

City of Cornelia
181 Larkin Street
Cornelia, Ga. 30531
706-778-8585

APPLICATION TYPE

Annexation: _____ Variance: _____ Conditional Use: _____ Rezoning: _____ Subdivision: _____

{Check appropriate application(s)}

PLEASE BE ADVISED THIS FORM IS PUBLIC INFORMATION

Applicant/Primary Contact _____

Address _____ City _____ State _____ Zip _____

Telephone # () _____ Cell Phone # () _____

Fax # () _____ E-Mail _____

Property Owner(s): _____

Address _____ City _____ State _____ Zip _____

Telephone # () _____ Cell Phone () _____

Fax # () _____ E-Mail _____

Agent: _____

Address _____ City _____ State _____ Zip _____

Telephone # () _____ Cell Phone # () _____

Fax # () _____ E-Mail _____

Location of Property: _____

Street Address: _____

Acreage of Site; _____ Tax Map & Parcel #: _____ Existing Zoning: _____

Action Requested: _____

Cite Pertinent Section (s): _____

Existing Use: _____

Proposed Use: _____

(A metes and bounds legal description may be required. Also attach a boundary survey of the property if available.)



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PROPERTY OWNER'S CERTIFICATION

I hereby certify that I am the owner of the property described in the attached legal description, that all information contained in this application is true and correct to the best of my knowledge, and that the applicant and/or agent in the pursuit of the proposed application of this property.

Signature of Property Owner/Executor/Officer _____ / _____ / _____
Date of Signature

Estate/Company/Corporation _____
Authorized Agent (Please Print)

Signature of Authorized Agent _____ / _____ / _____
Date of Signature

Estate/Company/Corporation _____
Authorized Agent (Please Print)

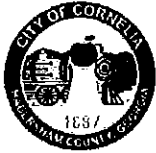
Signature of Authorized Agent _____ / _____ / _____
Date of Signature

ACKNOWLEDGEMENT:

It is the responsibility of the Applicant/Developer to insure that all information presented on a final plat is correct and complete; and that the proposed development adheres to the City of Cornelia Developments Regulations. This is not an exhaustive checklist. It is at the discretion of the City of Cornelia Staff if a final plat is complete.

Applicants Signature _____
Date of Signature

Developers Signature _____
Date of Signature



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CAMPAIGN CONTRIBUTION DISCLOSURE FORM
Required for all Zoning Procedures

Disclosure of Campaign Contributions:

When any application is made for Public Hearing regarding a Zoning Procedure within two (2) years immediately preceding the filing of the applicant's application for public hearing, campaign contributions aggregating \$250.00 or more to a local government official who will consider the application, it shall be the duty of applicant to file a disclosure report with the governing body 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 campaign contribution made by the applicant to the local government official during the two (2) years immediately preceding the filing of the application for public hearing and the date of each contribution; and
- (3) The disclosure shall be marked by the applicant, property owner, or person representing the property owner and shall be filed within ten (10) days after the application for Public Hearing is first filed with the Planning Staff within said 10 days, the application shall be removed from the scheduled agenda.

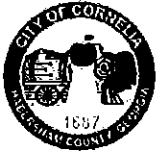
I hereby certify that I have _____; I have not _____; (please one) made any contribution(s) aggregating \$250.00 or more to any local government official involved in the review or consideration of this application.

If you have made such contributions, you must provide the data required below within 10 days of filing this application.

	\$	/	/	
Name of Official (s)	Office	Amount	Date of Contribution	

Applicant's Name (Please Print)

	/	/	
Signature of Applicant	Date of Signature		



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REQUIRED DOCUMENTATION FOR FINAL PLAT APPLICATION

1. Three (3) copies of the Final Plat

Note: Additional Plat shall be provided to Environmental Health. Be Aware of their Deadline.

2. Proof of Ownership of Parcel, (if ownership has changed from Preliminary.
3. Letter of Intent
4. Current Tax Receipt
5. Environmental Health Letter
6. EPD letter reflecting their approval
7. Provide covenants
8. Certificate of Dedication. A certificate of Dedication by the owner submitted with the final plat and in such form as approved by the City of Cornelia which sets forth the description of the aerears and improvements dedicated by the owner to the public and the extent of title which is being dedicated. When appropriate, this is to be accompanied by a letter to the City Commission requesting acceptance of streets as public streets.

ACCEPTANCE OF PUBLIC DEDICATION

BE IT Resolved by the City Commission of the City of Cornelia, that the dedication shown on the attached plat of (name of subdivision) are hereby accepted.

Adopted by _____, this _____ day of _____, 20____

ATTEST:
City Clerk



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SUBDIVISION FINAL PLAT APPLICATION

PLEASE BE ADVISED THIS FORM IS PUBLIC INFORMATION

Name of Subdivision: _____ Date Submitted: ____/____/____
 Location of Subdivision: _____ Map # _____ Parcel # _____
 Preliminary Subdivision Plat Approval Date: ____/____/____ Map District: _____
 List any conditions of Preliminary Plat Approval: 1. _____
 2. _____
 3. _____ 4. _____

Have all conditions at Preliminary been met? Yes ___ No ___ (please check one)

Applicant / Primary Contact: _____

Address: _____ City: _____ State: _____ Zip: _____

Telephone # () _____ Cell Telephone # () _____

Fax # () _____ E-Mail: _____

Property Owner: _____

Address: _____ City: _____ State: _____ Zip: _____

Telephone # () _____ Cell Telephone # () _____

Fax # () _____ E-Mail _____

Developer/Engineer: _____

Address: _____ City: _____ State: _____ Zip: _____

Telephone # () _____ Cell Telephone # () _____

Fax # () _____ E-Mail _____

Surveyor: _____ Firm: _____

Address: _____ City: _____ State: _____ Zip: _____

Telephone # () _____ Cell Telephone # () _____

Fax # () _____ E-Mail _____

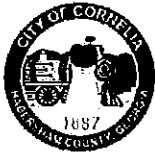
Final Fees (\$25.00 Base Plus \$5.00 per Lot) Amount: \$ _____ Cash ___ Check # _____

Streets, Courts, Avenues, or Boulevards shown on the plat. Length of same. 1. _____

2. _____ 3. _____

4. _____

Total Acreage _____ Total Length of Roads _____ Number of Lots _____



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Permit Check List				
	Items	Required for Review	Need from Customer	Turned In Office/Rec'd
1.	All applications must be completed to best of applicant's ability before submitted.			
2.	Copy of the recorded plat for the property where building/structure is being built.			
3.	Building/structure, including existing & proposed structures, driveway, power line, creek in blue must be drawn or located on the plat. Commercial buildings require additional documents. See the attached sheet titled "Documents Needed When Applying for a Commercial Permit"			
4.	A set of detailed plans are required for any new residential building/structure. Plans must include house, garage, carport, basement, etc. within plans, showing location & size of windows and doors.			
5.	New structures with plumbing: a septic tank permit is required. If adding to an existing structure: On property less than two acres in size, a letter from Environmental Services will be required approving the location of the addition in relations to the septic tank. On property more than two acres in size, the septic tank location is to be drawn on plat with applicant's initials that they have located it accurately as possible.			
6.	The applications must be signed in blue ink. Contractors must have a current state license and be registered with this office. Manufactured/Mobile Home Installer's must have a current state license. Homeowners may act as contractor own their residences or buildings accessory to the residence. If any person is hired or contracted with to do work requiring a state license, then the license should be registered with this office. No work requiring a license can be done by an unlicensed person under a permit where the Homeowner is acting as the contractor.			
7.	911 numbers are issued by and signed off by the 911 Coordinator.			
*8	Land Disturbance permit applied for if required.			
9.	GDOT permits or approvals are required for driveways accessing state roadways.			



Building / Planning Department

Building, Planning, Zoning

Phone: 706/894 -- 3075

SATISFACTION QUESTIONNAIRE

Building Department

Our goal is to meet or exceed your experience as a valued customer. Please tell us how we are doing at accomplishing that goal by taking a moment to complete this survey.

(Please know that your responses will be kept confidential unless you desire a follow-up conversation concerning your experience. If you desire a follow-up conversation, please be sure to leave your name and contact information at the bottom of this form.)

Please circle one of the below evaluations for each question:

① = Strongly agree

② = Agree

③ = Somewhat Agree

④ = Disagree

⑤ = Strongly Disagree

⑥ = Not Applicable

	Best →						← Poor
	①	②	③	④	⑤	⑥	
The Staff was Courteous.	①	②	③	④	⑤	⑥	
The Staff was Knowledgeable.	①	②	③	④	⑤	⑥	
The Plan Review Process was Quick & Efficient.	①	②	③	④	⑤	⑥	
The Permitting Process was Quick & Efficient.	①	②	③	④	⑤	⑥	
Any Printed Material that I received was Beneficial.	①	②	③	④	⑤	⑥	
The Building Inspector Met or Exceeded my Expectations.	①	②	③	④	⑤	⑥	
My Overall Experience, Met or Exceeded my Expectations.	①	②	③	④	⑤	⑥	

If you circled ④, ⑤ or ⑥, please tell us about your experience and what you think we should do to increase this rating for the future. *Please use the back of this form if you need additional space.*

PLEASE REMEMBER, should you desire a follow-up conversation to discuss your experience, please be sure to leave your name and contact information below.
