES	N/A	NO	Comment
1. Will the proposed special use be consistent with the stated purpose of the zoning district in which it will be located?				
2. Will the proposed special use increase local or state expenditures in relation to cost of servicing or maintaining neighboring properties?				
3. Will the establishment of the special use impede the normal and orderly development of surrounding property for uses predominate in the area				
4. Is the location and character of the proposed special use consistent with a desirable pattern of Development for the locality in general?				
5. Is or will access into and out Of the property be adequate to provide for traffic and pedestrian safety, the anticipated volume of traffic flow, and access by Emergency vehicles?				
6. Is or will access into and out of the property be adequate to provide for traffic and pedestrian safety, the anticipated volume of traffic flow, and access by emergency vehicles?				
7. Are or will public facilities such as schools ,water or sewer utilities, and police or fire protection be adequate to serve the special use?				
8. Are or will refuse, service, parking and loading areas on the property be located or screened to protect other properties in the area from such adverse effects as noise light, glare or odor?				
9. Will the hours and manner of operation of the special use have adverse effects on other properties in the area?				
10. Will the height, size or location of the buildings or other structures on the property be compatible with the height, size or location of buildings or others on neighboring properties?				

Prepared by: _____ Date: _____