

**INSTRUCTIONS FOR FILING
AN APPLICATION FOR SPECIAL USE
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. If multiple owners are involved in the rezoning petition, each owner must fill out an individual application, though only a single filing fee is required per property. The application and all associated documents must be submitted no later than the established filing deadline date. Associated documents should include or demonstrate:
 - a. Existing conditions
 - b. Proposed conditions or project
 - c. Confirmation of availability of all public utilities
 - d. Project meets the proposed zoning district development standards
 - e. Project meets the access requirements of the City's development regulations.
- 2. Boundary Survey/Plat:** Include a copy of the boundary survey/plat which shall include the metes and bounds description. Please indicate property lines with dimensions, location of buildings and other structures, north arrow, scale, street numbers, lot and/or parcel numbers, and locations of setback lines or other dimensional requirements.
- 3. Special-Use Justification:** Complete and provide the Special-Use Justification form (attached) or provide your own letter.
- 4. Campaign Disclosure:** The Campaign Disclosure Report For Zoning Actions (attached) must be included with the application.
- 5. Filing Fee:** A non-refundable filing fee of **\$400.00** must accompany the completed application.
- 6. Public Notification:** The applicant is responsible for the following public notification process unless the applicant has requested that Planning and Development staff manage this process per Item 8 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. The applicant shall notify each property owner adjoining the property for which the annexation is sought by mailing to each property owner a notice of public hearing by first class mail, with proof of mailing obtained from the Post Office. A copy of the notice and proof of mailing shall be provided to the Zoning Administrator. If mailing via USPS, it is recommended to use a Certificate of Mailing form or send via Certified Mail. The Certificate of Mailing form is PS3877 and can be found on the U.S. Post Office website.
- 7. Adjacent Property Owners:** Provide a list with the application of all current owners of record for properties located immediately adjacent to or directly across a public street or railroad right-of-way from the subject property. (Form attached).
- See also Item 8.
 - List not required if Planning and Development staff manages public notification.
- 8. Public Notification Fee:** The applicant may choose to have Planning and Development staff prepare and manage the public notification process outlined in **Item 6**. If this option is requested, there is an additional, non-refundable fee of \$75.00.
- Fee covers the costs of newspaper ad, printing, printing supplies, postage and proof of mailing.

-----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 Special Use
City of Cartersville

Application Number: _____

Date Received: _____

Public Hearing Dates: _____

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

Applicant _____ Office Phone _____
(printed name)

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

* Titleholder _____
(titleholder's printed name)

Phone _____

Address _____ Email _____

Signature _____

Signed, sealed, delivered in presence of:

My commission expires:

Notary Public

Present Zoning District _____ Parcel ID No. _____

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

Location of Property: _____
(street address, nearest intersections, etc.)

Reason for Special Use Request: _____

(attach additional statement as necessary)

*** Attach additional notarized signatures as needed on separate application pages.**

CAMPAIGN DISCLOSURE REPORT
FOR ZONING ACTIONS

Pursuant to O.C.G.A. 36-67A-3 any and all applicants to a zoning action must make the following disclosures:

Date of Application: _____

Date Two Years Prior to Application: _____

Date Five Years Prior to Application: _____

1. Has the applicant within the five (5) years preceding the filing of the zoning action made campaign contributions aggregating \$250.00 or more to any of the following:

	YES	NO
Mayor: Matt Santini	_____	_____
Council Members:		
Ward 1- Kari Hodge	_____	_____
Ward 2- Jayce Stepp	_____	_____
Ward 3- Cary Roth	_____	_____
Ward 4- Calvin Cooley	_____	_____
Ward 5- Gary Fox	_____	_____
Ward 6- Alyssa Cordell	_____	_____
Planning Commission:		
Lamar Pendley, Chair	_____	_____
Anissa Cooley	_____	_____
Don Jackson	_____	_____
Fritz Dent	_____	_____
Jay Milam	_____	_____
John Clayton	_____	_____
Matt Womack	_____	_____

2. If the answer to any of the above is **Yes**, please indicate below to whom, the dollar amount, date, and description of each campaign contribution, during the past five (5) years.

Signature

Date

Print Name

SPECIAL USE JUSTIFICATION

The Mayor and City Council, upon review, may authorize a Special Use which is not classified as a permitted use by right in a zoning district.

Zoning Ordinance section 16.3.A

In the interest of the public health, safety and welfare, the Mayor and Council may exercise limited discretion in evaluating the site which requires a Special use. In exercising such discretion pertaining to the subject use, the Mayor and Council may consider the following, which shall be stated in writing by the applicant and submitted to the department of planning and development to initiate an application for a Special use:

- 1. The effect of the proposed activity on traffic flow along adjoining streets;*
- 2. The availability, number and location of off-street parking;*
- 3. Protective screening;*
- 4. Hours and manner of operation of the proposed use;*
- 5. Outdoor lighting;*
- 6. Ingress and egress to the property; and*
- 7. Compatibility with surrounding land use.*

Zoning Ordinance section 16.4 states standards for specific uses – if the use you are applying for has additional standards, these must also be addressed below.

Use applied for:

Standard #1: The effect of the proposed activity on traffic flow along adjoining streets.

How Standard #1 has / will be met:

Standard #2: The availability, number, and location of off-street parking.

How Standard #2 has / will be met:

Standard #3: Protective screening.

How Standard #3 has / will be met:

Standard #4: Hours and manner of operation of the proposed use.

How Standard #4 has / will be met:

Standard #5: Outdoor lighting.

How Standard #5 has / will be met:

Standard #6: Ingress and egress to the property.

How Standard #6 has / will be met:

Standard #7: Compatibility with surrounding land use.

How Standard #7 has / will be met:

Additional standards from Zoning Ordinance section 16.4 for use applied for and how they are met:

Signed,

Applicant or Representative

Date

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 \$45.00. 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

Public Notice Information

The attached public notice form entitled "Advertisement of Public Hearing" shall be completed and published once in the Legal Notices section of the City of Cartersville Daily Tribune newspaper by the applicant no less than fifteen (15) days prior to the scheduled Planning Commission meeting and no more than forty-five (45) days prior to the second reading and public hearing by the City Council.

This public notice form shall be mailed to all adjoining property owners as well as property owners directly across a street from the property with which the hearing is concerned no less than fifteen (15) days prior to the scheduled Planning Commission meeting and no more than forty-five (45) days prior to the second reading and public hearing by the City Council.

Proof that the public notice was advertised in the newspaper and proof that notice was served upon all adjoining property owners (Certificate of Mailing) shall be provided to the Zoning Administrator prior to the date of the Planning Commission meeting.

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.

The Planning Commission will review an application by _____ requesting a Special Use for property located at _____ in Land Lot(s) _____ of the _____ District, _____ Section, in the _____ zoning district. Said property contains _____ acres.

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 at City Hall, 2nd Floor, 10 North Public Square, Cartersville, Georgia 30120 or (770) 387-5600 to receive information on the filing thereof.

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

CITY OF CARTERSVILLE

Application No: _____

LIST OF ADJACENT PROPERTY OWNERS

(Not required if Planning and Development staff manages public notification)

The following are all of the individuals, firms, or corporations owning property on the sides, rear, and in front of (across street from) the property sought to be rezoned:

	<u>NAME</u>	<u>ADDRESS</u>
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		
15.		

Attach additional names if necessary.

(Indicate property owned by the above persons on plat accompanying this application.)

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.