



**APPLICATION FOR ZONING ACTIONS**

UPB Meeting Date: \_\_\_\_\_

Commission Meeting Date: \_\_\_\_\_

**Applicant Information**

Name	
Address	
City/State/Zip	
Phone/Cell	
Email	

**Property Owner Information**

Name	
Address	
City/State/Zip	
Phone/Cell	
Email	

**Applicant Status**

<input type="checkbox"/>	Current Property Owner
<input type="checkbox"/>	Option to Purchase
<input type="checkbox"/>	Area Resident
<input type="checkbox"/>	Representative
<input type="checkbox"/>	Government

**Zoning Request**

Existing Zoning			
Rezone To / Establish As			
<input type="checkbox"/>	Annexation	<input type="checkbox"/>	De-annexation
<input type="checkbox"/>	Rezoning	<input type="checkbox"/>	Site Plan Approval
<input type="checkbox"/>	Conditional Use	<input type="checkbox"/>	Subdivision

**Parcel Information**

Tax Parcel Number(s)		Ward No.	
Location (Address)		Acres	
Existing Structure(s)			
Description of Proposed Use			

**Connect to City Sewer (For Annexations Only)**

Does the applicant wish to connect to city sewer?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
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**Fee Information**

Annexation or De-annexation, Rezoning, or Site Plan Approval	\$500.00
Conditional Use Permit	\$500.00
Subdivision Request	\$500.00
<b>Amount Due</b> (Include all fees required)	<b>\$</b>

**Supporting Documents Required in PDF Format**

<input type="checkbox"/>	<b>Concept Plan</b> - Prepared by a Professional Engineer, Registered Land Surveyor, Architect, or Landscape Architect
<input type="checkbox"/>	<b>Plat</b>
<input type="checkbox"/>	<b>Legal Description of Property</b> - Word DOC or DOCX format
<input type="checkbox"/>	<b>Narrative Report</b>
<input type="checkbox"/>	<b>Architectural Rendering</b>
<input type="checkbox"/>	<b>Traffic Impact Study</b> – If applicable
<input type="checkbox"/>	<b>DRI Review</b> - Large scale projects only
<input type="checkbox"/>	<b>Other</b> - Explain

**Method of Payment**

<input type="checkbox"/>	Paid by Check	Check No.	
<input type="checkbox"/>	Paid Cash	Receipt No.	

**Applicant's Certification:** *I hereby certify the above information, and all attached information, is true and correct; and that I have read, understand, and have received a copy of the **Public Notice Requirements**.*

Signature of Applicant \_\_\_\_\_

Date \_\_\_\_\_

Application Taken By \_\_\_\_\_

Date \_\_\_\_\_

**Application WITHDRAWAL Notification:** *I hereby withdraw the above application.*

Signature of Applicant \_\_\_\_\_

Date \_\_\_\_\_

# Zoning Action Request

## PROPERTY OWNER AUTHORIZATION

*As the owner of the subject property, I hereby authorize the person named below to act on my behalf as Applicant in the pursuit of zoning action for this property.*

Applicant's Name, if not Owner	
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## OWNER INFORMATION CERTIFICATION

*I swear that I am the owner of the property which is the subject matter of this application, as shown in the records of Habersham County, Georgia:*

Name of Owner	
Owner's Address	
City / State / Zip Code	
Owner's Phone Number	
Owner's Cell Phone Number	

## NOTARY PUBLIC CERTIFICATION

Personally appeared before me the following:

\_\_\_\_\_

**Signature of Property Owner**

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

In the event there is more than one property owner, a separate **Property Owner Authorization** page must be completed by each property owner.

# Zoning Action Request

## CAMPAIGN CONTRIBUTIONS DISCLOSURE FORM

NOTE: This form is required for all annexation and/or zoning actions

- (a) When any applicant for rezoning action has made, within two years immediately preceding the filing of that applicant's application for the rezoning 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 days after the application for the rezoning action is first filed.
- (c) When any opponent of a rezoning action has made, within two years immediately preceding the filing of the rezoning action being opposed, campaign contributions aggregating \$250.00 or more to a local government official of the local government which will consider the application, it shall be the duty of the opponent to file a disclosure 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 opponent 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.
- (d) The disclosure required by subsection (c) of this Code section shall be filed at least five calendar days prior to the first hearing by the local government or any of its agencies on the rezoning application.

## APPLICANT'S CERTIFICATION

I hereby certify that I have read the above campaign disclosure information and declare that (select have or have not)

I **have** within the two years immediately preceding this date made any campaign contribution(s) aggregating \$250.00 or more to any local government official involved in the review or consideration of this application.

I **have not** within the two years immediately preceding this date made any campaign contribution(s) aggregating \$250.00 or more to any local government official involved in the review or consideration of this application.

\*NOTE: If you are an applicant and you have made any such contribution(s), you must provide the information required in subsection (a) above within ten (10) days after the rezoning action is first filed. If you are an opponent and you have made a contribution, you must provide the information required in subsection (c) above at least five (5) calendar days prior to the public hearing by the City Council or any of its agencies on the rezoning application.

(1) \_\_\_\_\_  
(Name and official position of the City Commission Member of the City of Cornelia, Georgia to whom campaign contribution was made)

**Zoning Action Request**

(2) Amount: \$ \_\_\_\_\_

Date of Contribution: \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_

Date: \_\_\_\_\_

# Zoning Action Request

## PUBLIC NOTICE REQUIREMENTS

**City of C o r n e l i a zoning regulations require public notice to be given on all zoning applications as follows:**

1. A **legal advertisement** shall be published no less than fifteen (15) days and no more than forty-five (45) days prior to the public hearing. (This requirement is covered by the Zoning Administrator.)
2. A **public notice sign** shall be placed in a conspicuous location on the property which is subject to the zoning application. The original public notice sign will be posted by the Zoning Administrator.
3. It is City policy to **notify, by letter**, the surrounding property owners within three hundred feet (300') of the applicant's property that an application has been filed and when it will be considered. (This requirement is

**As the applicant**, you are responsible for ensuring the public notice sign remains on the site during the entire zoning process. The Planning Department staff will prepare and place a sign (or signs) for you. If any problem arises with regard to the sign, notify the City of Cornelia Zoning Administrator immediately by calling 706-778-8585 so the sign can be replaced. Failure to report problems with the sign during the entire period of the hearings will also result in a delay.

The purpose of the public notice sign is to inform the surrounding property owners that an application has been filed. Placement of the sign in a manner that is not clearly visible violates the requirements. Failure to place the sign in a conspicuous location will result in your request being tabled until the sign is posted as required. Failure to ensure the sign remains posted on the site during the entire zoning process means there will be a delay in the hearing date set for your request. Legally, the city cannot consider a request until proper notice has been given. If it is determined at any time during the zoning process that the sign is not properly placed on the site, the Cornelia Unified Planning Board has no choice but to table the request, even if there is no opposition to the application. Many of the board members, as well as the planning staff, visit the sites and will be looking for the sign. Additionally, local citizens, particularly those who receive notice letters, often report when a sign is not visible. The city will not consider your request until it is satisfied that proper public notice has been given.

Multiple sign posting on a site may be required if it is so determined by Planning Department staff to be necessary. Signs should be placed as near to the road as possible, so they are clearly visible. The sign(s) cannot be obstructed by vegetation, etc.; may not be placed at an inappropriate distance from the road; or placed on something in such a manner so as to blend into the scenery.

When the zoning process is complete and final action has been taken by the Cornelia City Commission, it is the responsibility of the applicant to remove the sign (or signs).

**Applicant's Certification:** *I hereby certify the above information, and all attached information, is true and correct; and that I have read, understand, and have received a copy of the **Public Notice Requirements**.*

**Signature of Applicant:** \_\_\_\_\_

**Date:** \_\_\_\_\_