

PLANNING AND DEVELOPMENT DEPARTMENT

For the Cities of Jefferson and Talmo, Georgia

147 Athens Street
Jefferson, GA 30549

Phone: 706-367-5011
Fax: 706-367-5751

APPLICATION FOR SITE AND ARCHITECTURAL DESIGN REVIEW CITY OF JEFFERSON

Note: The applicant must complete all information including specified submissions. Incomplete applications will not be processed.

Date of Pre-Application Conference (encouraged but not required): _____

APPLICANT AND PROPERTY OWNER ADDRESS AND CONTACT INFORMATION

Applicant	Property Owner (If different from applicant)
_____	_____
_____	_____
_____	_____
Phone: _____	Phone: _____
Fax: _____	Fax: _____
E-Mail: _____	E-Mail: _____

PROPERTY INFORMATION

Existing Zoning District: _____

Proposed Use of Property: _____

Tax Map/Parcel Number _____ Acreage: _____

Address of Property: _____

Subdivision Name and Lot Number: _____

SUBMISSION REQUIREMENTS (IN ADDITION TO THIS FORM):

Submit two printed copies and one digital version (pdf) of materials specified

- Fee: (per fee schedule attached);
- Legal description of the property and survey plat of the property;
- An existing conditions map identifying significant natural features of the site;
- Letter of intent describing the proposed building(s) on the property, which may include a description of any special conditions voluntarily made a part of the request;
- Site plan of the property at an appropriate engineering scale showing the proposed use and relevant information regarding proposed improvements;

- Exterior elevation drawings drawn to scale and signed by an architect, engineer or other appropriate professional. Said exterior elevation drawings shall clearly show in sufficient detail the exterior appearance and architectural design of proposed buildings and structures or change(s) thereto;
- Material and colors samples. The Zoning Administrator may accept written descriptions, product summary sheets, photographs, or other information in lieu of actual color and material samples; and
- Other information as may be essential to demonstrate compliance with the land use management code. An applicant for design review may be also be required to submit information in the form of photographs or sketches of adjoining uses and indicate how the design of the proposed project or improvement is compatible with the surrounding context.

APPLICANT’S JUSTIFICATION FOR DESIGN REVIEW

In acting upon applications for site and architectural design approval, the Zoning Administrator shall consider whether the proposal meets the following criteria:

- (a) **Whether the proposal is consistent with policies of the adopted comprehensive plan (<http://www.cityofjeffersonga.com/planning/page/comprehensive-plan>); and**

- (b) **Whether the proposal complies with the requirements of the land use management code (<http://www.cityofjeffersonga.com/planning/page/land-use-management-code>); and**

- (c) **Whether the proposal is consistent with the design guidelines of Chapter 9.7 of the land use management code, as may be applicable; and**

- (d) **Whether the design of the site and the design, scale, arrangement, materials, and colors of the proposed building(s) or structure(s) are compatible with buildings and structures in the immediate surrounding area or the same zoning district, and compatible with the natural environment.**

AUTHORIZATION OF PROPERTY OWNER
(complete this form only if the property owner is not the applicant)

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 Jackson 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 an application for certificate of appropriateness for material change of appearance on 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

FEE SCHEDULE

SITE DESIGN REVIEW		ARCHITECTURAL DESIGN REVIEW	
Per acre, all uses		Commercial uses per total building square footage	
Under 5 acres	\$25.00	Up to 50,000	\$50.00
5.01 – 10 acres	\$50.00	50,001 – 100,000	\$100.00
10.01 – 25 acres	\$100.00	More than 100,000	\$150.00
More than 25 acres	\$150.00		
		Open Air Commercial /Other	
		Per acre	
		Less than 10	\$50.00
		10.01 – 25 acres	\$100.00
		More than 25 acres	\$150.00
		Residential (Units)	
		Less than 25 units	\$50.00
		26 – 50 units	\$100.00
		More than 50 units	\$150.00

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