

PLANNING AND ZONING

Town of Carl
1690 Carl-Bethlehem Road
Auburn, GA 30011
770-867-1308

Instructions and Guidelines for Filing a Zoning Application

This information is intended to help you file a complete application for special use permit. Before you file your special use permit application, it is recommended that you meet with Town staff to ensure you have the materials necessary to file a complete application. Incomplete applications will not proceed.

COMPLETE APPLICATION CHECKLIST

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

1. Application fee payable to the Town of Carl pursuant to the latest adopted fee schedule.
2. A complete special use permit application as provided by the Town of Carl, including but not limited to all forms signed and notarized in accordance with this application.
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 zoning decision 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 Town of Carl to assist the Mayor and Town Council 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 plus 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 special use permit is not granted.

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SPECIAL USE PERMIT APPLICATION FOR THE TOWN OF CARL

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: _____
E-Mail: _____

Phone: _____
E-Mail: _____

Existing Zoning District: _____

Current Land Use: _____

Proposed Land 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: \$ _____

Tentative City Council Date: _____

Public Notice Ad Date: _____ Public Notice Post Date: _____

SPECIAL USE PERMIT DECISION CRITERIA

Code Sec. 89-1316(e)(1) 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:

DECISION CRITERIA	APPLICANT'S RESPONSE
Is the proposed special use consistent with the stated purpose of the zoning district in which it will be located?	
Is the proposed special use compatible with the goals, objectives, purpose and intent of the comprehensive plan?	
Will the establishment of the special use impede the normal and orderly development of surrounding property for uses predominate in the area?	
Is the location and character of the proposed special use consistent with a desirable pattern of development for the locality in general?	
Is or will the type of street providing access to the use be adequate to serve the proposed special use?	
Is or will access into and out of the property be adequate to provide for traffic and pedestrian safety, the anticipated volume of traffic flow, and access by emergency vehicles?	
Are or will public facilities such as schools, water or sewer utilities, and police or fire protection be adequate to serve the special use?	
Are or will refuse, service, parking and loading areas on the property be located or screened to protect other properties in the area from such adverse effects as noise, light, glare or odor?	
Will the hours and manner of operation of the special use have no adverse effects on other properties in the area?	
Will the height, size or location of the buildings or other structures on the property be compatible with the height, size or location of buildings or other structures on neighboring properties?	

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.**

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 Barrow 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

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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 Town 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 Council 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 Council must table or delay the request. Council members 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 Town. 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 Council action has occurred, the sign will then be removed from the property by the Town.