

Oglethorpe County Zoning Ordinance

1402.3: Application for Change of Zoning Classification or Use

1402.3.1: Minimum Requirements – All applications for change in zoning classification or use, including rezoning, conditional use, and variances, submitted or initiated by a party other than the Planning Commission or Board of Commissioners, shall include, at minimum, the following:

1. A typed metes and bounds legal description of the subject property.
2. Ten (10) copies of a written description of the proposal designed to inform the County in detail, about all aspects of the proposed use and its anticipated impact on the community. The description should include a general description of the project, including details for provision of water supply and sewage management, (signed certification of approval by the Oglethorpe County Health Department shall be required, or, if use of municipal water supply and/or municipal sewage system are proposed, a signed and dated authorization for such use from the appropriate governing body shall be required), details of any existing or proposed development controls, deed restrictions, or covenants applicable to the property and any other relevant concerns identified by the County or applicant. For any application for change in zoning classification or use, the applicant shall also include an analysis of the impact of the proposed change in zoning classification or use, addressing the criteria set forth in *Section 1403, Evaluation Criteria*, herein.
3. Ten (10) copies of a site plan or plat of the subject property, drawn to scale and prepared by an architect, engineer, land surveyor, or landscape architect, whose state registration is current and valid and whose seal shall be affixed thereto, and containing the following information, as applicable:
 - a. Project Name
 - b. Name, address, telephone number, and signature of owner(s) of record as well as that of any authorized agent(s)
 - c. Date, scale, and north arrow
 - d. Vicinity map
 - e. Current zoning classification and use of property and proposed zoning classification and use of property
 - f. Owners of record, zoning district classifications and uses of adjacent property, including those across an abutting public right-of-way
 - g. Property Lines and Dimensions of the tract, with bearings and distances
 - h. Total project acreage
 - i. Required setbacks, appropriately dimensioned
 - j. Location of existing or proposed streets on and adjacent to the site, including street names and width of rights-of-way, pavement (or if unpaved, notation of such), and points of access
 - k. Location and dimensions of any existing or proposed easements, including access, utility, drainage, etc., on or adjacent to the site;
 - l. Location, identification, and dimensions (including height and gross square footage), of any existing or proposed buildings, structures, and uses,

- m. Location, dimensions, and type surfacing of existing or proposed off-street parking/loading areas and interior drives;
 - n. Location, and dimensions of any required landscaping, buffers and/or screening
 - o. Location of any lakes, ponds, significant wetlands, rivers, creeks, and other watercourses including location of one hundred (100) year flood plain, on or adjacent to the site
 - p. Location of any significant rock outcrops, cemeteries, or significant identified historic sites/structures on or adjacent to the site
 - q. Provision for water supply and sewage disposal. A signed Certification of Approval by the Oglethorpe County Health Department shall be required. If use of municipal water supply and/or municipal sewage system are proposed, a signed and dated authorization for such use from the appropriate municipal governing body shall be required.
 - r. Location, height, fixture type, and wattage of any proposed exterior site lighting
 - s. Trash/garbage receptacle locations
 - t. Any additional information the applicant believes to be pertinent
 - u. A topographical map with contour lines at intervals of not more than five (5) feet may be required by the Planning and Zoning Official(s), if deemed necessary to an evaluation of the project and to determine compliance with this Ordinance.
- 4. Any Additional information or data as may be required for certain specific districts or uses as specified in this Ordinance
 - 5. Any other data which is deemed necessary to an understanding and evaluation of the project, as may be requested by the Planning Commission or Board of Commissioners

Checklist for Change of Zoning Classification

- _____ 1. Legal description. This can be found on the deed.
- _____ 2. Signed certification of approval by the Oglethorpe County Health Department for septic, or if use of municipal water supply and/or municipal sewage system are proposed, a signed and dated authorization from the appropriate governing body.
- _____ 3. Ten (10) copies of a written proposal detailing all aspects of the proposed use and its anticipated impact on the community. Include in the proposal:
 - _____ General description of property with details for provision of water supply and sewage management
 - _____ Details of any existing or proposed development controls, deed restrictions, or covenants applicable to the property
 - _____ Any other relevant concerns identified by the County or applicant
- _____ 4. Ten (10) copies of a site plan or plat of property, drawn to scale and prepared by a qualified professional whose state registration is current and valid and whose seal is affixed thereto, and containing the following information, as applicable:
 - _____ Project Name
 - _____ Name, address, telephone number, and signature of owner(s) of record as well as that of any authorized agent(s)
 - _____ Date, scale, and north arrow
 - _____ Vicinity map
 - _____ Current zoning classification and use of property and proposed zoning classification and use of property
 - _____ Owners of record, zoning district classifications and uses of adjacent property, including those across an abutting public right-of-way
 - _____ Property Lines and Dimensions of the tract, with bearings and distances
 - _____ Total project acreage
 - _____ Required setbacks, appropriately dimensioned

- _____ Location of existing or proposed streets on and adjacent to the site, including street names and width of rights-of-way, pavement (or if unpaved, notation of such), and points of access
 - _____ Location and dimensions of any existing or proposed easements, including access, utility, drainage, etc., on or adjacent to the site;
 - _____ Location, identification, and dimensions (including height and gross square footage), of any existing or proposed buildings, structures, and uses,
 - _____ Location, dimensions, and type surfacing of existing or proposed off-street parking/loading areas and interior drives;
 - _____ Location, and dimensions of any required landscaping, buffers and/or screening
 - _____ Location of any lakes, ponds, significant wetlands, rivers, creeks, and other watercourses including location of one hundred (100) year flood plain, on or adjacent to the site
 - _____ Location of any significant rock outcrops, cemeteries, or significant identified historic sites/structures on or adjacent to the site
 - _____ Provision for water supply and sewage disposal. A signed Certification of Approval by the Oglethorpe County Health Department shall be required. If use of municipal water supply and/or municipal sewage system is proposed, a signed and dated authorization for such use from the appropriate municipal governing body shall be required.
 - _____ Location, height, fixture type, and wattage of any proposed exterior site lighting
 - _____ Trash/garbage receptacle locations
 - _____ Any additional information the applicant believes to be pertinent
 - _____ A topographical map with contour lines at intervals of not more than five (5) feet may be required by the Planning and Zoning Official(s), if deemed necessary to an evaluation of the project and to determine compliance with this Ordinance.
- _____ 5. Any information required for certain specific districts or uses
- _____ 6. Any data requested by the Planning Commission or Board of Commissioners