

Walton County Planning and Development

SUBMITTAL CHECKLIST For Conditional Use 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)
- 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 (B).
- 1 reduced copy of site plan (11X17) – Drawn by Design Professional
- Letter of intent with any conditions
- Proof of Property Taxes paid on property.

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED

Conditional Use Application # _____

Planning Comm. Meeting Date _____ at 6:00PM held at **WC Historical Court House-111 S Broad Street, Monroe, Ga (2nd Floor)**

Board of Comm Meeting Date _____ at 6:00PM held at **WC Historical Court House**
You or a representative 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")

E-mail: _____

Phone # _____

Phone # _____

Location _____ Present Zoning _____ Acreage _____

Existing Use of Property: _____

Existing Structures: _____

Property is serviced by:

Public Water: _____ Provider: _____ Well: _____

Public Sewer: _____ Provider: _____ Septic Tank: _____

The purpose of this conditional use is: _____

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: _____

Commission District: _____ Watershed: _____

I hereby withdraw the above application _____ Date: _____

IF YOUR APPLICATION IS APPROVED THE FOLLOWING ITEMS WILL BE REQUIRED.

NOTE: ALL ITEMS WILL BE REQUIRED ONCE THE APPLICATION IS APPROVED.

The Site

Step one:

Meet with an Engineer or Landscape Architect and develop a site plan for the development.

- Will there need to be improvements to the driveway entrance? Will the Georgia Department of Transportation need to approve a driveway plan?
- What are regular parking and handicap parking requirements for the site?
- Will the site require grading, storm drain, erosion control, storm water detention?
- Will the site require additional septic tank and septic field drain lines?
- Will the site require Landscape screening, tree save or replacements?

Step two:

Have your Engineer or Landscape Architect submit development plans that meet all the current requirements for the Walton County Land Development Ordinance.

- Pay development and review fees for permit.
- Submit plans to Georgia Soil and Water Conservation Commission.
- Submit plans to the Walton County Environmental Health Department.

Step three:

Once you obtain the site development permit, you are ready to begin development on the site.

- Schedule a pre-construction meeting with the Development Inspection Department.
- Install all BMP's per your approved Erosion Control Planning.
- When all site work is complete and inspection are signed off, you will receive a certificate of completion.

The Building(s)

Step one:

Obtain a commercial/Non-Residential Construction Packet. Meet with an Architect or Contractor and develop a plan for the building to be used for your Event Center.

- If you are building a new facility, plans will need to be submitted for approval.
- If you are converting an existing facility, you will need an Architectural stamped floor plan that meets current code requirements for the type of occupancy.
- You will need to meet all ADA requirements.
- Obtain approval from the Walton County Environmental Health Department.

I understand the above items will be required prior to any work that is started. No Business License will be issued until all items are complete.

Signature of Applicant: _____, Date: _____

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:

Conditional Use Permit Criteria

1. Adequate provision is made such as setbacks, fences, etc., to protect adjacent properties from possible adverse influence of the proposed use, such as noise, dust vibration, glare, odor, electrical disturbances, and similar factors.

2. Vehicular traffic and pedestrian movement on adjacent streets will not be hindered or endangered.

3. Off-street parking and loading and the entrances to and exits from such parking and loading will be adequate in terms of location, amount and design to serve the use.

4. Public facilities and utilities are capable of adequately serving the proposed use.

5. The proposed use will not adversely affect the level of property values or general character of the area.

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 _____

**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

Character Area Map Amendment

Application # _____

Planning Comm. Meeting Date _____ at 6:00PM held at WC Historic Court House, 111 S. Broad St, Monroe, Ga (2nd Floor)
Board of Comm. Meeting Date _____ at 6:00PM held at WC Historical Court House
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 # _____
E-mail Address: _____	
Location: _____ Acreage _____	
Existing Character Area: _____	
Proposed Character Area: _____	
Is this a Major or Minor amendment to the plan? _____	
Note: Major amendments to the plan DO NOT become effective until approved by RDC and DCA	
Is the property located within a watershed protection overlay district? _____	
Proposed Development: ___ Single-family ___ Multi-family ___ Commercial ___ Industrial	
Proposed Zoning: _____ Number of Lots: _____ Minimum Lot Size: _____	
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