



Special Use Permit Application

**Douglas County Board of Commissioners
Douglas County, Georgia**

Applications will be received on business days between 9:00 AM and 3:00 PM

Date of Application: _____

Application #: _____

Current Zoning: _____

Address of Property:

Land Lot: District: Section: Parcel:

Current Use of Property: _____

Proposed Use of Property: _____

If existing property/structure is vacant or not in use, how long has it been vacant or not in use?

If existing property/structure is vacant or not in use, how long has it been vacant or not in use?

**Description of Proposed Use:
(attach additional sheets if necessary)**

Owner of Property: _____

Mailing Address:

Telephone Number (Daytime): _____

Applicant: _____

Mailing Address:

Telephone Number (Daytime): _____

Email address: _____

ITEMS WHICH MUST ACCOMPANY APPLICATION

- A. **Owner's Signature or Affidavit** - If the owner and applicant are not the same, the owner must sign the application or complete the attached affidavit.
- B. **Plat/Survey** – Submit one(1) full size, one(1) 11 x 17 and one (1) digital copy of a plat, drawn by an engineer or land surveyor, describing in detail the tract, parcel or lot of land proposed to be rezoned. The plat must include the following information:
 1. A current boundary survey and plot plan, dimensioned and to scale, prepared by a registered surveyor, architect or engineer showing the seal of such surveyor, architect, or engineer.
 2. This survey shall be a plat of the land in question, or a description by metes and bounds, bearings and distances of the land, or if the boundaries conform to the lot boundaries within a subdivision for which a plat is recorded in the land records of Douglas County, then, the lot, block, and subdivision designations with appropriate plat reference.
 3. A description of existing land uses on adjacent and surrounding property.
- C. **Concept Plan** – Submit one (1) full size copy, one (1) 11x17 copy and one (1) digital copy of a concept plan, including but not limited to all items listed on the attached checklist for such plan.
- D. **Impact Analysis** –
 1. If the zoning change has been initiated by an owner or their representative, the application must be accompanied by a written, documented analysis of the proposed zoning change with regard to each of the standards governing consideration attached to this application.
 2. For proposed developments with 100,000 square feet of nonresidential floor area or 50 dwelling units, or more, a traffic study and a hydrology study, prepared by professional engineers registered in Georgia under the direction of the County at the applicant's expense, must be submitted along with the application for a zoning change.
 3. For proposed developments with less than 100,000 square feet of nonresidential floor area or 50 dwelling units, a traffic study and a hydrology study, prepared by professional engineers registered in Georgia under the direction of the County at the applicant's expense, shall be required unless waived by the Development Services Director.
 4. A traffic study, a hydrology study and other studies of the impact of the proposed development may be required by the Planning & Zoning Commission or the Board of Commissioners as deemed necessary for adequate consideration and a fully informed decision on the proposed zoning change. The studies shall be prepared under the direction of the County at the applicant's expense.
- E. **Warranty Deed** – A copy of the recorded warranty deed to the property must accompany each application. **The owner on the deed must be the same as the owner listed on the application.**
- F. **Proof of Taxes Paid** – Proof that all ad valorem taxes due on the property have been paid must accompany each application.
- G. **Certificate Concerning Campaign Contributions** – The applicant must complete the certificate concerning campaign contributions and submit with each application.
- H. **Fees** – See attached fee schedule. Checks should be made payable to "Douglas County Board of Commissioners". **Fees are non-refundable.**

- I. **Property Value Disclosure Form** – The applicant must provide the information listed or sign the affidavit stating this information is not required in order to evaluate the property for zoning.
- J. Any other information required by the Planning & Zoning Department or any other County departments which is deemed necessary or desirable in processing the application which is related to the present or proposed use of the property.

Signature of Applicant

Date

Printed Name of Applicant

Date

FOR OFFICE USE ONLY

Date Received: _____

Hearing Date: _____

Received By: _____

Development of Regional Impact – If your application meets the following criteria, you will be required to submit additional information to the Atlanta Regional Commission (Application submitted by Planning & Zoning).

Type of Development	Thresholds
Office	Greater than 400,000 gross square feet
Commercial	Greater than 300,000 gross square feet
Wholesale & Distribution	Greater than 500,000 gross square feet
Housing	Greater than 400 new lots or units
Industrial	Greater than 500,000 gross square feet; or employing more than 1,600 workers; or covering more than 400 acres
Hotels	Greater than 400 rooms
Mixed Use	Greater than 400,000 gross square feet; or covering more than 120 acres

CONCEPT PLAN CHECKLIST

1. An application shall be accompanied by a concept plan if any new construction or alteration of the site is proposed.
2. A concept plan may be prepared by a professional engineer, a registered land surveyor, a landscape architect, a land planner or any other person familiar with land development.
3. The concept plan shall be drawn on a boundary survey of the property. The boundary survey shall have been prepared by a Georgia registered land surveyor and meet the requirements of the State of Georgia for such a map or plat under O.C.G.A. 15-6-67(b).

The concept plan shall show the following:

1. Zoning district classification of the subject property and all adjacent properties, and zoning district boundaries if they cross the property.
2. Man-made features within and adjacent to the property, including existing and future right-of-way of streets, pavement width and street names; 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.
3. Natural features, such as the 100-year flood plain, and protected wetlands and stream buffers required under the Buffers, Landscaping and Tree Conservation Article of this Ordinance.
4. Proposed use of the property.

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, dumpsters, zoning buffers, parking areas, loading stations, zoning buffers, stormwater detention facilities, and driveways, entrances and exits.
3. Name and address of the property owner.
4. Name, address, and telephone number of the applicant (if different than the owner).
5. Date of concept plan drawing, and revision dates, as appropriate.
6. Location (Land District and Land Lot) and size of the property in acres (or in square feet if less than an acre).
7. 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 .
8. A statement as to the source of domestic water supply.
9. A statement as to the provision for sanitary sewage disposal.
10. The approximate location of proposed storm water detention facilities.
11. Such additional information as may be useful to permit an understanding of the proposed use and development of the property.

AFFIDAVIT
Authorization by Property Owner

I swear that I am the owner of the property that is the subject matter of the attached application, as it is shown in the records of Douglas County, Georgia.

I authorize the persons named below to act as applicant in the pursuit of the obtaining the Special Use Permit for this property.

Name of Applicant: _____

Address: _____

Telephone Number: _____

Owner (Printed Name)

Signature of Owner

Date

Personally Appeared Before Me:

Who swears that the information contained in this authorization is true and correct to the best of his or her knowledge and belief.

Notary Public

Date

ATTACHMENT **CERTIFICATE CONCERNING CAMPAIGN CONTRIBUTIONS**

Has the applicant (individual, corporation, partnership, firm, enterprise, franchise, association or trust) made, within two years immediately preceding the filing of this application for a **Special Use Permit**, campaign contributions aggregating \$250.00 or more or made gifts having in aggregate a value of \$250.00 or more to a member of the Board of Commissioners or Planning Commission who will consider the application?

YES _____

NO _____

If so, the applicant and the attorney representing the applicant must file a disclosure report with the Board of Commissioners of Douglas County, within ten (10) days after this application is first filed.

Please supply the following information, which will be considered as the required disclosure:

1. **Member:** The name of the member(s) of the Board of Commissioners or Planning Commission to whom the campaign contribution or gift was made.
2. **Contribution:** The dollar amount of each campaign contribution made by the applicant to the member of the Board of Commissioners or Planning commission during the two years immediately preceding the filing of this application, and the date of each such contribution.
3. **Gift:** An enumeration and description of each gift having a value of \$250.00 or more made by the applicant to a member of the Board of Commissioners or Planning Commission during the two years immediately preceding the filing of this application.

Member	Contribution	Date	Gift
	\$		
	\$		
	\$		
	\$		
	\$		

We certify that the foregoing information is true and correct, this _____ day of _____

20_____.

Applicant

Applicant's Attorney (if any)

Property Value Disclosure Form

OPTION 1:

The following information must be included (except under Section 0, below):

1. A description of the extent to which the property value of the subject property is diminished by the existing zoning district classification;
2. The existing value of the property contained in the petition for rezoning under the existing zoning classification;
3. The value of the property contained in the application for rezoning under the proposed zoning classification;
4. A description of any existing use of the property, including a description of all structures presently occupying the property;
5. The length of time the property has been vacant or unused as currently zoned; and
6. A detailed description of all efforts taken by the property owners to use the property or sell the property under the existing zoning classification.

As an alternative, the applicant may submit the following stipulation, knowingly and willingly executed before any notary of the state:

OPTION 2:

"I do not regard the application information requested under Section 1 of the Douglas County Unified Development Code, as necessary or relevant to the Board of Commissioners in its consideration of my petition for a zoning change. I stipulate that such information shall not be relevant to the Board of Commissioners in its deliberations or to any court in its review of the decision on my petition."

Applicant Signature

Applicant (Printed Name)

Sworn before me this _____ day of _____, 20____.

Notary Public: _____

Criteria & Standards for Considering a Special Use Permit

(Please note: The Planning & Zoning Staff will determine whether or not these criteria and standards are met.)

A Special Use otherwise permitted within a zoning district shall be considered to be compatible with other uses permitted in the district, provided that due consideration is given to the following objective criteria. Emphasis may be placed on those criteria most applicable to the specific use proposed:

1. Will the proposed Special Use be consistent with the stated purposes of the zoning district in which it will be located?
2. Will the establishment of the Special Use impede the normal and orderly development of surrounding property for uses predominate in the area?
3. Is the location and character of the proposed Special Use consistent with a desirable pattern of development of the locality in general?
4. Is or will the type of street providing access to the use be adequate to serve the proposed Special Use?
5. Is or will access into and out of the property be adequate to provide for traffic and pedestrian safety, the anticipated volume of traffic flow, and access by emergency vehicles?
6. Are or will facilities such as schools, water or sewer utilities, and police or fire protection be adequate to serve the Special Use?
7. Are or will refuse, service, parking and loading areas on the property be located or screened to protect other properties in the area from such adverse effects as noise, light, glare or odor?
8. Will the hours and manner of operation of the Special Use have no adverse effects on other properties in the area?
9. Will the height, size or location of the buildings or other structures on the property be compatible with the height, size or location of buildings or other structures on neighboring properties?