



PLANNING AND ZONING

Instructions and Guidelines for Filing a Zoning Application

This information is intended to help you file a complete application for rezoning. Before you file your rezoning application, it is recommended that you meet with the Zoning Administrator if possible, to ensure you have the materials necessary to file a complete application. If an incomplete application is submitted, it will not be processed and will be returned to you.

COMPLETE APPLICATION CHECKLIST

Application will not be determined complete unless it contains **all** of the following:

1. Application fee of \$850.00 payable to City of Fort Valley.
2. Application form furnished by the Zoning Administrator, including signed and notarized signature of property owner and campaign contributions disclosure form.
3. Legal description of the property (metes and bounds)
4. Property survey prepared by a licensed surveyor, showing the existing and proposed structures and uses, access drives, easements, utilities, buffers, and existing zoning.
5. Complete design criteria form.
6. Letter of intent explaining in detail the requested change, the proposed use and any special or unusual parts of the request.
7. Any other supporting documentation reasonable required by the Zoning Administrator to assist the Planning Commission in rendering a decision, including a site plan drawn to scale showing the proposed use, including at a minimum information on proposed improvements, including parking and traffic circulation, areas of required landscaping, stormwater, detention structures, amenities, buildings and buffers.
8. For any application for commercial or industrial use, the site plan shall also identify the square footage of structures, the square footage of landscaped area, the maximum height of any structure, the square footage of parking and drive areas, and the proposed number of parking spaces, landscaping and buffers, and stormwater retention structures.
9. For any application for single family residential uses, the site plan shall also identify the number of residential dwelling units, the height of any structure, the square footage of the landscaped area, the square footage of structures, and the proposed number of parking spaces.
10. For any application of multi-family residential uses, the site plan shall identify the details in item #9 shall also identify the location of amenities and buffer areas.
11. A list of adjoining property owners and shown on the tax rolls, and current zoning of the adjoining properties, and description of all existing uses of adjoining properties.
12. A statement explaining why the subject property is **not** suitable for development under existing zoning, as well as an explanation of the hardship which will result if the amendment is not granted.

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ZONING APPLICATION FOR PEACH COUNTY

Note: The applicant must complete this and all attached forms. Failure to complete them will result in the refusal of the application. Planning and Zoning has up to five (5) working days to review all applications submitted for sufficiency. If the application is found insufficient, an agenda date will not be set until the required information is submitted.

Applicant

Property Owner

Phone: _____

Phone: _____

E-Mail: _____

E-Mail: _____

Existing Zoning District: _____

Proposed Zoning District: _____

Existing Use of Property: _____

Proposed Use: _____

Tax Map/Parcel Number _____ Acreage: _____

Location of Property (for legal ad): _____

.....
I hereby certify that the above information and all attached information are true and correct.

Signature: _____ Date: _____

.....
Application Withdraw:

I hereby withdraw the application. Signature: _____ Date: _____

.....
.....

Staff Use Only

Application Date: _____

Fee: \$850.00 _____

Tentative Planning Commission Date: _____

Tentative City Council Date: _____

Public Notice Ad Date: _____

Public Notice Post Date: _____

ZONING DECISION CRITERIA

Planning and Zoning specifies that the following criteria may be applicable to the decision to approve or deny an application for conditional use. Please complete information on this page or within the letter of intent as to which of these criteria you believe apply to your case, and provide information and facts that you believe are relevant and support your case:

REZONING DECISION CRITERIA	APPLICANT'S RESPONSE
1. Whether the proposal will permit a use that is suitable in view of the use and development of adjacent and nearby property (existing land use)	
2. Whether the proposal will adversely affect the existing use or usability of adjacent or nearby property	
3. Whether the property to be affected by the proposal has a reasonable economic use as currently zoned	
4. Whether the proposal will result in a use which will or could cause an excessive or burdensome use of existing streets, transportation facilities, utilities, or schools	
5. Whether the proposal is in conformity with the policy and intent of the comprehensive plan including land use element	
6. Whether there are other existing or changing conditions affecting the use and development of the property which give supporting grounds for either approval or disapproval of the proposal	
7. Existing use(s) and zoning of subject property	
8. Existing zoning of nearby property	
9. Existing value of the property under the existing zoning and/or overlay district classification	
10. Whether the property can be used in accordance with the existing regulations	
11. Value of the property under the proposed zoning district and/or overlay district classification	
12. Extent to which the property value of the subject property is diminished by the existing zoning district and/or overlay district classification	
13. Suitability of the subject property under the existing zoning district and/or overlay district classification for the proposed use	
14. Suitability of the subject property under the proposed zoning district and/or overlay district classification	
15. Length of time the property has been vacant or unused as currently zoned	

REZONING DECISION CRITERIA	APPLICANT'S RESPONSE
16. Description of all efforts taken by the property owner(s) to use the property or sell the property under the existing zoning district and/or overlay district classification	
17. The possible creation of an isolated zoning district unrelated to adjacent and nearby districts	
18. Possible effects of the change in zoning or overlay district map, or change in use, on the character of a zoning district or overlay district	
19. Whether a proposed zoning map amendment or conditional use approval will be a deterrent to the value or improvement of development of adjacent property in accordance with existing regulations	
20. The possible impact on the environment, including but not limited to, drainage, soil erosion and sedimentation, flooding, air quality and water quality	
21. The relation that the proposed map amendment or conditional use bears to the purpose of the overall zoning scheme, with due consideration given to whether or not the proposed change will help carry out the purposes of these zoning regulations	
22. The consideration of the preservation of the integrity of residential neighborhoods shall be considered to carry great weight. In those instances in which property fronts on a major thoroughfare and also adjoins an established residential neighborhood, the factor of preservation of the residential area shall be considered to carry great weight.	
23. The amount of undeveloped land in the general area affected which has the same zoning or overlay district classification as the map change requested	
24. The extent to which the proposed rezoning or conditional use will contribute to or detract from the community with regard to greenspace, architectural design, and landscaping.	

CAMPAIGN CONTRIBUTIONS DISCLOSURE FORM REQUIRED FOR ALL ZONING ACTIONS

Applicant, or person representing property owner

OCGA § 36-67A-3[c] Disclosure of campaign contributions:

- (a) When any applicant for zoning action has made, within two years immediately preceding the filing of the applicant's application for the zoning action, campaign contributions aggregating \$250.00 or more to a local government official who will consider the application, it shall be the duty of the applicant to file a disclosure report with the governing authority of the respective local government showing:
- (1) The name and official position of the local government official to whom the campaign contribution was made; and
 - (2) The dollar amount and description of each campaign contribution made by the applicant to the local government official during the two years immediately preceding the filing of the application for the rezoning action and the date of each such contribution.
- (b) The disclosures required by subsection (a) of this Code section shall be filed within ten (10) days after the application for the zoning action is first filed. (Code 1981, Section OCGA § 36-67A-3[C], enacted by GA L. 1986, page 1269, Section 1, GA L. 1991, page 1365, Section 1).

I hereby certify that I have read the above and that:

I have** _____ **I have not** _____

Within the two years immediately preceding this date, made any contribution(s) aggregating \$250.00 or more to any local government official involved in the review or consideration of this application.

Applicant's Signature

Date

****If you have made such contributions, you must provide the data required in subsection (a) above within ten (10) days of filing this application.**

Zoning Application # _____

AUTHORIZATION OF PROPERTY OWNER

I swear that I am the owner of the property which is the subject matter of the attached application, as shown in the records of Peach County, Georgia.

Name of Owner(s) _____

Address _____

Telephone Number _____

Signature of Owner(s) _____

I authorize the person named below to act as applicant in the pursuit of a rezoning, conditional use, or variance of this property.

Name of Applicant(s) _____

Address _____

Telephone Number _____

Personally appeared before me

who swears that the information contained
in this authorization is true and correct to
the best of his or her knowledge and belief.

Notary Public

Date

PLANNING & ZONING
City of Fort Valley
204 W Church Street
Fort Valley, GA 31030
478-825-8261

PUBLIC NOTICE REQUIREMENTS

The zoning regulations require that public notice must be given prior to all zoning hearings as follows:

- 1) A legal advertisement shall be published not less than 15 days and not more than 45 days prior to the public hearing.
- 2) A public notice sign shall be placed in a conspicuous location on the property not less than 15 days and not more than 45 days prior to the public hearing.

The City is required to post the sign and ensure that it remains in place during the entire zoning proceeding. The sign must be placed on the property within the specified time and in a conspicuous location.

The purpose of the sign is to inform the public that an application has been filed. Legally, the Commission cannot consider a request until all public notice requirements have been met. If it is determined at any time during the zoning proceeding that the sign has not been properly posted on the site, the Commission must table or delay the request. Commissioners and planning staff often visit the site and will look for the sign. Additionally, local citizens often report when a sign has not been posted.

Multiple sign posting on a site may be required as determined by the City. The sign will be conspicuous and in a location where it is clearly visible. The sign will not be obstructed in any manner, placed too far from the road, or placed in such manner that would cause it to blend into the landscape.

The sign will remain posted during the entire proceeding. Should you find the sign missing or vandalized in any manner, contact the city so the sign can be replaced. When the proceeding is complete and final Commission action has occurred, the sign will then be removed from the property by planning staff.

THIS SIGN WILL BE POSTED NO LATER THAN _____

STAFF RECOMMENDATION: ☐ **APPROVE** ☐ **DENY**

REASON: _____

