

Monroe County Planning and Zoning



OFFICE USE ONLY

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Applicant Name: _____

Date Submitted: _____

Application Type: _____

Application #: _____

Planning and Zoning Hearing Date: _____

Board of Commission Hearing Date: _____

Pre-application meeting: _____

MONROE COUNTY

ZONING CHANGE APPLICATION

The application package must be completed in full to be accepted. Upon submittal of an application, the Planning and Zoning Officer will give you the tentative hearing dates.

Applicant must submit the following forms with ORIGINAL signatures:

- a) Application
- b) Copy of the plat (most recent)
- c) Sketch of buildings (if applicable)
- d) Proof of public water supply (if applicable)
- e) Disclosure of campaign contribution
- f) Authorization by property owner
- g) Signatures of oath and fees
- h) Copy of a site plan (if applicable)
- i) Application fee \$300.00

APPLICANTS MUST COMPLETE THE FOLLOWING:

Name of the subject property owner:

Name of the applicant if different from property owner:

Address of applicant:

Contact number:

Email address:

SUBJECT PROPERTY DESCRIPTION:

Subject property address: _____

Map _____ Parcel _____

Acreage Amount (total): _____

Road frontage (feet): _____ Depth of lot: _____

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

The Monroe County Tax Assessors have rules and regulations pertaining to conservation, CUVA, homestead exemption, etc. If you have any tax exemptions, it is your responsibility to speak with the Tax Assessors, some zoning request can breach your contract.

Monroe County Tax Assessors (478) 994-7038

Please submit those items that are relatable to your request below. The Zoning Officer reserves the right to request any further information deemed necessary for the application.

In detail—plans of your request.

AUTHORIZATION BY PROPERTY OWNER

This is required if the person filing the application is **not the property owner** of this property.

I, _____ (property owner's name) swear and affirm that I am the owner of property at

_____ (property address). As shown in the records of Monroe County, Georgia. I authorize

_____ (applicant's name) to file this application.

Sworn to and subscribed before me this the
_____ Day of _____ 20____

Notary Public
My Commission Expires: _____

PERMISSION

The Zoning Officer may need to take pictures of the property, home, or any other structures for the application. The Zoning Officer will need to place a sign on the property stating the zoning change request.

Property Owner: _____

Applicant: _____

Sworn to and subscribed before me this the
_____ Day of _____ 20__

Notary Public

My Commission Expires: _____

OATH AND FEES

I hereby swear that all able information is true and correct to the best of my knowledge.

Property Owner (Print): _____

Property Owner (Signature): _____

Date: _____

Applicant (Print): _____

Applicant (Signature): _____

Date: _____

Sworn to and subscribed before me this the
_____ Day of _____ 20____

Notary Public
My Commission Expires: _____

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 they 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 (Print): _____

Property Owner (Signature): _____

Date: _____

Applicant (Print): _____

Applicant (Signature): _____

Date: _____

Sworn to and subscribed before me this the
_____ Day of _____ 20____

Notary Public
My Commission Expires: _____

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: Name of the official: _____

Amount and date of campaign contribution: \$_____ Date: _____

The value and description of each gift having a value of \$250.00 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 the
_____ Day of _____ 20____

Notary Public
My Commission Expires: _____

STANDARDS FOR DECISIONS

I understand that the Planning and Zoning Board and the Monroe County Board of Commissioners following the Monroe County Code of Ordinances when it comes to deciding. This section is called Standards for Decisions and can be found in Sections 94.4.1 and Sections 104 of the Monroe County Code of Ordinances. This can be found online at https://library.municode.com/ga/monroe_county/codes/code_of_ordinances or at the Planning and Zoning Office.

Please sign and print that our office made you aware of these codes and you understand where they can be collected at.

Printed Name

Signature

Date: _____

Sworn to and subscribed before me this the
_____ Day of _____ 20__

Notary Public
My Commission Expires: _____

PROPERTY OF MONROE COUNTY

The zoning change request sign that will be placed on your property belongs to the Monroe County Planning and Zoning Office. The zoning change request sign will be placed on your property by the Zoning Office and will be removed by the Zoning Office. The zoning change request sign shall not be altered, removed, or interfered with at any time during the process of this application. Should you notice the sign has been tampered with or missing, contact our office immediately.

478-994-7040

Kfortner@monroecoga.org

Property Owner: _____

Applicant: _____

Monroe County Planning and Zoning Site Plan Requirements (WHEN APPLICABLE)
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The site plan shall be clearly drawn and labeled. The following information shall be depicted on the site plan, if applicable. Please feel free to use this page as a checklist.

- ☐ Project name
- ☐ Project owner, address, phone number, and email address
- ☐ Date, scale, and north arrow
- ☐ Vicinity map
- ☐ Proposed use of property to be developed
- ☐ Required setbacks and the setbacks proposed
- ☐ Total acreage
- ☐ Total number of lots and minimum lot sizes
- ☐ Names of adjoining streets, roads, drives, alleys, highways, and any other roadways
- ☐ Right of ways
- ☐ Topography
- ☐ Proposed method of sewerage disposal
- ☐ Property lines and dimensions
- ☐ Locations of ingress and egress points
- ☐ Any easements including utilities
- ☐ Location of water courses and floodplains
- ☐ Dumpster location
- ☐ Existing and proposed landscaping
- ☐ Building heights and square footage
- ☐ Parking lots
- ☐ Stormwater detention areas
- ☐ Required buffers
- ☐ Existing and proposed sidewalks
- ☐ Current zoning and the zoning of the adjoining properties