



2007 FORSYTH COUNTY APPLICATION FOR ZONING CONDITION AMENDMENT

SUBMITTAL REQUIREMENTS

- (1) Complete Application
- (2) Public Participation Plan
- (3) Check or money order made out to 'Forsyth County Planning and Development' for \$300.
- (4) A revised site plan shall be submitted if the requested modification involves a reconfiguration of the site plan approved as part of the original application. See UDC Section 8-2.4 and 8-2.5 for additional information.

APPLICANT INFORMATION

Name: _____

Address: _____

Phone: _____

Contact Name: _____

PROPERTY OWNER INFORMATION

Name: _____

Address: _____

Phone: _____

PROPERTY INFORMATION

Zoning Application Number (ZA#): _____



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DISCLOSURE OF CAMPAIGN CONTRIBUTIONS

(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: _____

(Seal)



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PROPERTY OWNER AUTHORIZATION FORM

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 Zoning Condition Amendment.

I hereby authorize the person named below to act as applicant or agent in the pursuit of the Zoning Condition Amendment for this property. I realize any zoning conditions placed on the property will be binding upon the property regardless of ownership.

Name of Applicant or Agent: _____

Address: _____

City, State, Zip Code: _____

Telephone Number: _____

Signature of Owner: _____

Date: _____

Notary Public: _____

(Seal)



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2007 SUBMITTAL DEADLINE AND HEARING SCHEDULE

Dates are subject to change. Please call the Department of Planning and Development to confirm.

<u>Application Submittal Deadline</u>	<u>Public Participation Report Submittal Deadline</u>	<u>Meeting Date</u>
January 2, 2007	January 25, 2007	February 1, 2007
January 30, 2007	February 22, 2007	March 1, 2007
March 6, 2007	March 29, 2007	April 5, 2007
April 3, 2007	April 26, 2007	May 3, 2007
May 8, 2007	May 31, 2007	June 7, 2007
June 5, 2007	June 28, 2007	July 5, 2007
July 3, 2007	July 26, 2007	August 2, 2007
August 2, 2007	August 30, 2007	September 6, 2007
September 4, 2007	September 27, 2007	October 4, 2007
October 2, 2007	October 25, 2007	November 1, 2007
November 6, 2007	November 29, 2007	December 6, 2007
December 4, 2007	December 27, 2007	January 3, 2008

POSTING/REMOVAL OF PUBLIC NOTICE SIGNS

The landowner or applicant for Zoning Condition Amendments must place a public notice sign on the 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.

It is the applicant's responsibility to insure that the public notice sign is posted correctly, in a timely fashion, and maintained for the duration of the process. Once the rezoning process is completed, all rezoning signs must be removed within 3 days of the final decision on the application.

Person responsible for posting and maintaining public notice sign(s) and subsequent removal:

Printed Name: _____

Phone Number: _____



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PUBLIC PARTICIPATION PLAN AND REPORT

A public participation plan must be submitted with any application for zoning condition amendment. At a minimum the plan shall include the following information:

- (1) Which residents, property owners, interested parties, political jurisdictions and public agencies may be affected by the application.
- (2) How those interested in and potentially affected by an application will be notified that an application has been made.
- (3) How those interested and potentially affected parties will be informed of the substance of the amendment.
- (4) How those affected or otherwise interested will be provided an opportunity to discuss the applicant's proposal with the applicant and express any concerns, issues, or problems they may have with the proposal in advance of the public hearing.
- (5) The applicant's schedule for completion of the public participation plan.
- (6) How the applicant will keep the Department of Planning and Development informed of the status of their public participation efforts.

Section 8-2.9 of the Forsyth County Unified Development Code provides additional information on public participation plans and public participation reports.

↓FOLLOWING SECTION TO BE COMPLETED BY STAFF↓

Submittal Date: _____

Rec'd. by: _____

Legal Advertisement Published *Date:* _____

Adjacent Property Owner Notices Mailed *Date:* _____

Public Notice Signs *Date:* _____

Applicant Notice *Date:* _____

Staff Review Complete *Date:* _____

▪ *Distributed to Director:* *Date:* _____

▪ *Distributed to Applicant* *Date:* _____

▪ *Distributed to BOC/Administration* *Date:* _____

Board of Commissioners Final Action *Date:* _____



ZONING CONDITION AMENDMENT PUBLIC PARTICIPATION REPORT

Applications for Zoning Condition Amendments must submit a Public Participation Report one week prior to the public hearing.

8-2.10 **Public Participation Report**. Each application requiring a public participation plan shall also provide a public participation report as provided in this section.

- (A) The applicant shall provide a written report on the results of their public participation effort prior to the public hearing. This report will be attached to the Planning Department's technical review for each Planning Commissioner and each member of the Board of Commissioners.
- (B) At a minimum, the public participation report shall include the following information:
 - (1) Details of techniques the applicant used to involve the public, including:
 - (a) Dates and locations of all meetings where citizens were invited to discuss the applicant's proposal;
 - (b) Content, dates mailed, and numbers of mailings, including letters, meeting notices, newsletters and other publications;
 - (c) Where residents, property owners, and interested parties receiving notices or other written materials are located; and
 - (d) The number of people that participated in the process.
 - (2) A summary of concerns, issues and problems expressed during the process, including:
 - (a) The substance of the concerns, issues, and problems;
 - (b) How the applicant has addressed or intends to address concerns, issues, and problems expressed during the process; and
 - (c) Concerns, issues and problems the applicant is unwilling or unable to address and why.