

CITY OF PALMETTO

SPECIAL USE PERMIT APPLICATION

Date Received _____

APPLICANT INFORMATION

APPLICANT NAME (PLEASE PRINT) _____

ADDRESS _____

PHONE _____ CELL _____ FAX _____

E-MAIL ADDRESS _____

OWNER INFORMATION (If different from Applicant)

PROPERTY OWNER (PLEASE PRINT) _____

ADDRESS _____

PHONE _____ CELL _____ FAX _____

E-MAIL ADDRESS _____

PROPERTY INFORMATION

ADDRESS _____

CURRENT USE _____ CURRENT ZONING _____

PROPOSED USE _____ SIZE OF PROPERTY _____

REQUEST FOR SPECIAL USE PERMIT

REQUIREMENTS

Please complete all attached forms, which must be typed or legibly printed; signatures must be in BLUE INK. The applicant or his agent must submit the ORIGINAL, SIGNED form to the City Clerk's office, located in City Hall, 509 Toombs St., Palmetto GA 30268.

FEE

The application fee for a special use permit is \$2,400.

Applications will not be accepted until they are deemed complete and the application fee is paid. Incomplete applications will be returned to the applicant; payment of fee will not be accepted until the application is complete. Fee shall be paid to the City of Palmetto.

FILING DEADLINE

Applications must be received and fees must be paid no later than thirty (30) calendar days prior to the Planning Commission meeting at which the special use permit application will be considered.

PUBLIC NOTIFICATION

When required, the applicant is responsible for mailing notices of the Special Use Permit applied for. The notification shall include:

- 1) Applicant's name and contact information;
- 2) Nature of the Special Use Permit request; and
- 3) Planning Commission hearing date and location
- 4) Council Meeting hearing date and location

A mailing list of adjacent properties located within a 300 foot radius of the property requesting the Special Use Permit. It is the applicant's responsibility to mail the notice to each property owner listed. Proof of mailing is required twenty one (21) days prior to the Planning Commission hearing. Failure to provide proof of mailing will result in a delay in the Special Use Permit process.

PLANNING COMMISSION MEETING

The applicant or his agent must attend the Planning Commission meeting to present the application and respond to questions from the Commission. Planning Commission meets the first Tuesday of each month at 7:00 PM at the Palmetto Community Center, 595 Main Street in Palmetto, Georgia, with the exception of December, when they do not have a meeting. The Commission will give a recommendation of approval or denial on the application for consideration by Mayor and Council.

COUNCIL HEARING

Special use permit requests must be decided at a public hearing before Mayor and Council. The applicant or his agent must attend the public hearing to present the application and respond to questions from the Council. Mayor and Council meet the first Monday of each month. Applicants will be notified via email and/or phone call of the date of the public hearing.

QUESTIONS

For assistance please contact Frank West at west@citypalmetto.com or 770.463.3377.

(For Office Use Only)

Total Amount Paid \$ _____ Check# _____ Money Order # _____ Received by: _____

Application checked by: _____ Date: _____

Pre-application meeting: _____ Date: _____

CITY OF PALMETTO SPECIAL USE APPLICATION CHECKLIST

To be completed when accepting all special use applications. Checklist should be attached to the application.

All documents are required prior to acceptance of the application.

Required Items	Copies	Requirements	Check/Initial
Pre-Application Meeting	1	Pre-application meeting is required before submitting the special use permit application.	
Application Form	3	Must include information for applicant and property owner.	
Applicant/Owner's Affidavit	3	Must be completed by applicant and property owner. Must be notarized.	
Letter of Ownership	3	Letter from the property owner stating that the applicant is the owner of property subject to special use, or that owner is aware of and consents to the special use request.	
Letter of Intent	3	Must clearly state the proposed use and development intent.	
Site Plans	24x36- 1 11x17- 3	Must meet requirements specified on Site Plan Checklist.	
Site Plan Checklist	1	Completed copy of site plan checklist.	
Survey Plat	3 (11x17 or 8.5x11)	Survey plat shall be prepared and sealed within the last five years by a professional engineer, landscape architect or land surveyor registered in the State of Georgia. Survey plat shall: indicate complete boundaries of the subject property and all buildings and structures existing therein; include a notation as to whether or not any portion of the subject property is within the boundaries of the 100 year floodplain, and; include a notation as to the total acreage or square footage of the property.	
Architecturals		Renderings or photographs of the proposed building elevations are helpful, but not required unless the proposed zoning is being conditioned to architectural exhibits submitted.	
Adjacent Property Notice		Proof that notices were mailed to adjacent property owners and all those within a 300 foot radius of the parcel in question.	

APPLICANT AFFIDAVIT

Personally appeared before me _____ who on oath deposes and says
(Print applicant's name)
that the information on the application is true to the best of his/her knowledge and belief:

Notary Public

Signature of Applicant

Date

Print Name

Address

City, State, Zip

OWNER'S AFFIDAVIT

Personally appeared before me _____ who on oath
(Print owner's name)
agrees with the above request and states that the information on the application is true to the best of his/her knowledge and belief.

Notary Public

Signature of Applicant

Date

Print Name

Signature of City Clerk

Address

Date

City, State, Zip

CITY OF PALMETTO SITE PLAN CHECKLIST

Checklist should be attached to the application.

All information below must be included for site plan and application to be considered complete.

Item #	Requirements	Check/Initial
1	North arrow	
2	Acreage of subject property	
3	Current zoning and requested zoning classifications	
4	All property lines	
5	Adjacent streets with posted speed limits	
6	Current use and zoning of adjacent properties	
7	Required and/or proposed building setback lines	
8	Proposed structure locations, heights and square footages	
9	Existing structure locations for adjacent properties	
10	Layout, minimum lot size and proposed density of residential properties (if applicable)	
11	Topographic information to show elevation and drainage	
12	Required and/or proposed landscaped areas and buffers	
13	Required and proposed parking spaces and loading/unloading facilities	
14	Lakes, streams and other waters on the site and associated buffers (if applicable)	
15	Proposed stormwater management facilities (if applicable)	