

# REQUIRED ITEMS

## **1) APPLICATION FORM:**

One (1) copy of the appropriate Application form with all required attachments and additional information must be submitted.

Separate applications will be required for each, individual parcel and a separate application will be required for each zoning classification requested (R-1 and M-1 for example, would require two applications) even if properties are contiguous.

## **2) APPLICATION FEE:**

See attached "Fee Schedule". You may make payment by check or credit/debit card. Make checks payable to Barrow County.

## **3) LETTER OF INTENT:**

- a. One (1) copy of a Letter of Intent (must be typed).
- b. The Letter of Intent must give details of the proposed use of the property and should include at least the following information:
  - 1) A statement as to what the property is to be used for;
  - 2) The acreage or size of the tract;
  - 3) The zoning classification requested;
  - 4) The number of lots and number of dwelling units or number of buildings proposed;
  - 5) Building size(s) proposed;
  - 6) The density in terms of gross square footage per acre (for proposed commercial, office and industrial use);
  - 7) The number of parking spaces;
  - 8) The height of buildings
  - 9) Any requested change in buffers.

## **(4) LEGAL DESCRIPTION:**

The legal description must be a "metes and bounds" description. It must establish a point of beginning and from the point of beginning give each dimension bounding the property, calling the directions (such as north, northeasterly, southerly, etc.) that the boundary follows around the property returning to the point of beginning. If there are multiple property owners, all properties 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. For requests for multiple zoning districts, a separate application and legal description must be submitted for each district requested.

**(5) BOUNDARY SURVEY:**

One (1) copy, one (1) 8 ½ x 11 reduction, of a boundary survey to scale for the subject property, displaying all metes and bounds. This is not necessary if the Concept Plan (next item) includes this information.

**6) REZONING CONCEPT PLAN:**

- An application for a rezoning shall be accompanied by a concept plan if any new construction is proposed or alteration of the site is required under the site or development design standards of this Development Code.
- A concept plan may be prepared by the applicant, a professional engineer, a registered land surveyor, a landscape architect, a land planner or any other person familiar with land development activities.
- The concept plan shall be drawn to approximate scale on a boundary survey of the tract or on a property map showing the approximate location of the boundaries and dimensions of the tract.

**One (1) 8 ½ x 11 legible reduction, of a Concept Plan to scale. This Plan must show:**

- a. Zoning district classification of the subject property and all adjacent properties, and zoning district boundaries if they cross the property.
- b. Man-made features within and adjacent to the property, including existing streets and names, city and county political boundary lines, and other significant information such as location of bridges, utility lines, existing buildings to remain, and other features as appropriate to the nature of the request.
- c. Proposed use of the property.
- d. The proposed project layout including:
  1. For residential subdivisions, and office or industrial parks, approximate lot lines and street right-of-way lines, along with the front building setback line on each lot.
  2. For multi-family and nonresidential development projects, the approximate outline and location of all buildings, and the location of all minimum building setback lines, outdoor storage areas, buffers, parking areas and driveways.

**The Concept Plan shall also indicate:**

- a. Name and address of the property owner.
- b. Name, address, and telephone number of the applicant (if different than the owner)
- c. If drawn on a boundary survey: date of survey and source of datum.
- d. Date of plan drawing, and revision dates, as appropriate.
- e. North point and approximate scale of the drawing.
- f. Location (Land District and Land Lot) and size of the property in acres (or in square feet if less than an acre).

g. Location sketch of the property in relation to the surrounding area with regard to well-known landmarks such as arterial streets or railroads. Sketches may be drawn in freehand and at a scale sufficient to show clearly the information required, but not less than 1 inch equal to 2,000 feet. US Geological Survey maps may be used as a reference guide for the location concept.

h. A statement as to the source of domestic water supply.

i. A statement as to the provision for sanitary sewage disposal.

j. The approximate location of proposed storm water detention facilities.

k. The approximate location of proposed access to the County road system.

l. Such additional information as may be useful to permit an understanding of the proposed use and development of the property.

#### **7) NOTARIZED SIGNATURES:**

The application form must have notarized signatures on the application as well as all attachments.

#### **8) ATTACHMENTS:**

All attachments must be included in order for the application to be considered complete

- Attachment A – “Disclosure of Campaign Contributions”
- Attachment B – “Proffered Conditions”
- Attachment D – “Rezoning Checklist”

#### **9) AVAILABILITY OF WATER/SEWER UTILITIES:**

A completed utility availability letter shall be required for all rezoning and special use permits that propose new or additional development. The standard form letter confirming utility availability must be obtained from the Barrow County Water Authority or appropriate municipal department.

#### **10) ADDITIONAL EXHIBITS (If Required)**

##### **TRAFFIC STUDY:**

A traffic study will be required for an application that meets any of the following criteria:

(A) An application for a proposed development that is capable of generating 1,000 average daily vehicle trips or more, shall be accompanied by a traffic study, prepared by professional engineers registered in Georgia, under guidelines available from the Transportation & Public Works Department. Anticipated vehicle trips may be based upon the latest edition of Trip Generation published by the Institute of Transportation Engineers. The Public Works Director may waive this requirement when conditions warrant.

(B) A traffic study prepared by professional engineers registered in Georgia, shall also be required for a proposed modification to a previously approved rezoning if the average daily vehicle trips will increase by 10% or more than calculated for the original rezoning approval, or average daily vehicle trips will exceed 1,000 for the first time. The Public Works Director may waive this requirement when conditions warrant.

(C) For a proposed development that will generate fewer than 1,000 average daily vehicle trips or an increase of less than 10%, a traffic study, prepared by professional engineers registered in Georgia, may be required by the Public Works Director. Determination of such requirements will be made within five working days of receipt of the application for rezoning and must be submitted to the Public Works and Planning & Development Directors at least five working days prior to the first public hearing.

(D) A traffic study and other studies of the impact of the proposed development may be required by the Planning Commission or the Board of Commissioners as deemed necessary for adequate consideration and a fully-informed decision on the rezoning request, relative to the standards for rezoning consideration contained in Section 1205 (e) of the UDC.