

# PLANNING AND ZONING

Town of Carl  
1690 Carl-Bethlehem Road  
Auburn, GA 30011  
770-867-1308

## Instructions and Guidelines for Filing a Zoning Application

This information is intended to help you file a complete application for rezoning. Before you file your rezoning application, it is recommended that you meet with the Zoning Administrator if possible, to ensure you have the materials necessary to file a complete application. If an incomplete application is submitted, it will not be processed and will be returned to you.

### COMPLETE APPLICATION CHECKLIST

Your application will not be determined complete unless it contains **all** of the following:

1. Application fee payable to the Town of Carl pursuant to the latest adopted fee schedule.
2. A complete rezoning application as provided by the Town of Carl, including but not limited to all forms signed and notarized in accordance with this application.
3. Legal description of the property (metes and bounds)
4. Property survey prepared by a licensed surveyor, showing the existing and proposed structures and uses, access drives, easements, utilities, buffers, and existing zoning.
5. Complete zoning decision criteria form.
6. Letter of intent explaining in detail the requested change, the proposed use and any special or unusual parts of the request.
7. Any other supporting documentation reasonable required by the Town of Carl to assist the Mayor and Town Council in rendering a decision, including a site plan drawn to scale showing the proposed use, including at a minimum information on proposed improvements, including parking and traffic circulation, areas of required landscaping, stormwater, detention structures, amenities, buildings and buffers.
8. For any application for commercial or industrial use, the site plan shall also identify the square footage of structures, the square footage of landscaped area, the maximum height of any structure, the square footage of parking and drive areas, and the proposed number of parking spaces, landscaping and buffers, and stormwater retention structures.
9. For any application for single family residential uses, the site plan shall also identify the number of residential dwelling units, the height of any structure, the square footage of the landscaped area, the square footage of structures, and the proposed number of parking spaces.
10. For any application of multi-family residential uses, the site plan shall identify the details in item #9 plus shall also identify the location of amenities and buffer areas.
11. A list of adjoining property owners and shown on the tax rolls, and current zoning of the adjoining properties, and description of all existing uses of adjoining properties.
12. A statement explaining why the subject property is **not** suitable for development under existing zoning, as well as an explanation of the hardship which will result if the amendment is not granted.

# PLANNING AND ZONING

## ZONING APPLICATION FOR THE TOWN OF CARL

Note: The applicant must complete this and all attached forms. Failure to complete them will result in the refusal of the application. Planning and Zoning has up to five (5) working days to review all applications submitted for sufficiency. If the application is found insufficient, an agenda date will not be set until the required information is submitted.

Applicant

Property Owner

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 E-Mail: \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 E-Mail: \_\_\_\_\_

Existing Zoning District: \_\_\_\_\_

Proposed Zoning District: \_\_\_\_\_

Existing Use of Property: \_\_\_\_\_

Proposed Use: \_\_\_\_\_

Tax Map/Parcel Number \_\_\_\_\_ Acreage: \_\_\_\_\_

Location of Property (for legal ad): \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

.....  
 I hereby certify that the above information and all attached information are true and correct.

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

.....  
 Application Withdraw:

I hereby withdraw the application. Signature: \_\_\_\_\_ Date: \_\_\_\_\_

.....  
 Staff Use Only

Application Date: \_\_\_\_\_ Fee: \$ \_\_\_\_\_

Tentative City Council Date: \_\_\_\_\_

Public Notice Ad Date: \_\_\_\_\_ Public Notice Post Date: \_\_\_\_\_

**ZONING DECISION CRITERIA**

Code Sec. 89-1315(e)(1) specifies that the following criteria may be applicable to the decision to approve or deny an application for map amendment. Please complete information on this page or within the letter of intent as to which of these criteria you believe apply to your case, and provide information and facts that you believe are relevant and support your case:

<b>REZONING DECISION CRITERIA</b>	<b>APPLICANT'S RESPONSE</b>
Is the proposed use consistent with the stated purpose of the zoning district that is being requested?	
Is the proposed use suitable in view of the zoning and development of adjacent and nearby property?	
Will the proposed use not adversely affect the existing use or usability of adjacent or nearby property?	
Is the proposed use compatible with the goals, objectives, purpose and intent of the comprehensive plan?	
Are there substantial reasons why the property cannot or should not be used as currently zoned?	
Will the proposed use not cause an excessive or burdensome use of public facilities or services, including but not limited to streets, schools, water or sewer utilities, and police or fire protection?	
Is the proposed use supported by new or changing conditions not anticipated by the comprehensive plan or reflected in the existing zoning on the property or surrounding properties?	
Does the proposed use reflect a reasonable balance between the promotion of the public health, safety, morality, or general welfare and the right to unrestricted use of property?	

**CAMPAIGN CONTRIBUTIONS DISCLOSURE FORM  
REQUIRED FOR ALL ZONING ACTIONS**

*Applicant, or person representing property owner*

**OCGA § 36-67A-3[c] Disclosure of campaign contributions:**

- (a) When any applicant for zoning action has made, within two years immediately preceding the filing of the applicant's application for the zoning 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 (10) days after the application for the zoning action is first filed. (Code 1981, Section OCGA § 36-67A-3[C], enacted by GA L. 1986, page 1269, Section 1, GA L. 1991, page 1365, Section 1).



I hereby certify that I have read the above and that:

**I have\*\*** \_\_\_\_\_ **I have not** \_\_\_\_\_

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

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

**\*\*If you have made such contributions, you must provide the data required in subsection (a) above within ten (10) days of filing this application.**

Zoning Application # \_\_\_\_\_

## AUTHORIZATION OF PROPERTY OWNER

I swear that I am the owner of the property which is the subject matter of the attached application, as shown in the records of Barrow County, Georgia.

**Name of Owner(s)** \_\_\_\_\_

**Address** \_\_\_\_\_

**Telephone Number** \_\_\_\_\_

**Signature of Owner(s)** \_\_\_\_\_

I authorize the person named below to act as applicant in the pursuit of a rezoning, conditional use, or variance of this property.

**Name of Applicant(s)** \_\_\_\_\_

**Address** \_\_\_\_\_

**Telephone Number** \_\_\_\_\_

Personally appeared before me

\_\_\_\_\_  
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

Rezoning Application # \_\_\_\_\_

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### **PUBLIC NOTICE REQUIREMENTS**

The zoning regulations require that public notice must be given prior to all zoning hearings as follows:

- 1) A legal advertisement shall be published not less than 15 days and not more than 45 days prior to the public hearing.
- 2) A public notice sign shall be placed in a conspicuous location on the property not less than 15 days and not more than 45 days prior to the public hearing.

The Town is required to post the sign and ensure that it remains in place during the entire zoning proceeding. The sign must be placed on the property within the specified time and in a conspicuous location.

The purpose of the sign is to inform the public that an application has been filed. Legally, the Council cannot consider a request until all public notice requirements have been met. If it is determined at any time during the zoning proceeding that the sign has not been properly posted on the site, the Council must table or delay the request. Council members and planning staff often visit the site and will look for the sign. Additionally, local citizens often report when a sign has not been posted.

Multiple sign posting on a site may be required as determined by the Town. The sign will be conspicuous and in a location where it is clearly visible. The sign will not be obstructed in any manner, placed too far from the road, or placed in such manner that would cause it to blend into the landscape.

The sign will remain posted during the entire proceeding. Should you find the sign missing or vandalized in any manner, contact the city so the sign can be replaced. When the proceeding is complete and final Council action has occurred, the sign will then be removed from the property by the Town.