

**REQUIREMENTS FOR FILING
AN APPLICATION FOR TEXT AMENDMENT(S)
CITY OF CARTERSVILLE, GA**

Completed applications must be submitted to the City of Cartersville Planning & Development Department, located at 10 N. Public Square, 2nd Floor. Cartersville, GA 30120.

Requirements

- 1. Completed Application:** Include all signatures. Complete items 1, 2 and 3.
- 2. Filing Fee:** A non-refundable filing fee of **\$400.00** must accompany the completed application.
- 3. Public Notification:** The applicant is responsible for the following public notification process unless the applicant has requests that Planning and Development staff manage this process as outlined below:
 - a. Not less than fifteen (15) days and not more than forty-five (45) days prior to the scheduled date of the public hearing being the final action by the City Council and not less than ten (10) days prior to the Planning Commission meeting, a **notice of public hearing** shall be published in the legal notice section of the Daily Tribune newspaper within the City of Cartersville. Such notice shall state the application file number, and shall contain the location of the property, its area, owner, current zoning classification, and the proposed zoning classification. Such notice shall include both the Planning Commission and the City Council meeting dates. (See attached Notice of Public Hearing).
 - b. Proof that the public notice was advertised in the newspaper shall be provided to the Zoning Administrator prior to the date of the Planning Commission meeting.
- 4. Public Notification Fee:** The applicant may choose to have Planning and Development staff prepare and manage the public notification process outlined in Item 3. If this option is requested, there is an additional, non-refundable fee of \$50.00.
 - Fee covers the cost of the newspaper ad and publication affidavit.

Public Notice
Effective July 1, 2023

- The Cartersville Daily Tribune News is a 3 day per week newspaper- Tuesday, Thursday and Saturday.
- Legal ads run on Thursday.
- The legal ad submittal deadline is Monday, 5pm, to run on Thursday of that same week.
- The cost for publishing the ad that is required to run one time, is \$30.00 or \$45.00 depending on the length of the ad.. A publication affidavit may be provided for a cost of \$12. These items must be paid in its entirety when you submit the ad to the newspaper. They accept Visa, Mastercard, American Express, cash and checks.
- Contact the newspaper to confirm hours of operation and to answer any questions about the ad submittal.

Cartersville Daily Tribune News

P.O. Box 70 • 120 S. Gilmer St. Suite 100
Cartersville, GA 30120 • Phone 770-382-4545
A Division of Cleveland Newspapers, Inc.
Fax No. 770-382-2711
Email: classifieds@daily-tribune.com

-----WARNING-----

Please be aware that there are entities retrieving your application information from the City's meeting webpage with the intent to extort additional fees from you prior to the upcoming Board meeting.

DO NOT PAY ANY FEES ABOVE AND BEYOND THE APPLICATION AND PUBLIC NOTICE FEES THAT HAVE ALREADY BEEN PAID FOR YOUR APPLICATION.

The extortion process:

A notice is sent to your email address provided on the application. The notice may be an attachment or may be embedded in the body of the email. **DO NOT OPEN AN ATTACHMENT.**

The notice will provide descriptions of several erroneous development fees totalling several thousand dollars and state that the application cannot be reviewed by the respective Board until the fees are paid.

Payment will be requested through a wire transfer. The fee amount may or may not be included with the notice. The notice may require you to contact the sender for fee amounts and Wire Transfer instructions. **The City will never require a wire transfer of funds to pay Application or Public Notice fees.** The notice will also include a city staff signature, usually the Planning Director, or the Board Chair.

Please notify your Planning and Development staff liaison directly if you receive this type of notice or contact the Cartersville Planning and Development Office at 770-387-5600, Option 1, with questions.

**Application for Text Amendment(s)
To Zoning Ordinance
City of Cartersville**

Application No. _____

Date Received: _____

Public Hearing Dates:

Planning Commission _____ **1st City Council** _____ **2nd City Council** _____
5:30pm 7:00pm 7:00pm

APPLICANT INFORMATION

Applicant _____ (printed name)	Office Phone _____
Address _____	Mobile/ Other Phone _____
City _____ State _____ Zip _____	Email _____
Representative's printed name (if other than applicant) _____	Phone (Rep) _____
	Email (Rep) _____
Representative Signature _____	Applicant Signature _____
Signed, sealed and delivered in presence of: _____	My commission expires: _____
Notary Public	

1. Existing Text to be Amended:

Article _____, Section _____, Subsection _____

Attach a copy of the existing text or write current text to be amended:

2. Proposed Text:

Attach proposed text or write proposed text on the following lines:

(Continue on additional sheets as needed)

3. Reason(s) for the Amendment Request: _____

(Continue on additional sheets as needed)

NOTICE OF PUBLIC HEARING

The City of Cartersville Planning Commission will hold a public meeting on _____ at 5:30 p.m. in the City Hall Council Chambers, 3rd Floor, City Hall at 10 North Public Square, Cartersville, Georgia, 30120.

The Planning Commission will review an application by _____
for a text amendment to the zoning ordinance. The applicant requests a text amendment to

The Cartersville City Council will hold the first reading on _____ at 7:00 p.m. in the City Hall Council Chambers to consider the recommendation of the Planning Commission on the above mentioned application. The Cartersville City Council will have a second reading and final action on said application on _____ at 7:00 p.m. in the City Hall Council Chambers.

Please contact the City of Cartersville Planning & Development Department, City Hall, 2nd Floor, 10 North Public Square, Cartersville, Georgia 30120 or (770) 387-5600 to receive information on the filing.

If you have interest in the proposed amendments as stated above, you are encouraged to attend the meetings as stated herein.

CITY OF CARTERSVILLE

Application No: _____

City of Cartersville
Hearing Schedule 2026-27

Planning Commission and City Council

All meetings are held in the City Hall Council Chambers
10 N. Public Square 30120
3rd Floor

Filing Deadline		Deadline for Newspaper to receive Public Notice - Monday 5pm		(1) Public Notice To Run In Newspaper:		(2) Public Notice Mailing to Adjacent Property Owners and Public Notice Sign Installed by City by Monday;		Planning Commission 5:30 PM		City Council 1st Reading 7:00 PM		City Council 2nd Reading 7:00 PM	
November	21	December	22	December	31, 2025	December	29	(3) January	13, 2026	(4) January	22, 2026	February	5, 2026
December	19, 2025	January	26. 2026	January	29	January	26	February	10	February	19	March	5
January	16,2026	February	23	February	26	February	23	March	10	March	19	April	2
February	20	March	23	March	26	March	23	April	7	April	16	May	7
March	20	April	27	April	30	April	27	May	12	May	21	June	4
April	17	(5) May	22	May	28	May	25	June	9	June	18	(6) July	1
May	15	June	22	June	25	June	22	July	7	July	16	August	6
June	19	July	27	July	30	July	27	August	11	August	20	September	3
July	17	August	24	August	27	August	24	September	8	September	17	October	1
August	21	September	21	September	24	September	21	October	6	October	15	November	5
September	18	October	26	October	29	October	26	November	10	November	19	(7) December	3
October	16	(8) November	20	(9) November	25	November	23	December	8	December	17	January	7, 2027
November	20	December	28	December	31, 2025	December	28	January	12, 2027	January	21	February	4
December	18, 2026	January	25. 2026	January	28	January	25	February	9	February	18	March	4

- (1) Notice to run at least 10 days prior to PC meeting. Per Zoining Ord. Sec. 22.3.1
(2) Notices mailed and sign installed at least 15 days prior to PC meeting. Per Zoning Sec. 22.3.2.
(3) Meeting is one week later than normal due to Council meeting date change
(4) Meeting is one week later due to date change
(5) Friday before Memorial Day.
(6) July 1st is Wednesday due to July 4th holiday
(7) December 3rd Council meeting will be held at 9 AM due to Christmas Parade.
(8) November 20th is the Friday before Thanksgiving week.
(9) November 25th is Wednesday before Thanksgiving.