

Monroe County Planning and Zoning



OFFICE USE ONLY

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Applicant Name: _____

Date Submitted: _____

Application Type: _____

Application #: _____

Planning and Zoning Hearing Date: _____

Board of Commission Hearing Date: _____

Pre-application meeting: _____

MONROE COUNTY ZONING CHANGE APPLICATION

The application package must be completed in full to be accepted. Upon submittal of an application, the Planning and Zoning Office will give you the tentative hearing dates.

Application fee \$300.00

APPLICANTS MUST COMPLETE THE FOLLOWING:

Name of the subject property owner:

Name of the applicant if different from property owner:

Address of applicant:

Contact number:

Email address:

SUBJECT PROPERTY DESCRIPTION:

Subject property address: _____

Map _____ Parcel _____

Acreage Amount (total): _____

Road frontage (feet): _____ Depth of lot: _____

The property deed is recorded in Book _____, Page _____, in the Office of the Clerk of Superior Court, Monroe County Georgia.

The Monroe County Tax Assessors have rules and regulations pertaining to conservation, CUVVA, homestead exemption, etc. If you have any tax exemptions, it is your responsibility to speak with the Tax Assessors, some zoning request can breach your contract. 478-994-7038

I understand that I need to speak with the Tax Assessors.

Acknowledgement Signature:

The Georgia Department of Transportation have rules and regulations pertaining to all state routes within the State of Georgia. If you are building a home or operating a commercial business, you must speak with and have approval from Georgia Department of Transportation before moving forward with this application. 706-646-6900

I understand that I need to communicate with the Georgia Department of Transportation.

Acknowledgement Signature:

The Monroe County Building Department has rules and regulations pertaining to the construction of your structure. Building permits are still required regardless of the outcome of the zoning process. 478-994-7618

I understand that the building permits are required before construction from the Monroe County Building Department.

Acknowledgement Signature:

Please submit those items that are relatable to your request below. The Zoning Office reserves the right to request any further information deemed necessary for the application.
Please feel free to type your request and submit.

In detail—plans of your request.

AUTHORIZATION BY PROPERTY OWNER

This is required if the person filing the application is *not the property owner* of this property.

I, _____ (property owner's name) swear and affirm that I am the owner of property at

_____ (property address). As shown in the records of Monroe County, Georgia. I authorize

_____ (applicant's name) to file this application.

Sworn to and subscribed before me this the _____ Day of _____ 20____

Notary Public

My Commission Expires: _____

PERMISSION

The Zoning Office may need to take pictures of the property, home, or any other structures for the application. A Zoning Office staff member will need to place a sign on the property stating the zoning change request.

Property Owner: _____

Applicant: _____

Sworn to and subscribed before me this the
_____ Day of _____ 20__

Notary Public

My Commission Expires: _____

OATH AND FEES

I hereby swear that all able information is true and correct to the best of my knowledge.

Property Owner (Print): _____

Property Owner (Signature): _____

Date: _____

Applicant (Print): _____

Applicant (Signature): _____

Date: _____

Sworn to and subscribed before me this the
_____ Day of _____ 20__

Notary Public
My Commission Expires: _____

TIME LIMITS ON A SPECIAL USE AND VARIANCE

Time Limits on special uses and variances.

When a special use or variance is granted, the applicant must put the special use or variance into effect within two (2) years or they must reapply. Any special use or variance that ceases to be in effect for two (two) years is considered null and the property will go back to the original purpose.

I hereby swear that I understand the above-mentioned time limits for special uses and variances that are notated in the Code of Ordinances for Monroe County Planning and Zoning.

Property Owner (Print): _____

Property Owner (Signature): _____

Date: _____

Applicant (Print): _____

Applicant (Signature): _____

Date: _____

Sworn to and subscribed before me this the
_____ Day of _____ 20__

Notary Public
My Commission Expires: _____

DISCLOSURES

Disclosures required of owner, applicant, and representatives (each person to file separate form) The following disclosures are required from each of the following persons: the owner; the applicant; and any representative of the owner or applicant.

Pursuant to the Conflict of Interest in Zoning Act, O.C.G.A. 36-67A-1 et seq., please answer the following:

Have you, as owner, applicant, or representative of owner or applicant, made a campaign contribution to any member of the Monroe County Board of Commissioners within the past two years aggregating \$250.00 or more or made a gift to any of the Monroe County Board of Commissioners having an aggregate value of \$250.00 or more?

Yes _____ No _____

If yes: Name of the official: _____

Amount and date of campaign contribution: \$_____ Date: _____

The value and description of each gift having a value of \$250.00 or more during the last two years immediately preceding the filing of this application.

Printed Name

Signature

Date: _____

Sworn to and subscribed before me this the
_____ Day of _____ 20__

Notary Public
My Commission Expires: _____

The site plan shall be clearly drawn and labeled. The following information shall be depicted on the site plan, if applicable. Please feel free to use this page as a checklist.

- Project name
- Project owner, address, phone number, and email address
- Date, scale, and north arrow
- Vicinity map
- Proposed use of property to be developed
- Required setbacks and the setbacks proposed
- Total acreage
- Total number of lots and minimum lot sizes
- Names of adjoining streets, roads, drives, alleys, highways, and any other roadways
- Right of ways
- Topography
- Proposed method of sewerage disposal
- Property lines and dimensions
- Locations of ingress and egress points
- Any easements including utilities
- Location of water courses and floodplains
- Dumpster location
- Existing and proposed landscaping
- Building heights and square footage
- Parking lots
- Stormwater detention areas
- Required buffers
- Existing and proposed sidewalks
- Current zoning and the zoning of the adjoining properties