



## APPLICATION TO AMMEND THE OFFICIAL ZONING MAP (REZONING) AND/OR CHANGE OF CONDITIONS

### Instructions:

A properly completed application to include all required supplemental documents and payment of fees are due at the time of submittal. Original signatures are required. Incomplete applications will not be accepted nor further processed.

**Applicant Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Tax Map & Parcel #(s):** \_\_\_\_\_

**Physical Address (if applicable):** \_\_\_\_\_

### Checklist:

- 1. Fee (1-Public Notice Sign is included with the application fee. Additional signs as required by law will be at the expense of the applicant. Failure to pay additional fees for required signs will prevent further processing of the application). \_\_\_\_\_
- 2. Completed Application Form including Campaign Disclosure Form \_\_\_\_\_
- 3. Metes and bounds legal description of the property \_\_\_\_\_
- 4. Copy of recorded plat of the property \_\_\_\_\_
- 5. Letter of Intent \_\_\_\_\_
- 6. Site Plan of property (3-Full-Size Paper Copies, 1-8 ½" x 11" Copy & 1 Digital copy) \_\_\_\_\_
- 7. Traffic Study (*if applicable-3 copies required*) \_\_\_\_\_
- 8. Colored Building Elevations \_\_\_\_\_
- 9. Other Information as may be required by the Zoning Administrator \_\_\_\_\_
  - Traffic Impact Study \_\_\_\_\_
  - Metropolitan River Protection \_\_\_\_\_
  - Environmental Impact Report \_\_\_\_\_
  - Noise Study \_\_\_\_\_
  - Environmental Site Analysis \_\_\_\_\_



## **APPLICATION MATERIALS- DESCRIPTIONS:**

**APPLICATION FORM:** Original and notarized signatures of the property owner(s) and applicant(s) or notarized statement by the applicant as to ownership are required.

**DISCLOSURE FORM:** If the owner, applicant and/or applicant's representative has made a campaign contribution to the Mayor or any member of the City Council for \$250.00 or more within the past 2 years. If no contributions have been made, *No* should be circled and form signed.

**METES AND BOUNDS LEGAL DESCRIPTION:** The legal description must be a *metes and bounds* description of the property that establishes a point of beginning and gives directions (bounds) and distances (metes) of property lines. If the property consists of more than one parcel, all parcels must be combined into one legal description.

**RECORDED PLAT:** A copy of the most recent plat on record with the Jackson County Superior Court Clerk for the property, to include the date/time stamp of recording and book and page number where the plat can be located.

**LETTER OF INTENT:** The Letter of Intent should describe the proposed use of the property, include an analysis of how the proposed action compares to decision criteria specified for rezoning decisions (UDC Sec. 13-210), and a description of any special conditions voluntarily made a part of the request.

**SITE PLAN:** Site plans should be no larger than 30" x 42" (one should be 8 1/2" x 11") and drawn to scale, plus one digital copy.

**All items must be included on the Site Plan; separate Site Plans may be necessary to address all items**

1. Name, address, telephone number and e-mail address of the property owner, and of the applicant if different from the property owner;
2. If drawn on a boundary survey, the date of survey and source of data;
3. Date of sketch plan drawing, and revision dates, if applicable;
4. North arrow and graphic engineering scale;
5. Location (land district, address, and tax map and parcel number) and size of the property in acres (or in square feet if less than an acre);
6. Vicinity map, showing the property in relation to the surrounding area with regard to well-known landmarks such as arterial streets or railroads. Vicinity maps may be drawn in freehand and at a scale sufficient to show clearly the information required. U.S. Geological Survey maps at a scale of 1-inch equals 2,000 feet may be used for vicinity maps;
7. Zoning district classification of the subject property and all adjacent properties;
8. Man-made features within and adjacent to the property, including existing streets and names, city and city limit lines, and other significant information such as location of bridges, major utility lines, existing buildings and structures to remain, and other features as appropriate to the nature of the request;
9. The proposed project layout, including the approximate location of all buildings, and the location of all minimum building setback lines, outdoor storage areas, buffers, parking areas, driveways, and approximate location of proposed storm water detention facilities;
10. Proposed use or uses of the property;
11. A statement from the utility provider(s) as to the source of water supply and the provision for sanitary sewage disposal;
12. Statistics regarding the proposed development and shown spatially on plan if applicable:
  - Minimum lot size
  - Minimum lot width
  - Building Coverage
  - Maximum building height
  - Structure(s) Heated floor area / total under roof area
  - Principle Building Setbacks
  - Percentage of Landscaped Open Space
  - Zoning Buffers
  - Stream Buffers



**THRESHOLDS FOR ADDITIONAL STUDIES, REPORTS AND FORMS:**

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**TRAFFIC IMPACT STUDY:** A traffic impact study prepared by a professional engineer registered in Georgia shall be required to be submitted for applications for proposed developments that generate 1,000 or more average daily vehicle trips based upon the latest edition of Trip Generation published by the Institute of Transportation Engineers. If a traffic study calls for certain improvements the owner/developer shall provide all recommended improvements unless the project is located on a state route in which case the Georgia Department of Transportation must approve the project's transportation improvements. A traffic study, a hydrology study, and/or other studies of the impact of the proposed zoning district or development implied in the rezoning application may be recommended by the Zoning Administrator or required by the Planning Commission or the Commerce City Council as they may deem necessary for adequate consideration and a fully informed decision on an application for rezoning

A Traffic Impact Study may also be required at the discretion of the Zoning Administrator where site conditions indicate:

- Existing traffic problems or congestion,
- Negative impacts on adjacent developments,
- The development proposes a deviation from City of Commerce standards, or
- Other local issues that may be present.

**OCONEE RIVER PROTECTION:** If the property is within 2,000 linear feet of the natural riverbank of the Oconee River, it is part of the Oconee River Corridor and subject to a River Protection Act Review. Applicants must complete the appropriate documentation and submit it with all rezoning/use permit applications. For more information or questions, please contact the Planning & Development Department at 706-335-3359.



**PROPERTY INFORMATION:** \_\_\_\_\_

CURRENT ZONING DISTRICT(S): \_\_\_\_\_ REQUESTED ZONING DISTRICT: \_\_\_\_\_

WARD #: \_\_\_\_\_ # OF LAND LOT(S): \_\_\_\_\_ TOTAL ACREAGE: \_\_\_\_\_

ADDRESS OF PROPERTY: \_\_\_\_\_

TAX MAP & PARCEL #(S): \_\_\_\_\_

PROPOSED DEVELOPMENT: \_\_\_\_\_

**RESIDENTIAL DEVELOPMENT**

No. of Lots/Dwelling Units: \_\_\_\_\_

Dwelling Unit Size (Sq. Ft.): \_\_\_\_\_

Density: \_\_\_\_\_

**NON-RESIDENTIAL DEVELOPMENT**

No. of Buildings/Lots: \_\_\_\_\_

Total Building Sq. Ft. \_\_\_\_\_

Density: \_\_\_\_\_

**CONDITIONAL USE REQUESTED:**  YES\*  NO

\*If Yes, a separate Conditional Use Permit Application and Fee will be required.

- USE REQUESTED: \_\_\_\_\_

**CONCURRENT VARIANCES REQUESTED:**  YES\*  NO

\*If Yes, a separate Variance Application and Fee will be required.

- VARIANCE(S) REQUESTED: \_\_\_\_\_



**OWNER/APPLICANT/AGENT INFORMATION:**

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**APPLICANT / ATTORNEY / AGENT INFORMATION:**

Check One:  Applicant     Attorney     Agent

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State \_\_\_\_\_ Zip \_\_\_\_\_

Phone Number(s): \_\_\_\_\_

Email Address \_\_\_\_\_

**PROPERTY OWNER INFORMATION:**

\*If more than one property owner, add additional pages as needed for each property owner.\*

Property Owner Name: \_\_\_\_\_

Mailing Address (if different from above): \_\_\_\_\_

City, State \_\_\_\_\_ Zip \_\_\_\_\_

Phone Number(s): \_\_\_\_\_

Email Address \_\_\_\_\_

Property Owner Name: \_\_\_\_\_

Mailing Address (if different from above): \_\_\_\_\_

City, State \_\_\_\_\_ Zip \_\_\_\_\_

Phone Number(s): \_\_\_\_\_

Email Address \_\_\_\_\_



**APPLICANT'S CERTIFICATION:**

THE UNDERSIGNED BELOW STATES UNDER OATH THAT THEY ARE AUTHORIZED TO MAKE THIS APPLICATION. THE UNDERSIGNED IS AWARE THAT NO APPLICATION OR REAPPLICATION AFFECTING THE SAME LAND SHALL BE ACTED UPON WITHIN 12 MONTHS FROM THE DATE OF LAST ACTION BY THE CITY COUNCIL.

\_\_\_\_\_  
Signature of Applicant / Attorney / Agent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Type or Print Name

Notary Seal

\_\_\_\_\_  
Signature of Notary Public

\_\_\_\_\_  
Date



**PROPERTY OWNER'S CERTIFICATION:**

\*Signature page required for each/every owner.\*

I do solemnly swear and attest, subject to criminal penalties for false swearing, that I am the legal owner, as reflected in the records of Jackson County, Georgia, of the property identified below, which is the subject of the attached application before the City of Commerce, Georgia. As the legal owner of record of the subject property, I hereby authorize the individual named below to act as the applicant in the pursuit of the Application for Rezoning, Use Permit, & Concurrent Variance in request of the items indicated below.

I, \_\_\_\_\_, authorize, \_\_\_\_\_,  
(Property Owner) (Applicant)

to file for \_\_\_\_\_, at \_\_\_\_\_,  
(RZ, CUP, VAR) (Address)

on this day \_\_\_\_\_ of \_\_\_\_\_, 20\_\_\_\_\_

- I understand that no application or reapplication affecting the same land shall be acted upon within 12 months from the date of last action by the City Council.
- I understand that failure to supply all required information (per the relevant Applicant Checklists and requirements of the City of Commerce Zoning Ordinance) will result in REJECTION OF THE APPLICATION.
- I understand that preliminary approval of my design plan does not authorize final approval of my zoning. I agree to arrange sign permitting separately, after approval is obtained.
- I understand that representation associated with this application on behalf of the property owner, project coordinator, potential property owner, agent or such other representative shall be binding.

\_\_\_\_\_  
Signature of Property Owner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Type or Print Name

\_\_\_\_\_  
Notary Seal

\_\_\_\_\_  
Signature of Notary Public

\_\_\_\_\_  
Date



**ZONING IMPACT ANALYSIS FORM:** \_\_\_\_\_

**Analyze the impact of the proposed rezoning and provide a written point-by-point response to the following questions:  
Use additional pages if necessary. (Criteria as stated in Sec. 13-210 of UDC)**

1. How does the zoning proposal follow the existing land pattern?  
\_\_\_\_\_  
\_\_\_\_\_
2. Does the proposal create an isolated district unrelated to adjacent and nearby districts?  
\_\_\_\_\_  
\_\_\_\_\_
3. How will the zoning affect the current load on public facilities including, but not limited to, schools, utilities (water, sewer, electricity, gas), streets, and the cost to the city and other governmental entities in providing, improving, increasing or maintaining public utilities, schools, streets and other public safety measures?  
\_\_\_\_\_  
\_\_\_\_\_
4. What effect or impact will the proposed zoning change have on the environment such as drainage, soil erosion and sedimentation, flooding, air quality, and water quality?  
\_\_\_\_\_  
\_\_\_\_\_
5. Will the proposed zoning map amendment be a deterrent to the value or improvement or development of adjacent property in accordance with existing regulations?  
\_\_\_\_\_  
\_\_\_\_\_
6. Please explain any substantial reasons why the property cannot be used in accordance with existing Regulations.  
\_\_\_\_\_  
\_\_\_\_\_
7. How will the aesthetic affect existing and future use of the property as it relates to the surrounding area ?  
\_\_\_\_\_  
\_\_\_\_\_





8. How does the zoning proposal follow the City's Comprehensive Plan for Future Land Use?

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9. What effect will the proposed zoning map amendment have on the character of a zoning district, the particular piece of property, surrounding neighborhood/area, and/or the community?

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10. How does the proposed zoning map amendment related to the purpose of the overall zoning scheme? How will the proposed change help or be a detriment to carrying out the purposes of the City's zoning regulations?

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11. How does the proposed zoning map amendment affect the preservation and integrity of residential neighborhoods?

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12. Does the property proposed in this application front a major thoroughfare and also adjoin an established neighborhood? If yes, how do you propose to preserve the integrity of the residential area?

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**ENVIRONMENTAL SITE ANALYSIS (ESA) FORM :**

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**Analyze the impact of the proposed rezoning and provide a written point-by-point response to Points 1 through 3:**

1. **CONFORMANCE WITH THE COMPREHENSIVE PLAN.** Describe the proposed project and the existing environmental conditions on the site. Describe adjacent properties.
  
2. **ENVIRONMENTAL IMPACTS OF THE PROPOSED PROJECT.** For each environmental site feature listed below, indicate the presence or absence of that feature on the property. Describe how the proposed project may encroach or adversely affect an environmental site feature. Information on environmental site features may be obtained from the indicated source(s).
  - a. Wetlands
    - U. S. Fish and Wildlife Service, National Wetlands Inventory (<http://wetlands.fws.gov/downloads.htm>)
    - Georgia Geologic Survey (404-656-3214)
    - Field observation and subsequent wetlands delineation/survey if applicable
  
  - b. Floodplain
    - Federal Emergency Management Agency (<http://www.fema.org>)
    - Field observation and verification
    - Photos
  
  - c. Streams/stream buffers
    - Field observation and verification
  
  - d. Slopes exceeding 25 percent over a 10-foot rise in elevation
    - United States Geologic Survey Topographic Quadrangle Map
    - Field observation and verification
  
  - e. Vegetation
    - United States Department of Agriculture, Nature Resource Conservation Service
    - Field observation
  
  - f. Wildlife Species (including fish)
    - United States Fish and Wildlife Service
    - Georgia Department of Natural Services, Wildlife Resources Division, Natural Heritage Program
    - Field observation
  
  - g. Archeological/Historical Sites
    - Historic Resources Survey
    - Georgia Department of Natural Resources, Historic Preservation Division
    - Field observation and verification
    - Photos



**ENVIRONMENTAL SITE ANALYSIS (ESA) FORM (CONTINUED):**

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3. **PROJECT IMPLEMENTATION MEASURES.** Describe how the project implements each of the measures listed below as applicable. Indicate specific implementation measures required to protect environmental site feature(s) that may be impacted.
- a. Protection of environmentally sensitive areas, i.e., floodplain, slopes exceeding 25 percent, river corridors.
  - b. Protection of water quality
  - c. Minimization of negative impact on existing infrastructure
  - d. Minimization on archeological/historically significant areas
  - e. Minimization of negative impacts on environmentally stressed communities where environmentally stressed communities are defined as communities exposed to a minimum of two environmentally adverse conditions resulting from public and private municipal (e.g., solid waste and wastewater treatment facilities, utilities, airports, and railroads) and industrial (e.g., landfills, quarries and manufacturing facilities) uses.
  - f. Creation and preservation of green space and open space
  - g. Protection of citizens from the negative impacts of noise and lighting
  - h. Protection of parks and recreational green space
  - i. Minimization of impacts to wildlife habitats



**CAMPAIGN CONTRIBUTIONS:**

WITHIN THE (2) YEARS IMMEDIATELY PRECEDING THE FILING OF THIS ZONING PETITION HAVE YOU, AS THE APPLICANT OR OPPONENT FOR THE REZONING PETITION, OR AN ATTORNEY OR AGENT OF THE APPLICANT OR OPPONENT FOR THE REZONING PETITION, MADE ANY CAMPAIGN CONTRIBUTIONS AGGREGATING \$250.00 OR MORE OR MADE GIFTS HAVING AN AGGREGATE VALUE OF \$250.00 TO THE MAYOR OR ANY MEMBER OF THE CITY COUNCIL.

**CIRCLE ONE:    YES            NO**

Name of Government Official	Total Dollar Amount	Date of Contribution	Enumeration and Description of Gift Valued at \$250.00 or more
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The undersigned acknowledges that this disclosure is made in accordance with the Official Code of Georgia, Section 36-67A-1 et. seq. Conflict of interest in zoning actions, and that the information set forth herein is true to the undersigned's best knowledge, information and belief.

Name (print) \_\_\_\_\_

Signature: \_\_\_\_\_

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