

**Application Package for
Rezoning and
Amendment to Future
Land Use Map**



*Planning and Zoning Department
2116 Stallings Street, NW
Covington, Georgia 30014
Phone: (770) 385-2020
Fax: (770) 385-2170*

DEADLINES AND PROCEDURAL INFORMATION

1. A pre-application meeting with the Planning and Zoning Director is required prior to the submittal of an application for properties in the NR3, CR, TCR, NM, CM, TCM and M districts. The purpose of this meeting is to assist applicant in understanding the zoning ordinance and its requirements, to educate applicant on community design policies and standards, and to inform applicant of all necessary application materials.
 - ❑ At this meeting, applicant shall submit preliminary plans that demonstrate how the proposed application adheres to the requirements of the zoning ordinance.
2. **Applications must be submitted in-person to the Senior Planner to ensure completeness. The Planning and Zoning Department will not accept applications from applicant's who cannot meet with the Senior Planner when submitting their applications.** Once the application is complete and submitted to the Planning and Zoning Department, the Planning and Zoning Director reviews the application and submits a written recommendation to the Planning Commission.
3. 15 days prior to the date of the public hearing:
 - ❑ A legal notice will be published in the local newspaper identifying the property location and both current and proposed zoning classifications.
 - ❑ Planning and Zoning Director will provide applicant with one or more signs to post in a conspicuous location(s) on the property at least 15 days prior to the date of the public hearing. At least one sign shall be posted along each street where the property has `frontage, and one additional sign will be posted for every 500 feet of street frontage.
 - ❑ A written notice will be mailed by the Planning and Zoning Director notifying all property owners adjacent to the subject property that a rezoning application has been filed.
4. During the public hearing, the Planning Commission will review the facts of the rezoning case and make a recommendation to the Mayor and Council. Meeting dates and corresponding submittal deadlines for the Planning Commission and Mayor and Council for rezoning cases are as follows:

Deadline for Submittal	Work Session ~ 6:00 p.m. Public Hearing ~ 7:00 p.m.	Public Hearing MAYOR AND COUNCIL
December 1	January 13	February 2
January 5	February 10	March 2
February 2	March 10	April 6
March 2	April 14	May 4
April 6	May 12	June 1
May 4	June 9	July 6
June 1	July 14	August 3
July 6	August 11	September 21
August 3	September 8	October 5
September 7	October 13	November 2
October 5	November 10	December 7
November 2	December 8	January 2010

5. No application may be withdrawn under any circumstances after legal advertisement of a public hearing has been placed. All applications advertised will receive final action by the mayor and council. If a withdrawal is requested prior to legal advertisement, a written withdrawal notification is required.
6. No Application or reapplication shall be made on the same land which has been denied, shall be acted upon in less than six months from the date of the last action by mayor and council.

**June 2008
REZONING APPLICATION
(Code Section 16.12)**

APPLICATION DATE: _____

ORDINANCE #: _____

EXPIRATION DATE _____



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All Rezoning Applications are reviewed by the Planning and Zoning Department for completeness prior to being processed. **Incomplete applications will not be accepted.** It is the responsibility of applicant(s) to contact the Planning and Zoning Department for assistance with the application process and/or request pre-submittal review prior to submitting a formal application.

I. SPECIAL INFORMATION

1. Has a previous application to rezone the subject property been denied by City Council within the last six (6) months? Yes No

If no, please proceed with the rest of the application. →

If yes, **STOP** here. Section 16.12.040 B2 of the Zoning Ordinance states that a property cannot be considered for rezoning unless six (6) months have lapsed since the previous application date.

2. Will applicant apply for a variance with this rezoning? Yes No

3. Will the subject property require a petition for annexation into the City of Covington?
 Yes No

4. Does the proposed development exceed any of the thresholds identified in the table below?
 Yes No

If **YES**, this development is considered a Development of Regional Impact (DRI). Applicants of DRI projects are required to submit additional information, as identified in Section VI-B of this application.

Developments of Regional Impact Development Thresholds

Development Type	Threshold
Office	400,000+ GSF
Commercial	300,000+ GSF
Wholesale & Distribution	500,000+ GSF
Hospitals and Healthcare Facilities	300+ new beds; or generating 375+ peak hour vehicle trips per day
Housing	400+ new lots or units
Industrial	500,000+ GSF; or employing 1,600+ workers; or covering 400+ acres
Hotel	400+ rooms
Mixed-Use	400,000+ GSF (with residential units calculated at 1800 SF per unit toward the total GSF); or covering 120+ acres; or if any of the individual uses meets or exceeds a threshold identified herein
Airports	All new airports, runways and runway extensions
Attractions and Recreational Facilities	1,500+ parking spaces or a seating capacity of more than 6,000
Post-Secondary School	New school with a capacity of 2,400+ students, or expansion by at least 25% of capacity
Quarries, Asphalt & Cement Plants	New facility or expansion of use of an existing facility by 50% or more
Wastewater Treatment Facilities	New facility or expansion of existing facility by more than 50
Petroleum Storage Facilities	Storage greater than 50,000 barrels if within 1,000 feet of any water supply; otherwise, storage capacity greater than 200,000 barrels
Water Supply Intakes/Reservoirs	New Facilities
Intermodal Terminals	New Facilities
Truck Stops	A new facility with more than three diesel fuel pumps; or containing a half-acre of truck parking or 10 truck parking spaces.
Other development types not identified above (includes parking facilities)	1000 parking spaces

II. CURRENT PROPERTY OWNER

Name (Applicant or Individual):	
Mailing Address: (Street, City, State, Zip Code)	
Daytime Telephone:	Fax:
Email:	

III. APPLICANT

Name (Applicant or Individual):	
Mailing Address: (Street, City, State, Zip Code)	
Daytime Telephone:	Fax:
Email:	

IV. PROPERTY INFORMATION

Property Address:	
Tax ID/Parcel Number(s):	Parcel Size (Acres):
Existing Land Use:	
Proposed Land Use/Development:	
Existing Zoning District:	Proposed Zoning District:



V. APPLICANT’S RESPONSE: *The City of Covington’s Mayor and Council find that the following standards are relevant in balancing the interest in promoting the public health, safety, morality or general welfare against the right to the unrestricted use of property and shall govern the exercise of the zoning power. Please respond to the following standards (in the form of a written narrative) in the space provided or use an attachment as necessary.*

1. What are the existing uses and zoning of nearby property?
2. The extent to which the value of the property is diminished by its current zoning classification.
3. The extent to which the possible reduction of property values of the subject property promotes the health, safety, morals or general welfare of the public:
4. Whether the hardship posed to the owner of the subject property under the current zoning classification is greater than that that could be posed to the general public under a rezoning.
5. Whether the subject property is suitable for the zoning proposed:
6. The length of time the property has been vacant as zoned, relative to other land development activities within the vicinity and whether this can be attributed to its current zoning classification:
7. Whether the zoning proposal will permit a use that is suitable in view of the use and development of adjacent and nearby property:
8. The extent to which the zoning proposal will adversely affect the use or usability of adjacent or nearby property:
9. Whether the property to be affected by the rezoning proposal has a reasonable economic use as currently zoned:



10. Whether the zoning proposal will result in a use which could or will cause an excessive or burdensome use of existing streets, transportation facilities, utilities or schools:

11. Whether the zoning proposal is in conformity with the policy and intent of the Future Land Use Map:

12. Whether there are existing conditions or changing conditions affecting the use and development of the property which gives supporting grounds for either approval or disapproval of the zoning proposal:

VI (A). REZONING APPLICATION REQUIRED ITEMS: *The following items must be submitted as concurrent attachments to the application. Planning and Zoning Director may request additional information as reasonably deemed necessary or appropriate to a full and proper consideration and disposition of this application.*

- Application fee in the amount of \$100.00, made payable to the City of Covington
- One (1) original signed application and twelve copies
- Thirteen (13) copies of a legal description of the property. If there are multiple properties, each property must be combined into one legal description. If the properties are not contiguous, a separate application and legal description must be submitted for each property.
- Thirteen (13) copies of a tax parcel ID map indicating property owners, parcel numbers, zoning and land use classifications for all parcels within 300 feet of the site.
- Thirteen (13) copies of a list of contiguous property owners within 300 feet of the site
- Two (2) copies of a property survey (drawn to scale); prepared by an architect, engineer, landscape architect or land surveyor whose state registration is current and valid, showing:
 - 1. North arrow
 - 2. Land lot and district
 - 3. Tract location
 - 4. Dimensions along all property lines
 - 5. Acreage of the tract
 - 6. Street names and right-of-way dimensions of abutting streets
 - 7. Preparer's signature and seal affixed to the plat
- Five (5) copies of development plans, prepared upon a base drawing stamped and sealed by a Georgia registered professional surveyor, civil engineer, landscape architect or land planner, showing compliance with all regulations and calculations required by the zoning ordinance and development regulations ordinance, that contains the following elements at a minimum 1"=20' scale:
 - 1. Site Analysis and Topographic Map. Showing the existing shape and dimensions of the existing lot, including size, measurement and location of any existing buildings or structures, all existing man-made and natural features, utilities, all streams and easements, and features to be retained, moved, or altered.



2. Site Plan. Showing information on all improvements, including, but not limited to: building footprints, doors, densities, parking ratios, open space, height, sidewalks, yards, under- and over-head utilities, internal circulation and parking, landscaping, grading, lighting, drainage, amenities, and other similar details and their respective measurements.
3. Landscape Plan. Showing information on landscaping, tree species, the number of all plantings, open space, including landscaping that is being preserved, removed and replaced.
4. Architectural Design. Showing scaled elevation drawings of proposed structures and information on building materials, features, exterior finish legend, windows, doors, colors, and items affecting exterior appearance, such as signs, air-conditioning, grills, compressors, and similar details including their respective measurements.

- Twelve (12) 11" x 17" reductions of the development plan
- Thirteen (13) copies of a Letter of Intent describing the nature and details of the proposed amendment and the timing and phasing of development
- LEED Analysis (applicable only to developments larger than 50,000 sf of gross floor area).¹
- Two (2) copies of an Annexation with Rezoning application (this applies only to rezoning requests that require annexation into the City of Covington).
- One (1) original and twelve (12) copies of a Rezoning with Variance application (if a variance is requested with this rezoning application)
- Please list any additional documentation you will be submitting with your application:

VI. (B) DEVELOPMENTS OF REGIONAL IMPACT (DRI) REQUIRED ITEMS:

Applicants of proposed developments that meet the thresholds identified in Section I above, are required to submit additional information to begin the DRI review process.

- Two (2) copies of a DRI Initial Review Form (Attached)
- All supplemental information, as required on the DRI *Supplemental Information Checklist* (Attached)
- Two (2) copies of a traffic study:
 - The scope of the traffic study shall be promulgated by the Planning and Zoning Director, but in any event shall describe the nature, extent, and location of traffic impacts for all property for which the application is being sought, as well as all contiguous property owned by applicant. This study should include the entire site being developed, including future phases of multi-phase developments, as well as, surrounding roadways that are likely to be impacted.

¹ Please see Section 16.12.050 F, of the Zoning Ordinance for further details



VII. AUTHORIZATION FOR OWNER'S APPLICANT(S)/REPRESENTATIVE(S): *If Applicant is not the property owner, this section must be completed and notarized by a Notary Public. When properties have more than one owner, this section must be completed by all property owners.*

I, _____, owner of the subject property identified in this application, do hereby authorize _____	
to act as my applicant/representative(s)	
in all matters pertaining to the processing and approval of this application, including modifying the project according to the terms and conditions set forth by the City of Covington. I agree to be bound by all representations and agreements made by my designated representative.	
Signature of current property owner:	Date:

Sworn to and subscribed to me this ____ day of _____, 20 _____

 Notary Public
 (Notary Seal)

VIII. DISCLOSURE OF CAMPAIGN CONTRIBUTIONS: *O.C.G.A., Section 36-67A-3, requires that applicants shall submit all disclosures of campaign contributions.*

Has property owner or applicant, within the two years preceding the date of this application, made campaign contributions or gifts aggregating \$250.00 or more, to a member of City Council, or a member of the Planning Commission? <input type="checkbox"/> Yes <input type="checkbox"/> No		
If yes, please provide the following information:		
Name and Official Position of Government Official	Contribution Amounts (list all which total to \$250.00 or more)	Date Contribution(s) Was Made

Sworn to and subscribed to me this ____ day of _____, 20 _____

 Notary Public
 (Notary Seal)



IX. CONFLICT OF INTEREST CERTIFICATION

The undersigned below, making an application for a rezoning, has complied with the Official Code of Georgia Section 36-67A-1, et. seq, Conflict of Interest in Zoning Actions, and has submitted or attached required information in the sections provided. Title 36 relates to the disclosure of financial interests, campaign contributions, and penalties for violating the Official Code of Georgia.

Signature of property owner:	Date:
Type or print name and title:	
Signature of applicant or owner's representative(s):	Date:
Type or print name and title:	

Sworn to and subscribed to me this ____ day of _____, 20 _____

Notary Public

(Notary Seal)

X. CERTIFICATION

I, _____, the owner or authorized representative of owner, have read and understand the contents of this application. I certify that that the information contained herein, including attachments and all other supporting information, is complete and true, to the best of my knowledge and belief.

Signature of applicant or owner's authorized representative:	Date:
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Sworn to and subscribed to me this ____ day of _____, 20 _____

Notary Public

(Notary Seal)

FOR OFFICE USE ONLY

Fee Received:		File #		Notes:
PC Hearing Notice Post Date:		Letter to Adjacent Property Owners:		
PC Date:		PC Action		
M&C Hearing Notice Post Date:		Letter to Adjacent Property Owners:		
M&C Date:		M&C Action:		
DRI:	<input type="checkbox"/> Yes <input type="checkbox"/> No	DRI Review Process <input type="checkbox"/> DRI Form #1 Submittal Date: _____ <input type="checkbox"/> DRI Form #2 Submittal Date: _____	NEGRDC Findings <input type="checkbox"/> Negative <input type="checkbox"/> Positive	