



CHANGE OF ZONING CLASSIFICATION OR USE

Applicant Name: Applicant Email:

Applicant Address: Applicant Phone No:

Has the applicant made any contributions over \$250 to any local government official of Oglethorpe County? Yes No

If Applicant & Owner are the same, check here Note: If applicant is not the owner, as listed on the property deed, a notarized letter from the owner(s) authorizing the applicant to act on their behalf must be included.

Owner Name: Owner Email:

Owner Address: Owner Phone No:

Change of Zoning Classification or Use

Applicant is requesting a: Rezone Conditional Use Variance

Address(es) of Subject Property:

Tax Parcel ID Number(s): Commissioner District:

Current Zoning: Proposed Zoning: Current Use: Proposed Use:

Total Acreage of Project:

Water Supply: Well Public Water Sewage Disposal: Septic Public Sewer

(Please note that septic systems require separate approval from Oglethorpe County Health Department)

Briefly describe the request:

\_\_\_\_\_ A

Submit completed application form and checklist, 5 paper copies of required plans and application fee to the Board of Commissioner's office to the attention of Planning Staff no later than the deadline listed at oglethorpeplanning.com.

Public Notice

The applicant is responsible for posting a sign in a conspicuous location on the subject property where it is visible from the public right-of-way no less than 15 days prior to the public hearing. Signs are provided by Planning Department. The sign must remain posted until after the BOC takes action and returned promptly to the Planning Department thereafter.

Planning Staff will notify adjacent property owners via post and provide notice of the request to the Oglethorpe Echo .

Initial Review

The Zoning Board reviews applications on the Monday two weeks in advance of the next scheduled Board of Commissioner's meeting at 6:00 pm at the Board of Commissioners' meeting room, 105 Union Point Street, Lexington Georgia 30648.

Public Hearing

The Oglethorpe County Board of Commissioners holds a public hearing on the first Monday of each month at 6:00 pm at the Board of Commissioners' meeting room, 105 Union Point Street, Lexington Georgia 30648. The Oglethorpe BOC may make a final decision at the public hearing or may defer a decision.

By signing, I hereby certify that I have read and examined this application and know the same to be true and correct.

Applicant Signature Date

For Staff Use Only

Application received on \_\_\_/\_\_\_/\_\_\_ by (staff initials) \_\_\_ Comprehensive Site Development Plan required? Yes No

Date of Zoning Board Meeting \_\_\_/\_\_\_/\_\_\_ Recommendation: \_\_\_\_\_

Date of BOC Meeting \_\_\_/\_\_\_/\_\_\_ Approved Denied Fees Paid? Yes Date Paid: \_\_\_\_\_

Mailing Address: P.O. Box 261, Lexington Georgia 30678

## Oglethorpe County - Rezoning, Conditional Use and Variance Checklist

All applications for change in zoning classification or use, including rezoning, conditional use, and variances, submitted shall include, at minimum, the following:

- A typed metes and bounds legal description of the subject property.**
- Five (5) copies of a written description** of the proposal designed to inform the County in detail, about all aspects of the proposed use and its anticipated impact on the community. The description should include a general description of the project, including details for provision of water supply and sewage management, (signed certification of approval by the Oglethorpe County Health Department shall be required, or, if use of municipal water supply and/or municipal sewage system are proposed, a signed and dated authorization for such use from the appropriate municipal governing body shall be required), details of any existing or proposed development controls, deed restrictions, or covenants applicable to the property and any other relevant concerns identified by the County or applicant. For any application for change in zoning classification or use, the applicant shall also include an analysis of the impact of the proposed change in zoning classification or use, addressing the criteria set forth in Section 1403, Evaluation Criteria, herein.
- Five (5) physical copies and one (1) digital copy of a site plan** or plat of the subject property, drawn to scale and prepared by an architect, engineer, land surveyor, or landscape architect, whose state registration is current and valid and whose seal shall be affixed thereto, and containing the following information, as applicable:
  - Project Name
  - Name, address, telephone number, and signature of owner(s) of record as well as that of any authorized agent(s)
  - Date, scale, and north arrow
  - Vicinity map
  - Current zoning classification and use of property and proposed zoning classification and use of property
  - Owners of record, zoning district classifications and uses of adjacent propertyProperty Lines and Dimensions of the tract, with bearings and distances
  - Total project acreage
  - Required setbacks, appropriately dimensioned
  - Location of existing or proposed streets on and adjacent to the site, including street names and width of rights-of-way, pavement (or if unpaved, notation of such), and points of access
  - Location and dimensions of any existing or proposed easements, including access, utility, drainage, etc., on or adjacent to the site;
  - Location, identification, and dimensions (including height and gross square footage), of any existing or proposed buildings, structures, and uses,
  - Location, dimensions, and type surfacing of existing or proposed off-street parking/loading areas and interior drives;
  - Location, and dimensions of any required landscaping, buffers and/or screening
  - Location of any lakes, ponds, significant wetlands, rivers, creeks, and other watercourses including location of one hundred (100) year flood plain, on or adjacent to the site.
  - Location of any significant rock outcrops, cemeteries, or significant identified historic sites/structures on or adjacent to the site
  - Provision for water supply and sewage disposal. A signed Certification of Approval by the Oglethorpe County Health Department shall be required. If use of municipal water supply and/or municipal sewage system are proposed, a signed and dated authorization for such use from the appropriate municipal governing body shall be required;
  - Location, height, fixture type, and wattage of any proposed exterior site lighting
  - Trash/garbage receptacle locations
  - A topographical map with contour lines at intervals of not more than five (5') feet may be required.

Note: If any of the above listed requirements are not applicable to the request, please note by marking "N/A" next to the checklist item.