Courthouse Annex I
126 Court St.
Monroe, GA 30655

(770) 267-1485
(770) 267-1407 FAX

Walton County Planning and Development

SUBMITTAL CHECKLIST
For
REZONING APPLICATION

- ❑ Application must be completely filled out.
- ❑ Name, address and phone number of all owners of the property.
  (if more than one owner-attach as exhibit)
- ❑ Recorded Deed of property
- ❑ Recorded Plat of property
- ❑ Campaign contribution form
- ❑ Authorization to file if applicant is not the owner.
  (must be notarized)
- ❑ Provide written documented, detailed analysis of the impact of the proposed zoning map amendment with respect to each of the standards and factors in Article 4, Part 4, Section 160 (A).
- ❑ 1 copy of the site plan (24X36) For Residential/Commercial Developments
- ❑ 1 reduced copy of site plan (11X17)
- ❑ Letter of intent with any conditions.

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED

An appointment must be made with the Zoning Administrator or Zoning Clerk to submit applications.

This checklist of submittal requirements does not supersede the submittal requirements attached to the rezone application.

This list will be used to accept applications at the Planning & Development Department.

Rezone Application #_____

Planning Comm. Meeting Date _____at 6:00PM held at **WC Board of Comm. Meeting Room**

Board of Comm Meeting Date_____ at 6:00PM held at **WC Board of Comm. Meeting Room**

You or your agent must be present at both meetings

*****Please Type or Print Legibly*****

Map/Parcel_____

Applicant Name/Address/Phone #

_____

_____

_____

Property Owner Name/Address/Phone

_____

_____

_____

(If more than one owner, attach Exhibit "A")

Phone #_____

Phone #_____

Location:_____Requested Zoning _____ Acreage_____

Existing Use of Property:_____

Existing Structures:_____

The purpose of this rezone is _____

_____

_____

Property is serviced by:

Public Water:_____ Provider:_____ Well:_____

Public Sewer:_____ Provider:_____ Septic Tank:_____

The above statements and accompanying materials are complete and accurate. Applicant hereby grants permission for planning and zoning personnel to enter upon and inspect the property for all purposes allowed and required by the Comprehensive Land Development Ordinance.

_____ _____ $_____

Signature Date Fee Paid

Public Notice sign will be placed and removed by P&D Office

Signs will not be removed until after Board of Commissioners meeting

Office Use Only:

Existing Zoning_____ Surrounding Zoning: North_____ South_____ East_____ West_____

Comprehensive Land Use:_____NAICS Code:_____

Commission District: _____ Watershed:_____

I hereby withdraw the above application_____Date_____

Disclosure of Campaign Contributions

In accordance with the Conflict of Interest in Zoning Act, O.C.G.A., Chapter 36-67A, the following questions must be answered:

Have you the applicant made $250 or more in campaign contributions to a local government official within two years immediately preceding the filing of this application?

_____yes _____ no

If the answer is yes, you must file a disclosure report with the governing authority of Walton County showing:

1. The name and official position of the local governing authority in Walton County to whom the campaign contribution was made.
2. The dollar amount and description of each campaign contribution made during the two years immediately preceding the filing of this application and the date of each such contribution was made.

This disclosure must be filed when the application is submitted.

_____

Signature of Applicant/Date

Check one: Owner_____ Agent_____

Article 4, Part 2, Section 160
Standard Review Questions:

Provide a written, documented, detailed analysis of the impact of the proposed zoning map amendment or conditional use with respect to each of the standards and factors specified in Section 160 listed below:

1) The existing land uses and zoning classifications of nearby property;
2) The suitability of the subject property for the purposes authorized under the current zoning;
3) The extent to which the proposed land use change on the subject property represents a fair balance between the rights of private property and the health, safety, and general welfare of the public;
4) The relative gain to the public as compared to the hardship imposed upon the individual property owner;
5) Whether the subject property has a reasonable economic use as currently zoned;
6) Whether the proposed zoning will be a use that is suitable in view of the use and development of adjacent and nearby property;
7) Whether the proposed zoning will adversely affect the existing use or usability of adjacent and nearby property;
8) The possible creation of an isolated district unrelated to adjacent and nearby districts;
9) The possible increase or overloading of public facilities including, but not limited to, schools, utilities, and streets;
10) The possible impact on the environment, including but not limited to, loss of natural vegetation, drainage, soil erosion and sedimentation, flooding, air quality and water quality;
11) Whether the proposed change will be a deterrent to the value or improvement of development of adjacent property in accordance with existing regulations;
12) Whether there are substantial reasons why the property cannot be used in accordance with existing regulations;
13) The aesthetic effect of existing and future use of the property as it relates to the surrounding area;
14) The possible effects of the proposed change on the character of a zoning district, a particular piece of property, neighborhood, a particular area, or the community;
15) The relation that the proposed change bears to the purpose of the overall zoning scheme, with due consideration given to whether or not the proposed change will help carry out the purposes of this ordinance;
16) Whether there are other existing or changing conditions affecting the use and development of the property which give supporting grounds for either approval or disapproval of the zoning proposal.

AUTHORIZATION
BY PROPERTY OWNER

I swear that I am the property owner of the property which is the subject matter of the attached Petition for Rezoning/Conditional Use Application, as is shown in the records of Walton County, Georgia.

I authorize the named below to act as Applicant in the pursuit of a Petition for Rezoning/Conditional Use Application.

Name of Applicant: _____

Address: _____

Telephone: _____

Location of Property: _____

_____

Map/Parcel Number: _____

Current Zoning: _____ Requested Zoning:_____

_____	_____
Property Owner Signature	Property Owner Signature
Print Name:_____	Print Name:_____
Address:_____	Address:_____
Phone #:_____	Phone #:_____

Personally appeared before me and who swears
that the information contained in this authorization
is true and correct to the best of his/her knowledge.

_____ _____
Notary Public Date

Checklist for Scale Drawing
for Residential/Commercial Developments

Submit 1 (24X36) copies and 1 reduced (11X17) copy

All drawings should include as a minimum the following items:

- ❑ Boundary line map showing bearings, distances, wetlands, floodplains, historic or archeological sites and environmentally sensitive habitats.
- ❑ Any statistical tabulation required showing that the proposed development meets the specific requirements of Walton County. (ie: acreage/density, open space requirements)
- ❑ The drawing shall be clearly and legibly drawn at a scaled not smaller than one hundred (100) feet to one inch. Sheet size shall be 24 X 36 inches (unless otherwise approved)
- ❑ Name and address of owner of record; Name and address of developer.
- ❑ Proposed name of subdivision
- ❑ North point, graphic scale, date and vicinity map.
- ❑ Names of adjoining landowners and zoning district.
- ❑ Existing streets, culverts and easements.
- ❑ Proposed layout, including streets, lot lines with approximate dimensions, lot numbers, easements, setbacks, land to be reserved or dedicated for public uses, and any land to be used for purposes other than single-family dwellings.
- ❑ The words “Not for final Recording”.
- ❑ Walton County map and parcel number.
- ❑ FEMA map number and date of panel: statement-property has or has no floodplain.
- ❑ Site the Article and Section of the ordinance relating to subdivision.
- ❑ Any land designated for Open space or Green Space must have a minimum 20 ft. access.