

### CHANGE OF ZONING CLASSIFICATION OR USE

**Applicant Name:** \_\_\_\_\_ **Applicant Email:** \_\_\_\_\_

**Applicant Address:** \_\_\_\_\_ **Applicant Phone 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 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(s) of Subject Property: \_\_\_\_\_

Tax Parcel ID Number(s): \_\_\_\_\_

Current Zoning: \_\_\_\_\_ Proposed Zoning: \_\_\_\_\_ Current Use: \_\_\_\_\_ Proposed Use: \_\_\_\_\_

Total Acreage of Project: \_\_\_\_\_

Briefly describe the request: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Submit completed application and 6 copies of the required forms 1 week prior to the city council meeting on the second Tuesday of the month.**

#### 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 the City of Maxeys. The sign must remain posted until after the City Council meeting.

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

#### Initial Review

The City Council will review the application at the first meeting following receipt of the application.

#### Public Hearing

The City Council will hold a public hearing at the second meeting following receipt of the application. The City Council may render a final decision following the public hearing or may defer the decision to the next meeting.

**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 \_\_\_\_/\_\_\_\_/\_\_\_\_      Comprehensive site plan required Yes  No

Date of Initial Hearing \_\_\_\_/\_\_\_\_/\_\_\_\_      Recommendation: \_\_\_\_\_

Date of Final Hearing \_\_\_\_/\_\_\_\_/\_\_\_\_      Approved  Denied

## City of Maxeys – Rezoning, Conditional Use or 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 City 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) detail of any existing or proposed development controls, deed restrictions or covenants applicable to the property or any other relevant concerns identified by the City 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) copies 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 property, property lines and dimension of the tract with bearing and distances
    - Total project acreage
    - Required setbacks, appropriately dimensioned
    - 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 water courses including location 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
    - Location, height, fixture type and wattage of any proposed exterior site lighting
    - Trash/garbage receptacle locations
    - Topographical map with contour lines at intervals of not more and five (5') 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.