



# PUTNAM COUNTY PLANNING & DEVELOPMENT

117 Putnam Drive, Suite B ♦ Eatonton, GA 31024

Tel: 706-485-2776 ♦ 706-485-0552 fax ♦ [www.putnamcountyga.us](http://www.putnamcountyga.us)

REZONING/CONDITIONAL USE PROCESS

Persons interested in submitting applications for rezoning or conditional use, should read carefully the following information regarding the procedure and information required for requesting zoning amendments.

**Incomplete applications will not be processed.**

This process is taken from the Putnam County Code of Ordinances, Chapter 66 – Zoning.

Sec. 66-161(b):

- (1) Whenever an application is initiated by a person or persons other than the Board of Commissioners, the following requirements shall be met. Prior to processing any such application, the applicant shall be required to file the necessary documentation and follow the procedures as set forth in this Section.
- (2) An application shall be made in writing to the Planning and Development Department on forms provided by the department. Each application shall include the signatures of the applicant and property owner. It shall affirm the owner is in fact the current owner of record. The letter of agency form shall be notarized.
- (3) No application will be considered to have been made until such form(s) as described in Sec. 66-161(c) herein have been completed and submitted to the Planning and Development Department with the application fees as established by the Board of Commissioners and supporting materials as required under this Article.
- (4) Any communication relative to an application for a zoning change will be regarded as informational only until a proper and complete application is accepted by the Director of the Planning and Development Department or designee. The Planning and Development Department shall review the application for completeness within 5 workdays following the submission deadline. Incomplete or improper applications will be returned to the applicant with a written list of deficiencies and signed by the Director. The application submittal deadline shall be the last Thursday of every month, unless said day is a holiday, as may be established by the Board of Commissioners, then the deadline shall be the day before.

APPLICATION FORMS are available at the Planning and Development Department or on-line at [www.putnamcountyga.us](http://www.putnamcountyga.us) under zoning forms.

APPLICATION FEES for zoning are based on the total acreage being rezoned. These fees are listed in the Schedule of Fees, which is available at the Planning and Development Department.

APPLICATION FEES for conditional use are a set fee of \$200. This fee is listed in the Schedule of Fees, which is available at the Planning and Development Department.

INCOMPLETE APPLICATIONS will NOT be accepted for filing.

DEADLINE FOR SUBMISSION. Applications for rezoning must be filed with the Planning and Development Department by the last Thursday of the month. An approved application will be heard by the Board of Commissioners on the third Tuesday of the second month following the application deadline in the Putnam County Administration Building, 117 Putnam Drive, Room 203 at 6:30 P.M. (Example: Application due last Thursday of May; Scheduled for the second BOC meeting in July.)



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## 2024 P&Z PUBLIC HEARING SCHEDULE

DATE	DAY	TIME	APPLICATION SUBMITTAL DEADLINE
January 4, 2024	Thursday	6:30 pm	November 2, 2023
February 1, 2024	Thursday	6:30 pm	December 7, 2023
March 7, 2024	Thursday	6:30 pm	January 3, 2024
April 4, 2024	Thursday	6:30 pm	February 1, 2024
May 2, 2024	Thursday	6:30 pm	March 7, 2024
June 6, 2024	Thursday	6:30 pm	April 4, 2024
July 4, 2024	Thursday	6:30 pm	May 2, 2024
August 1, 2024	Thursday	6:30 pm	June 6, 2024
September 5, 2024	Thursday	6:30 pm	July 3, 2024
October 3, 2024	Thursday	6:30 pm	August 1, 2024
November 7, 2024	Thursday	6:30 pm	September 5, 2024
December 5, 2024	Thursday	6:30 pm	October 3, 2024

Zoning Fees	
	Fee
Five Acres or Less	\$300
Over 5 Acres to 25 Acres	\$330
Over 25 Acres to 100 Acres	\$600
Over 100 Acres	\$650



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REZONING

APPLICATION NO. \_\_\_\_\_

DATE: \_\_\_\_\_

MAP \_\_\_\_\_ PARCEL \_\_\_\_\_ ZONING DISTRICT \_\_\_\_\_

1. Owner Name: \_\_\_\_\_

2. Applicant Name (If different from above): \_\_\_\_\_

3. Mailing Address: \_\_\_\_\_

4. Email Address: \_\_\_\_\_

5. Phone: (home) \_\_\_\_\_ (office) \_\_\_\_\_ (cell) \_\_\_\_\_

6. The location of the subject property, including street number, if any: \_\_\_\_\_  
\_\_\_\_\_

7. The area of land proposed to be rezoned (stated in square feet if less than one acre):  
\_\_\_\_\_

8. The proposed zoning district desired: \_\_\_\_\_

9. The purpose of this rezoning is (Attach Letter of Intent)  
\_\_\_\_\_  
\_\_\_\_\_

10. Present use of property: \_\_\_\_\_ Desired use of property: \_\_\_\_\_

11. Existing zoning district classification of the property and adjacent properties:  
Existing: \_\_\_\_\_  
North: \_\_\_\_\_ South: \_\_\_\_\_ East: \_\_\_\_\_ West: \_\_\_\_\_

12. Copy of warranty deed for proof of ownership and if not owned by applicant, please attach a signed and notarized letter of agency from each property owner for all property sought to be rezoned.

13. Legal description and recorded plat of the property to be rezoned.

14. The Comprehensive Plan Future Land Use Map category in which the property is located. (If more than one category applies, the areas in each category are to be illustrated on the concept plan. See concept plan insert.): \_\_\_\_\_

15. A detailed description of existing land uses: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

16. Source of domestic water supply: well \_\_\_\_\_, community water \_\_\_\_\_, or private provider \_\_\_\_\_.  
If source is not an existing system, please provide a letter from provider.



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- 17. Provision for sanitary sewage disposal: septic system \_\_\_\_, or sewer \_\_\_\_. If sewer, please provide name of company providing same, or, if new development, provide a letter from sewer provider.
- 18. Complete attachment of Disclosure of Campaign Contributions Form by the applicant and/or the applicant's attorney as required by the Georgia Conflict of Interest in Zoning Act (O.C.G.A. 36-67A).
- 19. The application designation, date of application and action taken on all prior applications filed for rezoning for all or part of the subject property. (Please attach on separate sheet.)
- 20. Proof that property taxes for the parcel(s) in question have been paid.
- 21. Concept plan.
  - If the application is for less than 25 single-family residential lots, a concept plan need not be submitted. (See attachment.)
  - A concept plan may be required for commercial development at director's discretion
- 22. Impact analysis.
  - If the application is for less than 25 single-family residential lots, an impact analysis need not be submitted. (See attachment.)
  - An Impact analysis (including a traffic study) is required when rezoning from residential zoned or used property to commercial or industrial districts.

THE ABOVE STATEMENTS AND ACCOMPANYING MATERIALS ARE COMPLETE AND ACCURATE. APPLICANT HEREBY GRANTS PERMISSION FOR PLANNING AND DEVELOPMENT PERSONNEL OR ANY LEGAL REPRESENTATIVE OF PUTNAM COUNTY TO ENTER UPON AND INSPECT THE PROPERTY FOR ALL PURPOSES ALLOWED AND REQUIRED BY THE PUTNAM COUNTY CODE OF ORDINANCES.

\_\_\_\_\_  
Signature (Property Owner) (Date)

\_\_\_\_\_  
Signature (Applicant) (Date)

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
Notary Public

Office Use	
Paid: \$ _____ (cash) _____ (check) _____ (credit card) _____	
Receipt No. _____	Date Paid: _____
Date Application Received: _____	
Reviewed for completeness by: _____	
Date of BOC hearing: _____	Date submitted to newspaper: _____
Date sign posted on property: _____	Picture attached: yes _____ no _____



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The *Putnam County Code of Ordinances*, Section 66-167(c) 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: \_\_\_\_/\_\_\_\_/\_\_\_\_



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## CONCEPT PLAN

**Concept plan.** If the application is for less than 25 single-family residential lots, a concept plan need not be submitted. All commercial, industrial, and residential developments greater than 25 lots must submit a concept plan with their application.

1. A concept plan may be prepared by a professional engineer, a registered land surveyor, a landscape architect, a land planner or any other person professionally involved in and familiar with land development activities.
2. The concept plan shall be drawn on a boundary survey of the property. The boundary survey shall have been prepared by a currently registered Georgia Registered Land Surveyor and meet the requirements of the State of Georgia for such a map or plat under O.C.G.A. 15-6-67(b).
3. The concept plan shall show the following:
  - a. Proposed use of the property.
  - b. The proposed project layout including:
    - (1) For residential subdivisions, commercial, or industrial applications, approximate lot lines and street right-of-way lines, along with the front building setback line on each lot.
    - (2) For multi-family and nonresidential development projects, the approximate outline and location of all buildings, and the location of all minimum building setback lines, outdoor storage areas, dumpsters, zoning buffers, parking areas, loading stations, storm water detention facilities, and driveways, entrances and exits.
  - c. Name, address, and telephone number of the applicant, if different than the owner.
  - d. The approximate location of proposed storm water detention facilities and the location shown.
  - e. Such additional information as may be useful to permit an understanding of the proposed use and development of the property particularly with respect to the compatibility of the proposed use with adjacent properties.



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## IMPACT ANALYSIS

**Impact analysis.** An impact analysis is required for all applications unless the application will result in fewer than 25 single-family residential lots. The impact analysis shall be prepared by a professional engineer, a registered land surveyor, a landscape architect, a land planner or any other person professionally involved in and familiar with land development activities.

1. The application must be accompanied by a written, documented analysis of the proposed zoning change with regard to each of the standards governing consideration, (which are enumerated under Putnam County Code of Ordinances, Chapter 66-Zoning, Sec. 66-165(d)) and are as follows:

- a. Is the proposed use consistent with the stated purpose of the zoning district that is being requested?
- b. Is the proposed use suitable in view of the zoning and development of adjacent and nearby property?
- c. Will the proposed use adversely affect the existing use, value or usability of adjacent or nearby property?
- d. Is the proposed use compatible with the purpose and intent of the Comprehensive Plan?
- e. Are there substantial reasons why the property cannot or should not be used as currently zoned?
- f. Will the proposed use cause an excessive or burdensome use of public facilities or services or exceed the present or funded capabilities, included but not limited to streets, water or sewer utilities, and police or fire protection?
- g. 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?
- h. Does the proposed use reflect a reasonable balance between the promotion of the public health, safety, and a reasonable private use of the subject property?

2. A traffic impact analysis is to include the existing average daily traffic on road/streets leading to the nearest intersection and the projected average daily traffic. Additional requirements for the analysis may be provided by the Planning and Development Department and included with the application.

3. The estimated number of dwelling units and total floor area of non-residential uses (if applicable) of the proposed development.

4. Effect on the environment surrounding the area to be rezoned including the effect on all natural and historic resources. (State source of the information)

5. Impact on fire protection with respect to the need for additional firefighting equipment or personnel. (State source of the information)

6. What are the physical characteristics of the site with respect to topography and drainage courses?

7. Adjacent and nearby zoning and land use.