



LAND USE PERMIT APPLICATION

Paulding County Planning and Zoning Division * Dallas, Ga 30157 * 770-443-7601

Name of Applicant / Representative _____

Address _____

City _____ State _____ Zip _____

Email _____ Phone _____

Signature of Applicant / Representative _____

Signed, sealed and delivered in the presence of:

Notary Public My commission expires _____

Name(s) of Titleholder(s) _____

Address _____

City _____ State _____ Zip _____

Email _____ Phone _____

Signature of Titleholder(s) _____

Signed, sealed and delivered in the presence of:

Notary Public My commission expires _____

Present Zoning District(s) _____ Total acreage of Land Use Application _____ Acreage of Titleholder(s) _____

Sewage Disposal Type _____ Tax Parcel I.D. Number(s) _____

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

Is the property in the Hiram City Limits? _____ (yes or no)

Location of property _____
Nearest intersections, (i.e. east/ west side of given road, and south/north of given road) and address if available

Description of Land Use:

ALL APPROVED LAND USE APPLICATIONS HAVE TO BE RENEWED EVERY TWO YEARS WITH COMMUNITY DEVELOPMENT

****Staff Use Only****

Case # _____

Hearing Date _____

Planning Commission Recommendation:

Board of Commissioners Decision:

Approved _____ Conditions _____

Approved _____ Date _____

Disapproved _____ Reason _____

Disapproved _____ Date _____

Tabled _____ Reason _____

Tabled _____ Date _____

REQUIREMENTS FOR COMPLETING LAND USE PERMIT APPLICATIONS

Completed application and related material must be submitted in person to the Community Development Department, Planning & Zoning Division, located at the Watson Government Complex, Administration Building, 2nd Floor, 240 Constitution Blvd, Dallas, Georgia. Applications are accepted daily from 8:30 a.m. until 3:30 p.m. The application will not be accepted after 10:00 a.m. on the last filing day established by the department. See the Planning Commission schedule for filing deadline and meeting dates. There are no Planning Commission meetings in November or December.

1. If the **titleholder(s)** is a domestic or foreign corporation, then the following documentation shall also be required:

Written authentication with the presence of the corporate seal, or a facsimile thereof, attested by the secretary or assistant secretary of the corporation, or other officer to whom the bylaws or the directors have delegated the responsibility for authenticating records of the corporation, shall attest:

- a) That the corporate seal or facsimile thereof affixed to the document is in fact the seal of the corporation of true facsimile thereof, as the case may be;
- b) That any officer of the corporation executing the document does in fact occupy the official position indicated, that one in such position is duly authorized to execute such document on behalf of the corporation, and that the signature of such officer subscribed thereto is genuine; and
- c) That the execution of the document on behalf of the corporation has been duly authorized.

3. A copy of the **recorded warranty deed** that reflects the current owner(s) of the property.
4. A **current legal description**, including acreage, of the subject property. If the application consists of several tracts, a legal description of each tract is required. A separate legal description of each zoning classification is also required, as well as an overall description of all tracts and/or classifications combined. No legal description should include more property than what has been requested for the Land Use Permit..
5. Documentation from the **Tax Commissioner** that the tax levied against the property has been paid and is current.
6. One (1) copy of the boundary survey prepared by a registered surveyor, drawn to scale, showing north arrow, land lot and district, dimensions, acreage and location of the tract. The preparer's seal shall be affixed to the plat signed and dated. The copy shall be folded to 8 ½" by 11". **Boundary survey acreage must match application and legal description acreage exactly.**
7. Twelve (12) copies of a **site plan** must be easily legible, drawn to scale, prepared, signed, sealed and dated by an engineer and/or registered surveyor, clearly depicting the requested rezoning. The site plan must list all items listed on the site plan requirement sheet. **(see attached site plan requirement sheet for additional requirements).**
All copies shall be folded separately and individually to 8 ½" by 11".
8. Provide one (1) copy of the site plan that is 8.5" x 11" and one (1) copy of the survey that is 8.5" x 11" (can be reduced scale).
9. If the request is for a lot within a subdivision, a copy of the signed and recorded final plat must be submitted.
10. **Notarized** Campaign Contribution forms and Property/Financial Disclosure Report for each applicant and each representative (see attached).
11. Letter of Intent.
12. The filing fee is an amount set by the Paulding County Board of Commissioners and shall be paid at the time of filing. **This fee is non-refundable** (see attached fee schedule).
13. Separate check for **sign deposit** of \$50.00 for sign(s), which may be refunded when signs are returned to the Planning and Zoning office within fifteen (15) days after the public hearing. If signs are not returned by the 15th day, the deposit check will be forfeited and Paulding County (or their representative) has permission to remove the signs. It is the Applicant's responsibility to pickup and post signs provided by the Planning and Zoning Division. Signs must be posted in clear view along **each** road frontage with no obstacles blocking the view of the petitioned property as required by State law.

I understand I am not to attach the notice signs to any natural vegetation, existing signage or utility structures and signs may not be posted in the right-of-way. Failure to post and maintain signs continuously will prohibit consideration of the application at any scheduled public hearing. It is the responsibility of the applicant to ensure that signs remain posted throughout the advertising period, **including the day of the public hearings.**

Signs must be posted on the property by 8:00 a.m. fifteen (15) days prior to the date of the public hearing and remain posted throughout the advertising period, including the day of the public hearings. **FAILURE TO MEET THIS REQUIREMENT WILL RESULT IN THE APPLICATION BEING FORWARDED AND WILL REQUIRE A FULL ORIGINAL APPLICATION FEE.**

14. The applicant must furnish, **in list form**, all names, mailing address and tax parcel ID number of **all** adjoining property owners, including the owners across the road and to the rear, or any persons located along a joint access easement. It is the **sole responsibility of the applicant** to provide correct current information, and the applicant acknowledges that the data provided by the Tax Assessor's Office may not be current or correct. Failure to provide correct information may result in the application being declared void. The tax assessor's office web site or their office on the third floor of the Administration Building may be able to assist you.

15. Applicant and Representative acknowledge and accept all responsibility for the completeness of the application as presented. If, upon further review by Staff, any information is lacking, unclear, or deemed incomplete by Staff, Applicant/Representative understands the application will not be placed on the agenda until such information is addressed and provided.

16. Such other additional information as may be requested by the Paulding County Staff, Planning Commission or Board of Commissioners.

Notes:

- Applicant or representative **must be present** at the hearing. Failure to attend may result in dismissal with prejudice, rejection of the application, or continuance of the hearing at the Commission's sole discretion.
- Zoning Analysis will be available to the applicant/representative the Friday preceding the public hearing.
- Any application rejected by the Board of Commissioners cannot be resubmitted to the Zoning Division for a period of one year.
- Development, redevelopment or building renovations located within the Corridor Overlay must comply with the Corridor Overlay District.
- Applicant is responsible to contact appropriate authorities for sanitary disposal. (Contact the Paulding County Water Department or the Environmental Health Department.)
- The State of Georgia, Department of Community Affairs has established specific thresholds for the identification of Developments of Regional Impact (DRI). Development of Regional Impact Tiers and Development Thresholds are used to determine if the proposed project meets or exceeds any of the development thresholds. If the proposed project meets or exceeds any of the development thresholds, a Development of Regional Impact Review **must** be conducted **prior** to submitting an application for the Planning Commission. The rules and procedures for a DRI REVIEW are available in the Zoning Division Office.
 - An application for a Land Use Permit forwarded by the applicant from its scheduled public hearing date to the next available public hearing date with the Planning Commission a maximum of two (2) times. The request to forward an application must be written with the applicant's (or representative's) signature and submitted to the Planning and Zoning Division prior to the hearing date. Each request must include the application number, explanation for the request to forward the application, and date of the next scheduled public hearing at which the application will be considered by the Planning Commission. Payment of an additional application fee in the full amount of the original application fee is required upon written request to forward the application in order to pay for the additional costs associated therewith.
- Applications which must be forwarded as a result of the actions or omissions of the Applicant, resulting in an incomplete or deficient application will also be subject to the **payment of the additional application fee in the full amount** of the original application. Payment is due immediately upon the forwarding of said deficient application.
- No part of the application can be faxed or copied.
- Paulding County Staff may inspect each site.

➤ **MAKE CHECKS PAYABLE TO THE PAULDING COUNTY BOARD OF COMMISSIONERS**

I have investigated the site as to the existence of archeological and/or architectural landmarks. I hereby certify there are / are not (cross out one) any such assets. If any exist, provide documentation with this application.

I have investigated the site as to the existence of any cemetery located on the above property. I hereby certify there is/ is not (cross out one) such a cemetery. If any exist, provide documentation with this application.

I have read and understand each of the seventeen requirements and notes.

Signature of Applicant / Representative

Date

Signed, sealed and delivered in the presence of:

Notary Public Seal

Notary Public Signature

My commission expires

PAULDING COUNTY APPLICATION SITE PLAN REQUIREMENTS

SITE PLAN REQUIREMENTS TO BE DETERMINED BY STAFF

- Site Development Plan prepared by a Registered Surveyor, Engineer, Land Planner, or Architect (with professional seal affixed and signed) drawn to scale of the subject property
- Scale (graphic and verbal)
- Exact size and location of all buildings (showing intended use), including out lots, for commercial and multi-family projects
- State proposed use of property(s) within the requested zoning classification
- Required and proposed setbacks and buffers
- Parking areas, number of spaces, including access points
- Show distance from the access point(s) in both directions to all curb cuts, driveways, easements and all points of ingress/egress on **both** sides of the road within 500 feet of property lines
- Current Location/Vicinity map
- North arrow
- Land Lots/District/Section depicted on plan and in description box
- City and/or County boundary lines depicted on plan; if applicable
- Bearings and distances
- Adjoining and **proposed** streets (paving **and** right-of-way widths)
- Total acreage (must match application, legal description and survey)
- Topography depicted at a minimum 20 foot contour intervals clearly marked and labeled
- Show creeks, streams, lakes etc. with required bank buffers (50 foot undisturbed buffer and an additional 25 foot impervious buffer (total of 75 feet) on each side of stream banks) or note if not applicable.
- Identify flood plain area and note flood plain elevation
- Must reference new FIRM panel numbers dated 9/29/06 and show limits of the 100-year flood plain and acreage of flood plain within property limits or note if not applicable
- Detention/Retention areas or note if not applicable
- Easements of any type; or note if not applicable
- Utility easements or note if not applicable.
- Cemeteries, Architectural, or Archeological landmarks, or note if not applicable
- Names and addresses of adjacent property owners (all adjoining property owners, including the owners across the road and to the rear, or any persons located along a joint access easement)
- Zoning category of adjacent properties depicted on site plan
- Date of the site plan and any revision dates
- A statement as to the source of water supply and sanity sewer facilities
- Applicant may also be required to furnish additional material that may aid in the understanding of the request.

DISCLOSURE OF CAMPAIGN CONTRIBUTIONS AND GIFTS
BY APPLICANT AND/OR REPRESENTATIVE

(required by Title 36, Chapter 67A, Official Code of Georgia Annotated)

Applicant's Name (Note 1): _____

Reference: Application filed on _____, 20_____

to rezone real property described as follows: _____

All Individuals and business entities (Note 2) have a property interest (Note 3) in said properties are as follows: _____

Has the applicant made, within two (2) years immediately preceding the filing of this application for rezoning, campaign contributions aggregating two hundred fifty dollars (\$250.00) or more, or made gifts having in the aggregate a value of two hundred fifty dollars (\$250.00) or more to a member or members of the Board of Commissioners, Planning Commission or Zoning Board of Appeals (or any local government official) who will consider this applications? _____ (YES or NO)

If YES, GA Law requires applicant to file a disclosure report within ten (10) days after the rezoning application is filed. Please provide the following information which will be considered as the require disclosure:

Name and official position of the local government official to whom the campaign contribution/gift was made: _____

The dollar amount of each campaign contribution made by the applicant to the local government official during the two (2) years immediately preceding the filing of this application and the date of each such contribution:

An enumeration and description of each gift having a value of two hundred fifty (\$250.00) or more made by the applicant to the local government official during the two (2) years immediately preceding the filing of this application:

Please attach additional sheet if necessary.

I certify that the foregoing information is true and correct, this _____ day of _____, 20_____.

Applicant's Signature _____

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

Notary Public Signature _____

My Commission expires _____

- Note 1: Applicant means any person who applies for any application and any attorney or other person representing or acting on behalf of a person who applies for any application.
- Note 2: Business entity – Corporation, partnership, limited partnership, firm, enterprise, franchise, association or trust.
- Note 3: Property interest – Direct or indirect ownership, including any percentage of ownership less than total ownership.

Paulding County Community Development cannot advise anyone on how to complete this form. You may want to confer with an attorney for guidance.

A SEPARATE DISCLOSURE FORM IS REQUIRED TO BE COMPLETED BY EACH APPLICANT AND REPRESENTATIVE.

PROPERTY/FINANCIAL DISCLOSURE REPORT
BY APPLICANT AND OR REPRESENTATIVE

Does any member of the Board of Commissioners or Planning Commission have a property interest (direct or indirect ownership, including any percentage of ownership less than total) in the subject property?
_____ (YES or NO).

If yes, describe the nature and extent of such interest: _____

Does any member of the Board of Commissioners or Planning Commission have a financial interest (direct ownership interests of the total assets or capital stock where such ownership interest is ten percent (10%) or more) of a corporation, partnership, limited partnership, firm, enterprise, franchise, association, or trust, which has a property interest (direct or indirect ownership, including any percentage of ownership less than total) upon the subject property? _____ (YES or NO)

If yes, describe the nature and extent of such interest: _____

Does any member of the Board of Commissioners or Planning Commission have a spouse, mother, father, brother, sister, son or daughter who has any interest as described above? _____ (YES or NO).

If yes, describe the relationship and the nature and extent of such interest: _____

I certify the foregoing information is true and correct, this _____ day of _____, 20 _____.

Applicants Signature _____

Signed, sealed and delivered in the presence of:

Notary Public _____

My commission expires _____

- If the answer to any of the above is “Yes”, then the member of the Board of Commissioners or Planning Commission must immediately disclose the nature and extend of such interest, in writing to the Board of Commissioners of Paulding County, Georgia. A copy should be filed with this application. Such disclosures shall be a public record and available for public inspection at any time during normal working hours.
- Applicant means any person who applies for a Rezoning, Land Use Permit, Special Use Permit, or Medical Hardship, action and any attorney, or other person representing or acting on behalf of a person who applies for a Rezoning Land Use Permit, Special Use Permit, or Medical Hardship, action.

A SEPARATE PROPERTY/FINANCIAL DISCLOSURE REPORT IS REQUIRED TO BE COMPLETED BY EACH APPLICANT AND REPRESENTATIVE.