



Application for **Rezoning**
P.O. Box 386 Toccoa, Georgia 30577
Phone: (706)886-9491/Fax: (706)886-2185

Please type or print legibly. Attach additional sheets, if necessary, to fully answer any of the following sections. Incomplete applications will not be accepted for processing by the Stephens County Planning Commission (SCPC) until deficiencies are corrected. Additional instructions, information and important dates are located on pages 6.

I. GENERAL INFORMATION

Petitioner Information (*Note: If the property owner(s) will have an agent serve on his or her behalf, the owner(s) must complete the attached Letter of Authorization.*)

Name: _____

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

Telephone No.: (____) _____ Fax No.: (____) _____

E-mail Address: _____

Property Owner Information, if different from Petitioner

Name: _____

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

Telephone No.: (____) _____ Fax No.: (____) _____

E-mail Address: _____

Agent Information, if different from Petitioner or Owner (*Note: A signed, notarized statement of authorization from the property owner is required and must be attached if this section applies. If the agent changes after submitting the application and the agent is not the property owner, a new authorization form will be required.*)

Name: _____

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

Telephone No.: (____) _____ Fax No.: (____) _____

E-mail Address: _____

II. ACTION REQUESTED

(A) Application History

Have any previous applications been made to rezone or request a special use for the subject property?

Yes ____ No ____ If yes, please provide the file number(s):

(Note: In accordance with Section 1602, an application for rezoning cannot be accepted if a rezoning petition for the same property was denied by the Stephens County Board of Commissioners less than six (6) months before the date of filing this application. Likewise, if a previous rezoning petition was not acted upon by the Stephens County Board of Commissioners but was denied by SCPC less than six (6) months before the date of filing this application, the application cannot be processed.)

(B) Rezoning (Zoning Map Amendment)

1. Existing zoning district(s) for the subject property:

2. Proposed zoning district(s) for the subject property:

(Note: Only one district should be proposed unless there is an extenuating circumstance. If more than one district is desired, please provide supporting rationale. A zoning district must be identified or the application will not be processed.)

3. Street address(es) of the subject property: _____

4. Property Identification Number(s) of the subject property. *(Note: Attach a boundary survey, recorded or proposed plat, tax map or scaled plot plan to identify the property boundary lines.)*

5. Total acreage of the subject property: _____

6. Existing land use(s) for the subject property (e.g., undeveloped, restaurant, auto repair shop, multi-family residence):

7. List all proposed land use(s) and land use number(s) in accordance with the Zoning Ordinance. *(Note: Refer to Zoning Ordinance Section 300 or the list of allowed uses within the desired zoning district. If your desired use is not listed in either source, contact the County Planning Director for a use determination. If the proposed use is a combination of uses such as warehouse with a retail showroom and outdoor storage, please describe the proposed operation. The Planning Director is located in the Historic Courthouse at 37 West Tugalo Street or can be contacted at 706-886-9491.)*

III. Items Required to be Submitted with an Application for Rezoning (Map Amendment).

All applications must include the following:

A. Application. A completed original application form and one copy.

B. Submittal Fee. No submittal fee required.

C. Notarized Authorization Form. If the property owner will not represent the petition, a signed, notarized statement from the property owner authorizing the petitioner / agent to act on his behalf is required.

D. Disclosure Form. Disclosure of Campaign Contribution Form (to be filed within 10 days of filing this application).

E. A scaled or dimensioned boundary survey, tax map, plot plan or sketch showing the subject property.

Petitioner states that she/he has read, understands and has completed this application. Approval of an application for rezoning by the Stephens County Board of Commissioners does not constitute a waiver from any applicable local, state or federal regulations.

Signature of **Printed Name** **Date**
Petitioner or Petitioner’s Agent

	CONTACT INFORMATION	
County Clerk	P. O. Box 386 Toccoa, GA 30577	706-886-9491
Planning Director	P.O. Box 386 Toccoa, GA 30577	706-886-9491
Stephens County Planning Commission	P. O. Box 386 Toccoa, GA 30577	706-886-9491

DISCLOSURE OF CAMPAIGN CONTRIBUTIONS
Stephens County

The Conflict of Interest in Zoning Actions Act (O.C.G.A. § 36-67A) requires that a petitioner for a **map amendment / rezoning action** must disclose campaign contributions in the amount of \$250 or more that have been made to local government officials who will consider the application. This requirement also applies to agents, including attorneys, who may represent the petitioner.

In compliance with the Act, this form must be completed and filed with the local governing authority within ten (10) days after the application for the rezoning request is filed. Failure to comply with the provisions of this ct is a misdemeanor.

1. Within two years preceding the filing this application, have you and your agent (if applicable) made a campaign contribution in the amount of \$250 or more to any of the local government officials listed below?
Yes _____ No _____ If you answered “Yes”, please complete Question 2.

STEPHENS COUNTY BOARD OF COMMISSIONERS	
Debbie Whitlock	Dean Scarborough
Michelle Ivester	James Addison
Dennis Bell	

STEPHENS COUNTY PLANNING COMMISSION	
Bo Dotson	Scott Stroud
Barbara Payne	Peter Traudt
Mark Wilkinson	

2. If you checked “Yes” to Question 1, complete the section below.

CONTRIBUTION			
Name of Official to Whom Contribution was Made	Official Position at Time of Contribution	Date of Contribution	Description & Dollar Amount of Contribution

Signature of Petitioner or Petitioner’s Agent

Date

Printed Name

Letter of Authorization

As fee simple owner of the subject property that is identified as Property Identification Numbers _____, I (we) authorize _____
(Agent Name) of _____ (Firm or Agency, if applicable) to serve as agent on my
(our) behalf for the purpose of making and executing this application for the proposed request. I (we)
understand that any representations(s) made on my (our) behalf, by my (our) authorized representative, shall be
legally binding upon the subject property.

Owner Name (Signature)

Owner Name (Print)

Date

Signature of Notary

Notary Seal

INSTRUCTIONS / INFORMATION FOR THE PETITIONER
(Retain This Page for Your Records)

1. The petitioner and/or agent is encouraged to speak with SCPC staff prior to submitting an application for rezoning (map amendment) or special use.
2. If the project is a Development of Regional Impact (DRI), the project must first be found “in the best interest of the State” before a rezoning application can be reviewed by the Planning Commission. SCPC staff will notify the petitioner or agent when a request qualifies as a DRI.
3. Submit the completed original application and one copy to the County Clerk. Faxed applications will not be accepted.
4. The petitioner or agent may include exhibits (e.g., letters or photos) to support the request. If a signed petition is to be submitted, please provide the original at the Planning Commission meeting and make a copy to be retained for your records.
5. Once the application is deemed complete, SCPC staff will schedule the petition for review by the Planning Commission and prepare a recommendation. You will receive a letter acknowledging receipt of the petition and notifying you of the Planning Commission meeting date and time. The staff recommendation will be sent to you. A schedule of SCPC and Stephens County Board of Commissioner meetings is available online at www.stephenscountyga.com.
6. The petitioner must erect a sign(s) announcing the petition on each street frontage of the subject property at least 15 DAYS PRIOR TO THE SCPC MEETING. The sign(s) must be posted no more than five (5) feet from the property line. If the property does not abut a public right-of-way, at least one (1) sign shall be placed on the property at the access point and additional sign(s) shall be placed on the nearest public right-of-way. If the sign is not erected in a timely manner, the petition will be rescheduled to the next scheduled SCPC meeting. The sign shall remain in place until a Planning Commission recommendation is made. Changes to signs shall be made by the applicant to reflect the correct dates and any other changing information involving a petition that has been postponed or continued at least ten (10) days prior to the revised public meeting or hearing date.

The sign must be obtained from the Stephens County Planning and Zoning Department, 37 West Tugalo Street. The petitioner will be contacted when the sign is ready to be picked up.
7. The Planning Commission will make a recommendation to the Stephens County Board of Commissioners regarding the petition. The Planning Commission may approve, deny or recommend an alternative to the request. The petitioner will be notified of the date and time of the Stephens County Board of Commissioner hearing. **The sign(s) for the Stephens County Board of Commissioner meeting must be obtained from Stephens County Planning and Zoning Department. The petitioner must erect the sign(s) AT LEAST 15 DAYS PRIOR TO A COMMISSION MEETING. Posting requirements are the same as the requirements for the SCPC meeting. The sign(s) shall remain in place until a Commissioner decision has been made.** The petitioner shall remove the sign(s) within 10 days of the decision.
8. The Stephens County Board of Commissioners must have at least two meetings for the petition for approval; a zoning hearing and then the first and second readings of the amendment or special use. If a motion is made at the hearing to approve the request, the following meeting(s) will be to hear the first and second readings of the amendment. Notification of the decision of the Stephens County Board of Commissioners will be sent to the petitioner or agent.
9. The petitioner or petitioner’s agent should be in attendance at all Planning Commission and Stephens County Board of Commissioner meetings. If no one is present to represent the petition, it may be denied.