

**APPLICATION AND SUMMARY OF ZONING DECISION
MONROE COUNTY GEORGIA**

****Office Use Only****

Application Number: _____	Date Submitted: _____
Type of Application: _____	Subject Property: _____
Applicant Name: _____	Phone Number: _____
P&Z Hearing Date: _____	BOC Hearing Date: _____

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

Check ALL APPLICABLE requests:

- _____ **Rezoning/Zoning Map Amendment** (Complete subsections A, F, I, J and K below)
- _____ **Zoning Resolution Text Amendment** (Complete subsection B, F, and J below)
- _____ **Conditional Use Permit Request** (Complete subsections C, G, J, K and L below)
- _____ **Alteration of Zoning Conditions** (Complete subsections D, G, and J below)
- _____ **Variance Request** (Complete subsections E, H, J, K and L below)

All applicants are to complete the following:

Name of the Subject Property Owner: _____

Name of Applicant of different from Property Owner: _____

(Notarized written permission of owner, with owners contact information must be attached)

Address of Applicant: _____

Cell Number: _____ Email: _____

Subject Property Description:

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

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

Street Address/Road Name: _____

Tax Map and Tax Parcel: _____

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

Is the land in conservation? _____ yes _____ no If you check yes, make sure to speak with the Monroe County Tax Assessors concerning conservation, CUVA or any tax exemptions you may have before submittal. (478) 994-7038

A. 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 Director:**

It is requested that the subject property be rezoned from: _____ to _____.

Reason for requested change: (Be Specific)

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

If yes: Name of Applicant: _____

Decision of Board: _____

Date of Decision: _____

Description of previously requested zoning action:

- 2. Disclosures form in Section III shall be completed by owner, applicant and all representatives.**
- 3. The following shall be completed:**
- a. 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 Monroe County, Georgia, 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.
 - b.** A site plan showing locations of all proposed buildings, parking areas, fences, and buffers. If request is for a PUD, a Manufactured Home Park, or for Multi Family, please refer to the site plan requirements in those districts.
 - c.** Submit a copy of recorded covenants or restrictions if applicable.
 - d.** Provide a Soil Survey prepared by a soil scientist registered in the State of Georgia
 - e.** If connecting to a public water system, provide a letter from the system administrator stating there will be adequate water supply.
 - f.** A list of any zoning conditions proposed by the applicant.
- 4. Please address Standards of Decision in Section F below.**

B. ZONING RESOLUTION TEXT AMENDMENT

1. Applicants for Zoning Resolution Text Amendments shall complete and provide the following minimum information. Additional information may also be required by the Zoning Director.

Request to change Article _____, Section _____, Subsection _____.

Current Text:

Requested Change:

Reason:

C. CONDITIONAL USE PERMIT

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

Zoning Designation: _____ Subsection: _____

Definition of use from Zoning Resolution:

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

If yes: Name of Applicant: _____

Decision of Board: _____

Date of Decision: _____

Description of previously requested zoning action:

2. The following shall be submitted with the application:

- a. One copy of a plat or survey, 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 Monroe County Georgia, 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.
- b. A site plan showing all proposed structures, parking, fencing and buffers.
- c. Copy of recorded covenants or restrictions, if applicable.
- d. Any other information as required by the Monroe County Zoning Resolution

3. Please address the Standards of Decision in Section G below.

D. 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 Application Approval Date: _____

Existing Zoning Conditions:

Requested alteration:

Reason:

2. The following shall be submitted with the application:
- a. The minutes of the zoning hearing in which the conditions were applied.
 - b. One copy of a plat or survey, 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 Monroe County Georgia, 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.
 - c. A site plan showing all proposed structures, parking, fences and buffers.
 - d. Copy of recorded covenants or restrictions, if applicable.
3. Please address the Standards of Decision in Section G below.

E. Variance Request

Applicant is asking for a variance of Article _____, Section _____ of the Zoning Resolution of Monroe County, Georgia.

Explain in detail how the above referenced section of the Zoning Resolution creates a hardship for the use of your property.

1. The following shall be submitted with the application:
 - a. One copy of a plat or survey, 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 Monroe County Georgia, 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.
 - b. A site plan showing all proposed structures, parking, fencing and buffers.
 - c. Copy of recorded covenants or restrictions, if applicable.
 - d. Any other information as required by the Monroe County Zoning Resolution

2. **Please address the Standards of Decision in Section H below.**

F. Standards of Decision for Text Amendments or Rezoning Requests (Map Amendments)

Applicants for text amendments to the Zoning Resolution of Monroe County, Georgia or applicants for Rezoning (map amendments) to the official zoning maps of Monroe County, Georgia should answer the following:

- 1. Will the proposed amendment to the text or the map permit a use that is suitable in view of the use and development of adjacent and nearby property?

- 2. Will the proposed amendment to the text or the map adversely affect the existing use or usability of adjacent or nearby property?

- 3. For Rezoning requests: does the property have a reasonable economic use as currently zoned?

- 4. For rezoning requests: would the proposed use cause an excessive or burdensome use of existing streets, transportation facilities, utilities, schools, or other public facilities?

- 5. For rezoning requests: is the proposed use in conformity with the policy or intent of any duly adopted land use or other physical development plan?

- 6. For rezoning requests: are there other existing or changing conditions affecting the use and development of the property that fine supporting grounds for approval of the proposed amendment?

G. Standards of Decisions for Conditional Use and Amendment to Conditional Use Requests

Applicants should answer the following:

1. Will the proposed use or structure be compatible in view of the use and development of adjacent and nearby property?

2. Will the proposed use adversely affect the existing use or usability of adjacent or nearby property?

3. Will the proposed use cause an excessive or burdensome use of existing streets, transportation facilities, utilities, schools, or other public facilities?

4. Will the proposed use in conformity with the policy or intent of any duly adopted land use or other physical development plan?

H. Standards of Decisions for Variance Requests

Applicants should answer the following:

1. What are the extraordinary and exceptional conditions pertaining to the particular piece of property (typically because of size, shape or topography).

2. What hardship is created by the literal interpretation of the Monroe County Zoning Resolution?

3. What condition is peculiar to this property that creates a hardship?

4. Would the approval of a variance cause substantial detriment to the public good or impair the purpose and intent of the Zoning Resolution?

I. Disclosures

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; 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., please answer the following:

Have you, as owner, applicant, or representative of owner or applicant, made a campaign contribution to any member of the Monroe County Board of Commissioners within the past two years aggregating \$250.00 or more or made a gift to any of the Monroe County Board of Commissioners having an aggregate value of \$250.00 or more?

Yes _____ No _____

If yes: The name of the official:

The dollar amount and date of campaign contribution:

The value and description of each gift having a value of \$250 or more during the last two years immediately preceding the filing of this application.

Printed Name

Signature

Date

Sworn to and subscribed before me,
This _____ day of _____, 20__.

Notary Public
My commission expires: _____

J. 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.

Printed Name

Signature

Date

Sworn to and subscribed before me,
This _____ day of _____, 20____.

Notary Public
My commission expires: _____

Applicants should be present at both the Planning and Zoning Board Hearing and the Board of Commissioners Hearing.

This application and the accompanying fee must be submitted to the Zoning Officer no later than 5 weeks prior to the date that the request is to be considered. Applications shall not be accepted without the applicable fee.

K. PERMISSION

All applicants and property owners must sign:

The Zoning Officer will need to take pictures of the property, home or any other structures for this application. The sign will be staked off prior to our Monroe County Road Department placing it as well. Signing this states you are giving us permission to come upon your property to take care of these procedures for this application.

Property Owner: _____

Applicant: _____

Sworn to and subscribed before me,
This _____ day of _____, 20____.

Notary Public
My commission expires: _____

L. ORDINANCE TIME LIMITS ON A CONDITIONAL USE AND VARIANCE

94.4.7: *Time limits on conditional uses and variances.*

When a conditional use or variance is granted the applicant must put the conditional use or variance into effect within six (6) months or he must ***reapply***. Any conditional use or variance that ***ceases to be in effect for six (6) months is considered null and the property will go back to the original purpose.***

I hereby swear that I understand the above mentioned time limits for conditional uses and variances that are notated in the Code of Ordinances for Monroe County Planning and Zoning.

Property Owner: _____

Applicant: _____

Sworn to and subscribed before me,
This _____ day of _____, 20____.

Notary Public
My commission expires: _____