Application For SPECIAL USE

Thank you for your interest in Jackson County, Georgia. This packet includes the necessary documents for Special Use 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 Special 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 Public Development Department 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 provided by the Public Development Department 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 meet on the third Monday of each month to consider special use petitions and to hold public hearings on the matter. In taking final action on the application the BOC may approve, approve with conditions, deny the request, or allow for withdrawal by the applicant. 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 special use application..

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 a Special Use are $250 per parcel for Permitted Accessories (to include guest house and home businesses) and $350 per parcel for all other Special Use requests.

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 identifying the special use being requested;
2) The acreage or size of the tract;
3) The current zoning classification;
4) The number of lots and number of dwelling units (for residential use);
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 hours of operation;
8) Identify the availability of infrastructure such as transportation access, water service (well or public), sewer service (septic or public), etc....

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.

5) 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.

6) SPECIAL USE CONCEPT PLAN:

- An application for a special use 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. An 8½ x 11 (< 10 acres) or 11 x 17 (> 11 acres) is required.

- The concept plan should be prepared by a professional engineer, a registered land surveyor, a landscape architect or a certified land planner. The applicant may prepare the plan if approved by the Public Development Director.

- The concept plan shall be drawn to approximate scale on a boundary survey of the tract, showing the approximate location of the boundaries and dimensions of the tract.

The special use concept plan <u>must show</u>:

a. Zoning district classifications of the subject property and all adjacent properties.

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. To include all proposed buildings and structures.

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 sq. ft. 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 or GDOT road system.

7) <u>NOTARIZED SIGNATURES</u>:

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

8) <u>ATTACHEMENTS</u>:

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 – "Proffered Conditions"
- Attachment C – "Special Use Checklist"

9) AVAILABILITY OF WATER/SEWER UTILITIES:

A completed utility availability letter shall be required for all special use permits that propose new or additional development. 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 special use 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 special use consideration contained in Section 1204 (d) of the UDC.

NOTE: If your special use 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

Attachment C

Special Use Checklist

The following is a checklist of information required for submission of a special use application. Incomplete applications or applications submitted after the deadline will be processed as part of the next review cycle by the Planning Division.

_____ 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)

_____ Concept Plan
(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)

_____ Filing fee total (List fees below per parcel) **$250 per parcel for Permitted Accessory Uses (to include Guest House and Home Businesses) and $350 per parcel for all other Special Use requests**

$_____ Tax Map _____ Parcel _____ Acres_____

$_____ Tax Map _____ Parcel _____ Acres_____

$_____ Tax Map _____ Parcel _____ Acres_____

THIS CHECKLIST MUST BE SUBMITTED ALONG WITH THE APPLICATION

SPECIAL USE APPLICATION

JACKSON COUNTY PLANNING DIVISION

67 Athens Street Jefferson, Georgia 30549

706-367-5908

Date Received: _____ Fee Received: _____ Case No.: SU-_____

Note to Applicant: All applications must be typed or *CLEARLY LEGIBLE* and all entries must be completed on all the required application forms. If you are uncertain to the applicability of an item, contact the Public Development.

Name of Applicant _____

Mailing Address _____

Telephone _____ Cell _____ E-Mail _____

Property Owner(s) _____

Mailing Address _____

Telephone _____ Cell _____ E-Mail _____

Contact Person _____

Mailing Address _____

Telephone _____ Cell _____

Address/Location of Property _____

Tax Map No. _____ Tax Parcel No(s). _____ Total Acreage: _____

Present Zoning District(s): _____ Current Character Area _____

Current Future Land Use Designation _____

Proposed Special Use: _____

TAX COMMISSIONER'S OFFICE USE ONLY

VERIFICATION OF CURRENT PAID PROPERTY TAXES FOR SPECIAL USE

The undersigned certifies that all Jackson County taxes billed to date for the parcel listed below have been verified as paid current to the Tax Commissioner of Jackson County, Georgia and confirmed by the signature below. In no case shall an application or re-application for special use action be processed without such property verification.

PARCEL I.D. NUMBER: _____ - _____
Map Parcel

Name _____ Title _____ Date _____

Application for Special Use
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 organizations[1] 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 property 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 organizations[1] having a property or other interest in said property subject of this application are as follows:

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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

Proffered Conditions

As part of an application for any zoning action, a property owner may proffer, in writing, proposed conditions to apply and be part of the special use being requested by the applicant. Proffered conditions may include written statements, development plans, profiles, elevations, or other demonstrative materials.

Please list any written proffered conditions below:

_____

_____

_____

_____

_____

_____

Any development plans, profiles, elevations, or other demonstrative materials presented as proffered conditions shall be referenced below and attached to this application:

_____

_____

_____

_____

I do hereby submit these proffered conditions as an attachment to my application and request that they be considered along with same.

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)