

SPECIAL USE PERMIT APPLICATION



Paulding County Community Development Department Planning & Zoning Division

Watson Government Complex
Administration Building – 2nd Floor
240 Constitution Blvd
Dallas, GA 30157
770-443-7601

ONLY COMPLETE **TYPED** APPLICATIONS ACCEPTED

Pre-Application meetings will be required prior to the submittal for **ALL** special use permit applications:

A pre-application meeting may be scheduled by emailing a site plan of the project to zoning@paulding.gov. Meetings should be scheduled no later than the first Friday of each month in order to be submitted by the last filing day of that month.

APPLICATION FORM (PLEASE TYPE)

Name of Applicant _____

Address _____

City _____ State _____ Zip _____

Email _____ Phone _____

Name of Authorized Agent _____

Address _____

City _____ State _____ Zip _____

Email _____ Phone _____

Name(s) of Titleholder(s) _____

Address _____

City _____ State _____ Zip _____

Email _____ Phone _____

Present Zoning District(s) _____ Requested Zoning District _____ Acreage _____

Future Development Map Designation _____

Tax Parcel I.D. Number(s) _____

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

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 Special Use _____

Does the application include any requested variances? No ☐ Yes ☐ If yes, list UDO Section(s) and provide justification in Letter of Intent:

REQUIREMENTS FOR COMPLETING SPECIAL USE PERMIT APPLICATIONS

Applications and related material shall be submitted and **typewritten** on supplied forms 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 Monday through Friday from 8:30 AM until 3:30 PM. Applications will not be accepted after 10:00 AM on the last filing day established by the Division.

- ☐ A completed **application form** signed by the owner and the applicant (if applicable)
- ☐ 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 or 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.

- ☐ A copy of the **recorded warranty deed** that reflects the current owner(s) of the property.
- ☐ 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 Rezoning.
- ☐ One copy, including an electronic copy, of a **boundary survey** prepared by a Registered Surveyor, drawn to scale, showing north arrow, land lot and district/section, dimensions, acreage and location of the tract. The preparer's seal shall be affixed to the plat signed and dated. **Boundary survey acreage shall match application and legal description acreage exactly.**
- ☐ Documentation from the **Tax Commissioner** that the tax levied against the property has been paid and are current.
- ☐ Three paper copies (24" x 36" size preferred), including an electronic copy of **site development plan** prepared by a Registered Surveyor, Professional Engineer, land planner, or architect (with preparer's seal affixed) drawn to scale of the subject property, including proposed building locations, proposed use of the property within the requested zoning district, parking areas, access points, creeks, streams, floodplain, etc... and any buffers that may be required. The applicant may also furnish additional material which may aid in the understanding of the request. (See attached)
- ☐ If the request is for a lot within a subdivision, include a copy of the **signed and recorded final plat**

- ☐ If the request is for MPR, R-55, or any residential zoning request within the Sweetwater Overlay District, **color elevations** of front, sides and rear of all typical units, including proposed exterior building materials, building heights and any other structures.
- ☐ If the request is located within the Community Residential Character Area of the 2017 Comprehensive Plan, as may be amended, a copy of a signed and dated **Statement of Gravity Sewer Infrastructure Accessibility** provided by Paulding County Water System or City of Dallas Public Works (Copy of PCWS Statement is attached). Information on sewer service areas can be found at <http://www.paulding.gov/DocumentCenter/View/149/Paulding-County-Sewer-Master-Plan?bidId>
- ☐ The names, mailing addresses and tax parcel ID number of all **adjoining property owners**, including the owners across the road, railroad, and to the rear, or any persons located along a joint access easement.
- ☐ **Notarized** Campaign Contribution forms and Property/Financial Disclosure Report for each applicant and each authorized agent (See attached).
- ☐ **Letter of Intent** which shall include the following applicable information.
 - a) Residential Rezoning:
 - i. Proposed number of units
 - ii. Proposed unit square-footage(s)
 - iii. Proposed building architecture
 - b) Non-Residential Rezoning/Special Use Permit/Land Use Permit:
 - i. Proposed use(s)
 - ii. Proposed building architecture
 - iii. Proposed hours/days of operation
 - c) Requested Variances
 - d) A schedule for the proposed project identifying the dates for commencement and substantial completion
 - e) How the project meets the special use permit standards in Section 230-40.03.B (See attached)
 - f) Other pertinent information
- ☐ A Traffic impact analysis shall be necessary for the following described applications:
 - (a) Residential: required for 50 residential units or more (may be waived per concurrence of Community Development and PCDOT)
 - (b) Commercial: required for 50 peak hour trips or more (Traffic memo required if less than 50)
 - (c) Industrial: required for all applications
- ☐ 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 after the commencement of legal advertising** (See attached).
- ☐ Such other additional information as may be requested by the Planning & Zoning Division, Planning Commission, or Board of Commissioners.

****Staff Use Only****

Case # _____

Hearing Date _____

Planning Commission Recommendation:

Board of Commissioners Decision:

Approved _____ Stipulations _____

Approved _____ Date _____

Disapproved _____ Reason _____

Disapproved _____ Date _____

Tabled _____ Reason _____

Tabled _____ Date _____

MAKE CHECKS PAYABLE TO THE PAULDING COUNTY BOARD OF COMMISSIONERS

SITE PLAN REQUIREMENTS (24" x 36" Size Preferred)

- ☐ 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
- ☐ Name, address and phone number of the Applicant and/or Developer
- ☐ 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 and ADA requirements
- ☐ 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 two-foot contour intervals clearly marked and labeled with source provided
- ☐ 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 and floodway area and note flood plain elevation
- ☐ Must reference most current FIRM panel numbers (<https://www.georgiadfirm.com> or <https://msc.fema.gov/portal/home>) and show limits of the 100-year flood plain and floodway and acreage of flood plain or floodway within property limits or note if not applicable
- ☐ Detention/Retention/Water Quality 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.



PAULDING COUNTY WATER SYSTEM

3844 Atlanta Hwy, Hiram, Georgia 30141
Telephone: 770-222-6850 / Fax: 770-222-8815

Statement of Gravity Sewer Infrastructure Accessibility

Applicant: _____ Tax Parcel ID: _____

For the sole purpose of zoning, sanitary sewer, including conveyance and treatment shall be deemed available to the property if:

- ☐ The proposed development is within the designated sewer service areas as shown on the
 - ☐ Coppermine WRF Service Areas Map
 - ☐ Pumpkinvine WRF Service Areas Map
 - ☐ Sweetwater Drainage Basin Map (Sweetwater WRF or Cobb County Outfall)
- ☐ The applicable water reclamation facility is not currently under an active sewer moratorium; and
- ☐ The conveyance system meets one of the following conditions:
 - ☐ There is a connection point to an existing sanitary sewer system to serve the property that is located within 1,500 feet of the property and can be reached by gravity, or
 - ☐ A funded project is underway which extends sewer service to within 1,500 feet of the property which can be reached by gravity, or
 - ☐ Sanitary sewer service has been provided for the property through an approved Development Agreement.

Zoning does not commit sewer availability.

Signature of Water System Representative

Signed, sealed and delivered in the presence of:

Notary Public

My Commission Expires _____

AUTHORIZATION OF TITLEHOLDER

I, _____, being duly sworn upon his/her oath, being of sound mind and legal age, deposes and states that he/she is the owner of the property which is subject of this application, as is shown in the records of Paulding County, Georgia.

He/she authorizes the person named below to act as applicant in the pursuit of a request for Special Use Permit.

I hereby authorize the staff of Paulding County Planning & Zoning Division to inspect the premises which are subject of the application.

Name of Applicant _____

Address _____

City _____ State _____ Zip _____

Email _____ Phone _____

Name(s) of Titleholder(s) _____

Address _____

City _____ State _____ Zip _____

Email _____ Phone _____

Signature of Titleholder(s) _____

Signed, sealed and delivered in the presence of:

_____ My Commission Expires _____

Notary Public

***A SEPARATE AUTHORIZATION OF TITLEHOLDER IS REQUIRED
TO BE COMPLETED BY EACH TITLEHOLDER***

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

Applicant(s) Name¹: _____

Reference: Application filed on _____, 20____

to rezone real property described as follows: _____

All Individuals and business entities² have a property interest³ in said properties are as follows: _____

Has the applicant made, within two years immediately preceding the filing of this application for rezoning, campaign contributions aggregating \$250 or more, or made gifts having in the aggregate a value of \$250 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? ☐ No ☐ Yes

If “Yes” to the above, [O.C.G.A. § 36-67A-3](#) requires applicant to file a disclosure report within 10 days after the rezoning application is filed. Please provide the following information which will be considered as the required 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 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 \$250 or more made by the applicant to the local government official during the two 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 _____

Signed, sealed and delivered in the presence of:

_____, My Commission Expires _____
Notary Public

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

***A SEPARATE DISCLOSURE OF CAMPAIGN CONTRIBUTIONS AND GIFTS FORM IS REQUIRED BY EACH
APPLICANT AND/OR AUTHORIZED AGENT***

¹Applicant 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.
²Business entity – Corporation, partnership, limited partnership, firm, enterprise, franchise, association or trust.
³Property interest – Direct or indirect ownership, including any percentage of ownership less than total ownership.

PROPERTY/FINANCIAL DISCLOSURE REPORT BY APPLICANT¹ AND/OR AUTHORIZED AGENT

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? ☐ No ☐ Yes

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 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? ☐ No ☐ Yes

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? ☐ No ☐ Yes

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

If the answer to any of the above is "Yes", as required by [O.C.G.A §36-67A-2](#), the member of the Board of Commissioners or Planning Commission must immediately disclose the nature and extent 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.

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

Applicant's Signature _____

Signed, sealed and delivered in the presence of:

Notary Public My Commission Expires _____

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

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.

SPECIAL USE PERMIT REVIEW STANDARDS

Any proposed zoning will be evaluated using the following zoning review standards. Applicants should include a response to how the proposed project meets the following standards in the Letter of Intent.

- 1. Whether or not there will be a significant adverse effect on the neighborhood or an area in which the proposed use will be located.
- 2. Whether or not the use is otherwise compatible with the area.
- 3. Whether or not the use proposed will result in a nuisance pursuant to [O.C.G.A. § 41-1-2](#).
- 4. Whether or not quiet enjoyment of surrounding property will be adversely affected.
- 5. Whether or not adequate provisions are made for parking and traffic considerations.
- 6. Whether or not the site or intensity of the use is appropriate.
- 7. Whether or not special or unique conditions overcome the governing authority's general presumption that residential neighborhoods should not allow non-compatible business uses.
- 8. Whether or not adequate provisions are made regarding hours of operation.
- 9. Whether or not adequate controls and limits are placed on commercial and business deliveries.
- 10. Whether or not adequate landscape plans are incorporated to insure appropriate transition.
- 11. Whether or not the public health, safety, welfare, or moral concerns of the surrounding area will be adversely affected.
- 12. Whether or not the use shall be consistent with the comprehensive plan for the area.
- 13. Whether or not the proposed use is able to be served by adequate public utilities.
- 14. Whether or not adequate traffic routes and entrances must be established, including consideration of the deterioration of the existing roadway, expenditure of public funds to maintain roadways, adequacy and safety of road intersections, road widths on roads within and leading to the property, pavement conditions (material, thickness, age, etc.) width and length of property boundaries at road access areas and type of vehicles that may be used at the property.

SPECIAL USE PERMIT FEE SCHEDULE

Special Use Permit	\$350
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TRAFFIC IMPACT ANALYSIS REPORT CONTENTS

Traffic Impact Analysis reports shall be prepared by a Professional Engineer licensed to practice in Georgia and trained with experience in the application of traffic engineering and shall contain the following information.

Executive Summary.

An executive summary shall cover the following:

- A. The proposed site development;
- B. Major findings of the analysis; and
- C. Mitigation measures proposed, if necessary

Vicinity Map.

A vicinity map showing the location of the proposed development in relation to the transportation system of the area.

Description of Proposed Development.

A complete description of the proposed development, including:

- A. A site plan;
- B. The total size and nature of the entire proposed development; and
- C. The proposed location and traffic control of all proposed access points

Land Use.

A brief description of the current (and proposed, if applicable) land uses adjacent to the site.

Study Area.

A description of the study area for the Traffic Impact Analysis as defined by:

- A. All proposed site access points;
- B. All intersections bordering or adjacent to the site frontage including the closest intersecting collector or arterial street;
- C. Any road segment or intersection where the proposed development can be expected to generate more than 25 additional vehicle trips during a single hour;
- D. Any other neighboring intersections identified by Paulding County Traffic Operations as having capacity, safety, neighborhood, and/or geometric concerns that will be adversely impacted by the proposed development;
- E. The description of the study area shall include:
 - 1. Roadway names, locations and functional classifications;
 - 2. Intersection lane configurations and traffic control;
 - 3. Existing and future right-of-way;
 - 4. Pedestrian, bicycle, and transit facilities;

5. Planned transportation system improvements;
6. Existing traffic volumes (measured within the previous six months and adjusted to reflect current conditions) and operational analysis for study intersections including:
 - (a) Average intersection delay
 - (b) Level of Service
 - (c) Volume/capacity ratios
 - (d) Queue length analysis
7. Accident data summary and analysis within the study area for the most recent available three-year period. Accident data can be obtained through the Georgia Electronic Accident Reporting System;
8. Complete trip generation estimates for all phases and land uses of the proposed development should be calculated with the following requirements:
 - (a) The most recent edition of the ITE publication *Trip Generation Manual* should be used.
 - (b) If the ITE manual does not contain adequate data or the proposed land use is unique, a trip generation study can be conducted and its results used in place of the ITE manual.
 - (c) Pass-by and/or internal trip estimates may be developed for land uses where trip types are common. The ITE methods on handling these types of trips are required to be followed.
9. Trip distribution of the trip generation information should be performed using directional trip distribution patterns based on historical data. A figure showing the trip distribution pattern will be submitted as part of the study;
10. Trips associated with other proposed, approved developments in the area shall be included in the traffic operations analysis;
11. Forecast traffic volumes and performance evaluation (including average delay, levels of service, and volume-to-capacity ratios) for the study intersections without development of the site.
12. Forecast traffic volumes and performance evaluation, including the proposed development traffic, for all study intersections in the year that full buildout is expected to occur, as well as for the five-year future;
13. Safety analysis of the proposed site accesses, including sight distance (both stopping sight distance and intersection sight triangle) and operational characteristics;
14. Analysis of right and left turn lane warrants, queue lengths, acceleration lanes, throat lengths, channelization, and other characteristics of the site-access driveways as appropriate;
15. Comparison of the location and spacing of the proposed site-access driveways with Paulding County standards and the standards of the Georgia Department of Transportation, if necessary;
16. Analysis of the parking needs of the proposed development, the adequacy of the proposed facilities to meet those needs as appropriate, and the conformance of the proposed parking facilities to applicable standards;

17. Analysis as necessary of the adequacy of the internal vehicle and pedestrian circulation systems to serve the proposed development;
18. Description and analysis of mitigation measures necessary to bring the identified intersections and locations into compliance with the applicable standards. Include analysis showing that these measures will bring these locations into compliance and include signal, turn lane, or other warrant analyses as appropriate;
19. An appendix which includes:
 - (a) Copies of raw traffic count data used in the analysis;
 - (b) Calculation sheets and/or computer software output for all levels of service, delay, and volume-to-capacity ratio calculations in the analysis;
 - (c) Warrant worksheets for signals, turn lanes, signal phasing, all-way stops, and other proposed measures as appropriate.

2026 MEETING SCHEDULE

LAST FILING DAY COMPLETE APPLICATION MUST BE IN OFFICE BY 10:00 AM	POST SIGNS SIGNS MUST BE POSTED BY 8:00 A.M.	PLANNING COMMISSION PUBLIC HEARING DATE	BOC MEETING DATE
NOVEMBER 14, 2025	DECEMBER 29, 2026	JANUARY 27, 2026	FEBRUARY 10, 2026
DECEMBER 12, 2025	JANUARY 26, 2026	FEBRUARY 24, 2026	MARCH 10, 2026
JANUARY 9, 2026	FEBRUARY 23, 2026	MARCH 24, 2026	APRIL 14, 2026
FEBRUARY 13, 2026	MARCH 30, 2026	APRIL 28, 2026	MAY 12, 2026
MARCH 13, 2026	APRIL 27, 2026	MAY 26, 2026	JUNE 9, 2026
APRIL 10, 2026	MAY 25, 2026	JUNE 23, 2026	JULY 14, 2026
MAY 8, 2026	JUNE 29, 2026	JULY 28, 2026	AUGUST 11, 2026
JUNE 12, 2026	JULY 27, 2026	AUGUST 25, 2026	SEPTEMBER 8, 2026
JULY 10, 2026	AUGUST 24, 2026	SEPTEMBER 22, 2026	OCTOBER 13, 2026
AUGUST 14, 2026	SEPTEMBER 28, 2026	OCTOBER 27, 2026	NOVEMBER 10, 2026
SEPTEMBER 11, 2026	OCTOBER 25, 2026	*NOVEMBER 17, 2026	DECEMBER 8, 2026
NOVEMBER 13, 2026	DECEMBER 27, 2026	JANUARY 26, 2027	FEBRUARY 9, 2027