

City of Eatonton

Planning & Development
117 Putnam Drive, Suite B
Eatonton, GA 31024

PHONE: 706-485-2776
FAX: 706-485-0552

APPLICATION FOR REZONING

THE UNDERSIGNED HEREBY REQUESTS THE CONSIDERATION OF CHANGE IN ZONING DISTRICT CLASSIFICATION AS SPECIFIED.

APPLICANT: _____

ADDRESS: _____

PHONE: _____

PROPERTY OWNER IF DIFFERENT FROM ABOVE: _____

ADDRESS: _____

PHONE: _____

PROPERTY:

LOCATION: _____
MAP _____ PARCEL _____ NUMBER OF ACRES: _____

PRESENT ZONING DISTRICT: _____ PROPOSED ZONING DISTRICT: _____
PRESENT USE: _____ PROPOSED USE: _____

SUPPORTING INFORMATION ATTACHED TO APPLICATION:

PLAT _____ LETTER OF AGENCY _____ IMPACT STUDY _____
LETTER OF INTENT _____ CAMPAIGN CONTRIBUTION LETTER _____
LAYOUT OF SEPTIC SYSTEM FROM HEALTH DEPARTMENT _____

*SIGNATURE OF APPLICANT: _____ DATE: _____

*APPLICANT HEREBY AFFIRMS THAT APPLICANT IS THE PROPERTY OWNER OR HAS THE LEGAL AUTHORITY TO SIGN THIS FORM ON OWNER'S BEHALF, AND APPLICANT AGREES TO INDEMNIFY AND HOLD PUTNAM COUNTY/CITY OF EATONTON HARMLESS IN THE EVENT IT IS DETERMINED APPLICANT DOES NOT HAVE SUCH LEGAL AUTHORITY.

OFFICE USE: DATE FILED: _____	FEE: _____	CK. NO. _____	CASH _____
CREDIT CARD _____	DATE OF NEWSPAPER AD: _____	DATE SIGN POSTED: _____	
PLANNING & ZONING HEARING: _____	RESULT: _____		
COMMISSIONERS'/CITY COUNCIL HEARING: _____	RESULT: _____		

City of Eatonton

REZONING APPLICATIONS

Zoning hearings: City – Second Monday of the month.

The deadline for applications for the following month is the Friday (12 Noon) of the week of the monthly meeting.

We **MUST** receive by the deadline the following:

___ application

___ plat with buffers, if required

___ covenants

___ letter of agency

___ impact study

___ fee

___ letter of intent (detailing the manner in which the property will be used)

NO EXCEPTIONS

Incomplete applications **WILL NOT** be processed!

Thank you for your cooperation.

The hearing will be held at 6:00 PM at the Hut, 400 W. Marion Street.

The applicant or agent **MUST** be present at the hearing.

Rezoning applications must be heard by the City Council for final decision.

For rezoning applications, a sign will be placed at the location of the subject property and must remain until after the Planning & Zoning Commission hearing and after the hearing by the City Council.

LETTER OF AGENCY - _____

WE, THE UNDERSIGNED OWNERS OF REAL PROPERTY LOCATED IN THE CITY OF EATONTON/PUTNAM COUNTY, GEORGIA, HEREBY APPOINT _____ TO BE MY AGENT FOR THE PURPOSE OF APPLYING FOR _____ OF PROPERTY DESCRIBED AS MAP _____ PARCEL _____, CONSISTING OF _____ ACRES, WHICH HAS THE FOLLOWING ADDRESS: _____ EATONTON, GEORGIA 31024. ATTACHED HERETO IS A COPY OF A DEED AND OR PLAT OF SURVEY DESCRIBING THE PROPERTY OWNED BY THE PROPERTY OWNER(S) TO WHICH THIS LETTER OF AGENCY APPLIES.

THE ABOVE NAMED AGENT HEREBY IS AUTHORIZED TO COMPLETE AND SIGN THE CITY OF EATONTON/PUTNAM COUNTY APPLICATION FOR _____ ON OUR BEHALF. WE UNDERSTAND THAT THIS LETTER OF AGENCY WILL BE ATTACHED TO AND MADE PART OF SAID FORM AND WILL BE RELIED UPON BY THE CITY OF EATONTON/PUTNAM COUNTY. FOR AND IN CONSIDERATION OF THE CITY OF EATONTON/PUTNAM COUNTY ACCEPTING THIS LETTER OF AGENCY, WE HEREBY INDEMNIFY AND HOLD HARMLESS THE CITY OF EATONTON/PUTNAM COUNTY AND ITS AGENTS AND/OR EMPLOYEES IN THE EVENT THAT THE ABOVE NAMED AGENT SHOULD MISUSE THIS LETTER OF AGENCY AND WE SUFFER DAMAGES AS A RESULT.

THIS _____ DAY OF _____, 2016.

PROPERTY OWNER(S): _____

NAME (PRINTED)

SIGNATURE

ADDRESS: _____

PHONE: _____

ALL SIGNATURES WERE HEREBY SWORN TO AND SUBSCRIBED BEFORE ME THIS _____ DAY OF _____, 2016.

NOTARY

MY COMMISSION EXPIRES: _____

Information for Impact Studies

Each zoning map amendment application, whether submitted by local government, or by a party other than local government, shall include with it to be complete a written, documented analysis of the impact of the proposed rezoning with respect to each of the following matters conducted and STAMPED by a licensed architect, landscape architect, surveyor, engineer, or any professional person in a related field for all rezoning except AG and R Districts that do not fall under subdivision regulation in which studies may be done by the applicant:

1. Whether the zoning proposal will permit a use that is suitable in view of the use and development of adjacent and nearby properties.
2. Whether the zoning proposal would adversely affect the existing use or usability of adjacent or nearby property.
3. Whether the property to be affected by the zoning proposal has a reasonable economic use as currently zoned.
4. Whether the zoning proposal will result in a use which will or could cause and excessive or burdensome use of existing streets, transportation facilities, utilities or schools.
5. Whether the zoning proposal is in conformity with the policy and intent of the comprehensive land use plan.
6. Whether there are other existing or changing conditions affecting the use and development of the property which give supporting grounds for either approval or disapproval of the zoning proposal.

DISCLOSURE OF APPLICANT'S CAMPAIGN CONTRIBUTION

The *City of Eatonton Code of Ordinances*, states as follows:

"When any applicant or his attorney for a 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:

a. The name and official position of the local government official to whom the campaign contribution was made; and

b. 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. The disclosures required by this section shall be filed within ten days after an application for the rezoning action is first filed."

1. Name: _____

2. Address: _____

3. Have you given contributions that aggregated \$250.00 or more within two years immediately preceding the filing of the attached application to a candidate that will hear the proposed application? _____ Yes _____ No If yes, who did you make the contributions to? : _____

Signature of Applicant: _____
Date: ____/____/____

CITY OF EATONTON

Standards for Rezoning and Text Amendment Approval

The following standards govern the exercise of zoning power and apply to the Putnam County Planning and Zoning Commission and City Council. These standards are adopted in accordance with O.C.G.A. section 36-66 and are to be used in balancing the interest of the public health, safety, morality or general welfare against the unrestricted use of property.

1. Whether the zoning action will permit a use that is suitable in view of the use and development of adjacent or nearby property;
2. Whether the zoning action will adversely affect the existing use of adjacent or nearby property;
3. Whether the property affected by the zoning decision has a reasonable economic use as currently zoned;
4. Whether the zoning action will result in a use which could cause an excessive or burdensome use of existing streets, transportation facilities, utilities or schools;
5. Whether the zoning action conforms with the policy and intent of an adopted land use plan; and
6. Whether other conditions exist that affect the use and development of the property in question and support either approval or denial of the zoning action.

Procedures for Applying for Rezoning or Text Amendment

1. Submit application with the documents listed above. The application submittal deadline shall be the Friday after the last scheduled meeting, unless said day is a holiday, as may be established by the City Council, then the deadline shall be the day before. Planning and Zoning Commission meetings are held on the second Monday of every month unless otherwise posted.
2. Upon the filing of an application for a change in zoning, a sign shall be erected on the property which the change has been applied for. This sign shall be erected by the Putnam County office of Planning and Development no less than 15 days prior and no more than 45 days prior to the date of the Planning and Zoning Commission meeting where the application will be heard. The sign shall remain up on the property until the application has been heard by the Planning and Zoning Commission and the appropriate City Council. The sign will be removed by Putnam County Planning and Development.
3. A legal advertisement will be run in the *Eatonton Messenger* no less than 15 days prior and no more than 45 days prior to the Planning and Zoning Commission meeting where the application will be heard.
4. A letter will be sent to the Applicant prior to the Planning and Zoning Commission meeting as a reminder of the date and time their petition will be heard.
5. The Applicant or their representative should be present at the meeting when their petition is heard. The Applicant or their representative may invite individuals to the meeting to

6. speak on behalf of their petition. The Planning and Zoning Commission meeting will be conducted pursuant and in accordance with O.C.G.A. Chapter 36-66.

6. The decision of the Planning and Zoning Commission will be heard by the City Council on the third Monday of that month and a final decision on the application will be made.

Submission of inaccurate or incomplete information may be cause for denial of the request, or if said discrepancies are realized after the approval for the petition or issuance of the relevant local permits, cause for the revocation of the approval and any related permits by the Board of Commissioners.