

Application For Map Amendment (to include Character Area & Future Land Use Amendment)



Thank you for your interest in Jackson County, Georgia. This packet includes the necessary documents for Map Amendment Requests to be heard by the Jackson County Planning Commission and the Jackson County Board of Commissioners.

PLEASE NOTE: ALL FEES ARE NON-REFUNDABLE

Should you need further assistance, please feel free to contact our office between 8:30 AM and 4:30 PM, Monday through Friday at (706) 367-5908



Application Process and Requirements for Map Amendment (Character Area and/or Future Land Use)

- 1) A Pre-Application meeting **MUST** be arranged and held with a Planning Division staff member prior to submitting an application.
- 2) Submit completed application and appropriate filing fees to the Planning Division according to the attached monthly schedule. Filing fees are figured on a per parcel basis.
- 3) The Planning Division shall review the application for completeness within 5 days of submission. Incomplete or improper applications will not be processed until all information is received. If additional information is not received within 5 business days from notification of an incomplete or improper application, the application will be returned to the applicant.
- 4) Once the application is complete, the planning staff will further review the application and make a written recommendation. Copies of the staff report are available to the applicant approximately five days before the Planning Commission's public hearing.
- 5) A Legal notice will be printed in a newspaper of general circulation in Jackson County. This notice appears in the Jackson Herald at least 15 days before public hearings. The legal notice will be taken care of by the Planning Division Staff.
- 6) A public hearing sign is to be erected on the property by the applicant and field-checked by the Planning Staff at least 15 days before the public hearing. If the sign is not erected on the property at least 15 days before the public hearing the application will have to be rescheduled due to Georgia State Zoning Procedures Law.
- 7) The Planning Commission reviews the facts in the case at its scheduled meeting. A recommendation is decided upon and forwarded to the Board of Commissioners. The Planning Commission meets the fourth Thursday of each month at 6:00 P.M. at the County Administration Auditorium, 67 Athens Street, Jefferson, GA. Unless other notification is given.
- 8) The Board of Commissioners meets on the third Monday of each month to consider requests heard by the Planning Commission and to hold public hearings on the matter. In taking final action on the application the BOC may approve or deny the request. This meeting is held at 6:00 PM in the Jury Assembly Room of the County Courthouse, 5000 Jackson Parkway, Jefferson, Georgia.
- 9) Once an application is made, the applicant may withdraw the application without prejudice and receive a refund PRIOR to legal advertisement of the public hearing in a newspaper of general circulation in Jackson County. All applications advertised will be subject to final action by the Board of Commissioners. Written notification of withdrawal is required from the applicant.
- 10) No application or re-application affecting the same land shall be acted upon within 12 months from the date of last action of the Board of Commissioners unless waived by the Board of Commissioners. A request to consider such a waiver must be submitted to the Planning Division. In no case shall an application or re-application be acted upon in less than 6 months from the date of last action by the Board of Commissioners.
- 11) All applicants, their attorneys, and representatives, must submit information as required by the Official Code of Georgia Section 36-67A-1, et. seq, Disclosure of Campaign Contributions and Gifts (Attachment A).

The below items are required in order to process the Map Amendment request. Any amendments to an application must be submitted at least two weeks prior to the Planning Commission hearing.

REQUIRED ITEMS

1) **APPLICATION FORM:**

Application form with all required attachments and additional information must be submitted. Separate fees will be required for each, individual parcel. Multiple parcels can be included in one application if considered one development.

2) **APPLICATION FEE:**

See the official Jackson County "Fee Schedule". The "Fee Schedule" lists the fee per parcel. If there are multiple parcels separate fees must be paid for each parcel. Make payment with cash, check, or money order made payable to Jackson County. The approved fees for Map Amendments are \$250 per parcel.

3) **LETTER OF INTENT: (MUST BE TYPED OR CLEARLY LEGIBLE).**

The Letter of Intent must give details of the proposed use of the property and should include at least the following:

- 1) A statement as to what the property is to be used for or why a map amendment is needed;
- 2) Identify the current character area and/or future land use designation;
- 3) Identify the requested character area and/or future land use designation;
- 4) The acreage or size of the tract;
- 5) The number of lots and number of dwelling units (for proposed residential use);
- 6) Building size(s) proposed;
- 7) The density in terms of gross square footage per acre (for proposed commercial, office and industrial use);
- 8) Identify the availability of infrastructure such as transportation access, water service (well or public), sewer service (septic or public), ect....

4) **LEGAL DESCRIPTION:**

The legal description must be a "metes and bounds" description (unless in a recorded subdivision which shall be by lot and block. 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.

5) **COPY OF RECORDED PLAT:**

An 8 ½ x 11 (< 10 acres) or 11 x 17 (> 11 acres) reduction, of the recorded survey for the subject property, displaying the recording stamp from the Clerk of Courts.

6) **BOUNDARY SURVEY:**

An 8 ½ x 11 (< 10 acres) or 11 x 17 (> 11 acres) reduction, of a boundary survey to scale for the subject property, displaying all metes and bounds. This is not necessary if a new boundary survey has not been conducted since the recorded survey.

7) **NOTARIZED SIGNATURES:**

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

8) **ATTACHEMENTS:**

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

- Attachment A – "Disclosure of Campaign Contributions" (from all owners and applicants)
- Attachment B – "Standards for Land Use Plan Amendment Consideration"
- Attachment C – "Application Checklist"

9) AVAILABILITY OF WATER/SEWER UTILITIES:

A completed utility availability letter shall be required for all map amendments. The standard form letter confirming utility availability must be obtained from the Jackson County Water Authority or appropriate municipal department.

10) TRAFFIC STUDY and HYDROLOGY STUDY (IF REQUIRED):

A traffic study and hydrology 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 and a hydrology study, prepared by professional engineers registered in Georgia, under guidelines available from the County Engineer. Anticipated vehicle trips may be based upon the latest edition of *Trip Generation* published by the Institute of Transportation Engineers. The County Engineer may waive this requirement when conditions warrant.
- (B) A traffic study and a hydrology study, prepared by professional engineers registered in Georgia, shall also be required for a proposed modification to a previously approved LUP amendment 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 County Engineer 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 and a hydrology study, prepared by professional engineers registered in Georgia, may be required by the County Engineer. Determination of such requirements will be made within 5 working days of receipt of the application and must be submitted to the County Engineer and Planning Division Manager at least 5 working days prior to the first public hearing.
- (D) A traffic study, a hydrology 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 request, relative to the standards for rezoning consideration contained in Section 1204 (d) of the UDC.

NOTE: If your Land Use Plan Amendment case is tabled at either the Planning Commission or the Board of Commissioners, any amendment or additional information requested needs to be turned in to the Planning Division 2 weeks prior to the new hearing date.

STATE OF GEORGIA OVERSIGHT OF MAP AMENDMENTS

In addition to the submittal of a Map Amendment application to the Jackson County Public Development Department, a proposed map amendment shall also be submitted by the applicant to the Northeast Georgia Regional Commission as a Comprehensive Plan Amendment ***PRIOR TO SUBMISSION OF THE APPLICATION TO THE COUNTY*** if the proposed LUP Amendment qualifies as a Development of Regional Impact as described under Section 1216 of the UDC.

If the Northeast Georgia Regional Commission determines that the LUP amendment is a "Major Amendment" under State of Georgia guidelines in that it is justified only because the conditions or policies underlying the Comprehensive Plan have changed significantly so as to alter the basic tenets of the Plan, or that the proposal will significantly affect another political jurisdiction, then no action shall be taken on the amendment until the review process mandated by the State's Minimum Standards and Procedures for Local Comprehensive Planning shall have been completed



Attachment C Map Amendment Checklist

The following is a checklist of information required for submission of a Map Amendment application.

- _____ Pre-Application meeting held with staff member
- _____ Completed application form with all applicable attachments
- _____ Letter of intent, clearly legible
(original and 17 copies required)
- _____ A copy of the recorded plat (from Clerk of Superior Court Office)
(17 copies required)
____ 8 ½ x 11 (<10 acres) ____ 11 x 17 (>11 acres)
- _____ Legal Description
(one copy)
- _____ Boundary survey (if required)
(17 copies required)
____ 8 ½ x 11 (<10 acres) ____ 11 x 17 (>11 acres)
- _____ Water/Sewer Letter
- _____ Traffic Study/Hydrology Study (if required – determined by staff)
- _____ DRI Forms 1 and 2 (if required – determined by staff)
- _____ Filing Fee Total (**\$250 per parcel**)
 - \$ _____ Tax Map _____ Parcel _____
 - \$ _____ Tax Map _____ Parcel _____
 - \$ _____ Tax Map _____ Parcel _____

THIS CHECKLIST MUST BE SUBMITTED ALONG WITH THE APPLICATION



Application for Map Amendment
Jackson County, Georgia

APPLICANT'S CERTIFICATION

I (we) hereby authorize staff of Jackson County to inspect the premises of the above-described property. I (we) do hereby certify the information provided herein is both accurate to the best of my (our) knowledge, and I (we) understand that any inaccuracies may be considered just cause for invalidation of this application and any action taken on this application.

The undersigned below is authorized to make this application. The undersigned is aware that no application or re-application affecting the same land shall be submitted within twelve (12) months from the date of the last action by the Board of Commissioners; unless waived by the Board.

Signature of Applicant	Applicant's Printed Name and Title	Date
Signature of Notary	Date	(Seal)

PROPERTY OWNER'S CERTIFICATION

The undersigned below, or as attached, is the owner of the property considered in this application. The undersigned is aware that no application or re-application affecting the same land shall be submitted within twelve (12) months from the date of the last action by the Board of Commissioners; unless waived by the Board.

Signature of Property Owner	Owner's Printed Name and Title	Date
Signature of Notary	Date	(Seal)
Signature of Property Owner	Owner's Printed Name and Title	Date
Signature of Notary	Date	(Seal)

OFFICE USE ONLY

Date Accepted _____ By _____ Pre-App Date _____ with _____
 Is Project a DRI? _____ Yes, _____ No If yes, date sent to DCA _____
 Is Project in a "Sphere of Influence" _____ Yes _____ No Municipality _____ Notice Deadline _____



Attachment A

Applicant Disclosure of Campaign Contributions & Gifts

(submit a separate form for each applicant)

Application filed on _____, 20____ for action by the Planning Commission and Board of Commissioners for zoning action requiring a public hearing on property described as follows:

The undersigned below, making application for a zoning action, has complied with O.C.G.A. Section 36-67A-1, et. seq., Conflict of Interest in Zoning Actions, and has submitted or attached the required information on this form as provided.

All individuals, business entities, or other organizations¹ having a property or other interest in said property subject of this application are as follows:

Have you as applicant, agent for applicant, or anyone associated with this application or property, within the two (2) years immediately preceding the filing of this application, made campaign contributions aggregating \$250.00 or more to a member of the Jackson County Board of Commissioners or Jackson County Planning Commission? YES NO

If YES, please complete the following section (attach additional sheets if necessary):

Name and Official Position of Government Official	Contributions (List all which aggregate to \$250 or more)	Date of Contribution (Within last 2 years)

I do hereby certify the information provided herein is both complete and accurate to the best of my knowledge.

Signature of Applicant

Type or Print Name and Title

Signature of Applicant's Representative

Type or Print Name and Title

Signature of Notary Public

Date

(Seal)

¹ Business entity may be a corporation, partnership, limited partnership, firm, enterprise, franchise, association, trade organization, or trust while other organization means non-profit organization, labor union, lobbyist or other industry or casual representative, church, foundation, club, charitable organization, or educational organization.



Attachment A

Property Owner Disclosure of Campaign Contributions & Gifts

(submit a separate form for each owner)

Application filed on _____, 20____ for action by the Planning Commission and Board of Commissioners for zoning action requiring a public hearing on property described as follows:

The undersigned below, making application for a zoning action, has complied with O.C.G.A. Section 36-67A-1, et. seq., Conflict of Interest in Zoning Actions, and has submitted or attached the required information on this form as provided.

All individuals, business entities, or other organizations¹ having a property or other interest in said property subject of this application are as follows:

Have you as applicant, agent for applicant, or anyone associated with this application or property, within the two (2) years immediately preceding the filing of this application, made campaign contributions aggregating \$250.00 or more to a member of the Jackson County Board of Commissioners or Jackson County Planning Commission? YES NO

If YES, please complete the following section (attach additional sheets if necessary):

Name and Official Position of Government Official	Contributions (List all which aggregate to \$250 or more)	Date of Contribution (Within last 2 years)

I do hereby certify the information provided herein is both complete and accurate to the best of my knowledge.

Signature of Property Owner

Type or Print Name and Title

Signature of Notary Public

Date

(Seal)

¹ Business entity may be a corporation, partnership, limited partnership, firm, enterprise, franchise, association, trade organization, or trust while other organization means non-profit organization, labor union, lobbyist or other industry or casual representative, church, foundation, club, charitable organization, or educational organization.



Attachment B Standards for Land Use Plan Amendment Consideration

The Planning Commission and the Board of Commissioners shall consider the following standards in considering any land use plan amendment proposal, giving due weight or priority to those factors that are appropriate to the circumstances of each proposal

Please address the following standards in the space provided or you may use an attachment as necessary:

(A) The extent to which a change in the economy, land use, or development opportunities of the area has occurred.

(B) The extent to which the proposed designation is in compliance with the goals and policies of the Comprehensive Plan.

(C) The extent to which the proposed designation would require changes in the provision of public facilities and services.

(D) The extent to which the proposed designation would impact the public health, safety and welfare.

(E) The extent to which additional land area needs to be made available or developed for a specific type of use.

(F) The extent to which area demographics or projections are not occurring as projected.
