

# Conditional Use Permit Application

## Checklist:

Applications for Conditional Use Permits are required to submit the following:

- ❑ Completed Application Form.
- ❑ One copy of a legal description of the property.
- ❑ Five copies of the boundary survey of the property prepared by a registered land surveyor.
- ❑ One copy of the survey reduced to 8.5" x 11".
- ❑ Five copies of the site plan drawn to scale indicating existing structures on the subject property, with each structure labeled with current and/or proposed use and square footages.
- ❑ One copy of site plan reduced to 8.5" x 11".
- ❑ Conditional Use Permit Application Fee -- See Attached Schedule.
- ❑ Conditional Use Permits in the M2 zoning classification require an impact statement. Refer to section 14-2.5 of the Unified Development Code.
- ❑ Conditional Use Permits over 10 acres require a written evaluation. Refer to section 8-2.8 of the Unified Development Code.
- ❑ Title Insurance

# FORSYTH COUNTY CONDITIONAL USE PERMIT APPLICATION FORM

CUP # \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_ am pm Rec'd By \_\_\_\_\_

## APPLICANT INFORMATION

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Contact Name \_\_\_\_\_

Phone \_\_\_\_\_

Status       Owner                       Lessee                       Authorized Agent

## PROPERTY OWNER INFORMATION

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

## PROPERTY INFORMATION

Parcel Identification Number (PIN) \_\_\_\_\_ Acreage \_\_\_\_\_

Land Lots \_\_\_\_\_ District \_\_\_\_\_, 1<sup>st</sup> Section

Current Zoning \_\_\_\_\_ Current Use \_\_\_\_\_

## DETAILS OF PROPOSED USE

Conditional Use Permit for the operation of a \_\_\_\_\_

Existing Utilities:     Water     Sewer     Gas     Electric     Cable TV

Proposed Utilities:     Water     Sewer     Gas     Electric     Cable TV

Proposed Access: \_\_\_\_\_

Building area \_\_\_\_\_ No. Parking Spaces \_\_\_\_\_

Specify any variance(s) being requested, including the appropriate UDC chapter and section number.

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

## APPLICANT CERTIFICATION

I hereby request the action contained within this application relative to the property shown on the attached plats and site plan and further request that this item be placed on the Planning Commission agenda for a public hearing.

I understand that the Director of Planning & Development or his designee may either accept or reject my request upon review. My request will be rejected if all the necessary data is not presented.

I have read and understand the requirements of the Unified Development Code. I will seek the advice of an attorney if I am not familiar with the requirements of the Unified Development Code and any applicable zoning and land use requirements.

I understand that I have the obligation to present all data necessary and required by statute to enable the Planning Commission and Board of Commissioners to make an informed determination on my request.

I understand that my request will be acted upon at the Planning Commission and Board of Commissioner hearings and that I am required to be present or to be represented by someone able to present all facts. I understand that failure to appear at a public hearing may result in the postponement or denial of my application. I further understand that it is my responsibility to be aware of relevant public hearing dates and times regardless of notification from Forsyth County.

I hereby certify that I have read the above and that the above information as well as the attached information is true and correct.

Date \_\_\_\_\_

Signature \_\_\_\_\_

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

# PROPERTY OWNER AUTHORIZATION FORM

## APPLICATION FOR CONDITIONAL USE PERMIT FORSYTH COUNTY, GEORGIA

I hereby swear that I am the owner of property located at (property address) \_\_\_\_\_

\_\_\_\_\_

as shown in the deed records of Forsyth County, Georgia, which is the subject matter of the attached application for a conditional use permit.

I hereby authorize the person named below to act as applicant or agent in the pursuit of the conditional use permit. I realize any conditions placed on the property will be binding upon the property as long as the conditional use permit is valid, regardless of ownership.

Name of Applicant or Agent: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Signature of Owner \_\_\_\_\_

Owner's Name (Print) \_\_\_\_\_

Date \_\_\_\_\_

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

# DISCLOSURE OF CAMPAIGN CONTRIBUTIONS

## APPLICATION FOR CONDITIONAL USE PERMIT FORSYTH COUNTY, GEORGIA

Pursuant to Section 36-67A-3 of the Georgia Code Annotated, adopted by the Georgia General Assembly, effective July 1, 1986, the following disclosure is mandatory. When any applicant for rezoning has made, within two years immediately preceding the filing of that applicant's application for rezoning, campaign contributions aggregating \$100.00 or more, or made gifts having in the aggregate a value of \$100.00 or more to a local government official of the local government which will consider the application, it shall be the duty of the applicant and the attorney representing the applicant to file a disclosure report with the governing authority of the respective local government.

Any applicant for rezoning knowingly failing to make any disclosure as required by Code Section 36-67A-3 shall be guilty of a misdemeanor.

A. Name of local government official to whom the campaign contribution or gift was made:

\_\_\_\_\_

B. The dollar amount 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 rezoning and the date of each such contribution:

Amount:        \$ \_\_\_\_\_

Date:            \_\_\_\_\_

C. Enumeration and description of each gift having a value of \$100.00 or more made by the applicant to the local government official during the two years immediately preceding the filing of this application for rezoning.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature of Applicant: \_\_\_\_\_

Date: \_\_\_\_\_

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

## POSTING/REMOVAL OF CONDITIONAL USE PERMIT SIGNS

The Unified Development Code of Forsyth County requires the landowner and/or applicant to place a public notice sign in a conspicuous location on the subject property.

In order to insure that the correct information is included on the public notice sign, the Department of Planning and Development will prepare the sign for the applicant and present the sign and stake at the Zoning Review meeting.

**It is the applicant's responsibility to insure that the sign is posted correctly, in a timely fashion, and maintained for the duration of the conditional use permit process. Applicants who post signs incorrectly run the risk of postponement. Once the final decision is made on the application, the sign must be removed within 3 days or fines will accrue. (UDC 8-4.4(D)(5)).**

Person responsible for posting and maintaining zoning sign and subsequent removal:

Printed Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

## WITHDRAWAL

I hereby withdraw the above application.

Date \_\_\_\_\_ Signature \_\_\_\_\_

*Notice: This section only to be completed if application is being withdrawn.*

**FOR STAFF USE ONLY**

CUP #

LOCATION: Distance from Cumming: \_\_\_\_\_ miles Direction: \_\_\_\_\_ BOC Dist: \_\_\_\_\_

LOCATION DESCRIPTION: \_\_\_\_\_

SURROUNDING ZONING:

North \_\_\_\_\_ South \_\_\_\_\_

East \_\_\_\_\_ West \_\_\_\_\_

Renewal of existing permit:  Yes  No If "Yes," existing permit number \_\_\_\_\_

### APPLICATION PROCESSING

Application Fee: \$\_\_\_\_\_ Rec'd. By: \_\_\_\_\_ Date: \_\_\_\_\_

- |                          |  |                |
|--------------------------|--|----------------|
| <input type="checkbox"/> | Adjacent Property Owner Notices Mailed                 | Date: _____    |
| <input type="checkbox"/> | Public Notice Signs on Property Verified               | Date: _____    |
| <input type="checkbox"/> | Legal Advertisement Published                          | Ad Date: _____ |
| <input type="checkbox"/> | Applicant Notice Mailed (Public Hearing)               | Date: _____    |
| <input type="checkbox"/> | Planning Commission Recommendation Mailed to Applicant | Date: _____    |
| <input type="checkbox"/> | Zoning Map Amended                                     | Date: _____    |
| <input type="checkbox"/> | Applicant Notified of Final Action                     | Date: _____    |

### Planning Commission & Board of Commissioners Actions

PC: Date: \_\_\_\_\_  Approval  Appd. w/cond.  Denial

BOC: Date: \_\_\_\_\_  Approval  Appd. w/cond.  Denial

## 2007 SCHEDULE OF HEARING DATES CONDITIONAL USE PERMIT

<u>SUBMITTAL DEADLINE</u>	<u>ZONING REVIEW</u>	<u>HEARING DATE*** PLANNING COMMISSION</u>	<u>DECISION DATE*** BOARD OF COMMISSIONERS</u>
January 19, 2007	February 28, 2007	March 27, 2007	April 19, 2007
February 21, 2007	March 28, 2007	April 24, 2007	May 17, 2007
March 21, 2007	April 25, 2007	May 22, 2007	June 21, 2007
April 18, 2007	May 23, 2007	June 26, 2007	July 19, 2007
May 16, 2007	June 27, 2007	July 24, 2007	August 16, 2007
June 20, 2007	July 25, 2007	August 28, 2007	September 20, 2007
July 18, 2007	August 29, 2007	September 25, 2007	October 18, 2007
August 22, 2007	September 26, 2007	October 23, 2007	November 15, 2007
September 19, 2007	October 24, 2007	November 27, 2007	December 20, 2007
October 17, 2007	November 28, 2007	December 18, 2007	January 17, 2008
November 21, 2007	December 19, 2007	January 22, 2008	February 21, 2008
December 12, 2007	January 23, 2008	February 26, 2008	March 20, 2008

### \*\*\*NOTES

1. **Dates are subject to change, please call to confirm prior to scheduled meeting date.** It is the applicant's responsibility to keep up with the meeting dates and times, regardless of notification from Forsyth County. The Planning Commission public hearing starts at 6:30 p.m. The Board of Commissioners meeting begins at 5:00 p.m. unless otherwise stated. Please contact the Department of Planning and Development to confirm the hearing/decision meeting dates and times (770-781-2115).
2. Deadline for submittal is 5:00 on the dates listed above.
3. Zoning Review Meetings will be held in the Department of Planning & Development 's Conference Room, Suite 100, in the Forsyth County Administration Building. The meeting is held on the above listed dates. A notice with the specific meeting time will be mailed to the applicant.

## FORSYTH COUNTY COMMISSION DISTRICTS Contact Information

District	Board of Commissioners	Title	Telephone	Email
1	Charles L. Laughinghouse	Chairman	(770) 886-2810	<a href="mailto:cilaughinghouse@forsythco.com">cilaughinghouse@forsythco.com</a>
2	Brian R. Tam	Member	(678) 513-5882	<a href="mailto:brtam@forsythco.com">brtam@forsythco.com</a>
3	Jim Harrell	Secretary	(678) 513-5883	<a href="mailto:jwharrell@forsythco.com">jwharrell@forsythco.com</a>
4	David W. Richard	Vice-Chairman	(678) 513-5884	<a href="mailto:dwrichard@forsythco.com">dwrichard@forsythco.com</a>
5	Linda K. Ledbetter	Member	(678) 513-5885	<a href="mailto:lkledbetter@forsythco.com">lkledbetter@forsythco.com</a>

District	Planning Commission Members	Title	Telephone	Email
1	Brant Meadows	Member	(770) 367-7529	<a href="mailto:brant@home-hunters.com">brant@home-hunters.com</a>
2	Pam Livesay	Chairman	(770) 889-1586	<a href="mailto:plivesay@bellsouth.net">plivesay@bellsouth.net</a>
3	Barry Russell	Member	(678) 795-1211	<a href="mailto:barry.russell@adelphia.net">barry.russell@adelphia.net</a>
4	Bettina Hammond	Secretary	(770) 887-4851	<a href="mailto:bhamm2715@adelphia.net">bhamm2715@adelphia.net</a>
5	Mary Helen McGruder	Vice-Chairman	(678) 936-0308	<a href="mailto:maryhelen1@aol.com">maryhelen1@aol.com</a>

District	Zoning Board of Appeals Members	Title	Telephone	Email
1	John Mobley	Secretary	Office (770) 518-9776	
2	Fred Kerr	Vice-Chairman	Home (770) 889-3635	<a href="mailto:fkerr@bellsouth.net">fkerr@bellsouth.net</a>
3	Joseph Staffieri	Member	Office (770) 888-8300	
4	Jim Kinsey	Member	Office (706) 216-1644	
5	Debra Bradley	Member	Home (770) 889-2814	<a href="mailto:debra.Bradley@coldwellbanker.atlanta.com">debra.Bradley@coldwellbanker.atlanta.com</a>



Forsyth County Schedule of Fees  
*Effective April 10, 2000, Revised June 23, 2006.*

Type of Application or Permit	Fees
<b>DEVELOPMENT PERMIT FEES</b>	
Land Disturbance Permit (LDP) (Residential, Clearing, Miscellaneous)	\$ 250
Commercial / Industrial LDP	\$ 30 / acre; \$ 250 min.
Subdivision Plans Review (Road Construction)	\$ 250 + \$ 25 per lot
Revised Plat Review	\$ 250
MRPA (Local Fee)	\$ 300
Sketch Plat Review/Revision	\$ 250
Road Name Change (1 sign)	\$ 300
Road Name Change (2+ signs)	\$ 300 + \$ 30 per sign
Historic Structures Demolition Permit	\$ 0
<b>REZONING FEES</b>	
RES 1, RES 2, RES 3	\$ 20 per ac.; \$ 300 min.
RES 4, RES 6, MHP	\$ 30 per ac.; \$ 300 min.
NS, UV, HB, CBD, HC, BP, O&I, OR, OCMS	\$ 40 per ac.; \$ 400 min.
M1	\$ 40 per ac.; \$ 500 min.
M2, MINE	\$ 50 per ac.; \$ 2,500 min.
CR1, PUD, MPD	\$ 30 per ac.; \$ 500 min.
Variance request with residential rezoning	\$ 250 per UDC section
Variance request with commercial or industrial rezoning	\$ 350 per UDC section
<b>BOARD OF APPEALS FEES</b>	
<i>Initial Appeal to Zoning Board of Appeals:</i>	
Residential	\$ 250; Double charge if work has begun
Commercial	\$ 350; Double charge if work has begun
<i>Appeal to Board of Commissioners:</i>	
Residential	\$ 250; Non Refundable
Commercial	\$ 350; Non Refundable
<b>MISCELLANEOUS FEES</b>	
Airport, Limited	\$ 5,000
Airport, General	\$ 25,000
Helicopter Land Facility	\$ 500
Sanitary, Construction or Inert landfill	\$ 3,500
Home Occupation Permit	\$ 300
Professional Home Office Permit	\$ 25
Conditional Use Permit (Other than Communication Tower)	\$ 400
Conditional Use Permit for Communication Tower	\$ 400 + \$3,500 for 3rd Party Review
Building Permit for Communication Tower	\$ 200
Zoning Condition Amendment	\$ 300
Unified Development Code Text Amendment	\$ 300
Color Map -- 8.5" x 11"	\$ 2
Minor Subdivision Plat Approval	\$ 5