

REQUEST FOR REZONING APPROVAL APPLICATION

CITY OF CLEVELAND, GEORGIA

85 SOUTH MAIN STREET

CLEVELAND, GA 30528

PHONE 706-865-2017

FAX 706-219-3220

ATTACHED, PLEASE FIND THE FOLLOWING INFORMATION:

- ☞ Materials necessary for a rezoning request
- ☞ Application for rezoning request
- ☞ Authorization by property owner
- ☞ Property owner's disclosure of campaign contributions
- ☞ Agent's disclosure of campaign contributions
- ☞ Property and Financial Disclosure
- ☞ Site plan requirements
- ☞ Application deadline dates

THE FOLLOWING IS A **GENERAL** DESCRIPTION OF THE PROCEDURES USED FOR THE PROCESSING OF AN APPLICATION FOR A REZONING REQUEST.

*Note - A copy of the Resolution establishing Policies and Procedures for the Handling of Zoning in the City of Cleveland, Georgia is available at Cleveland City Hall.

BOARD OF PLANNING AND ZONING

After receipt of the zoning petition by Cleveland City Hall, the petition is forwarded to the Chairman of the Planning and Zoning Board. The Chairman is responsible for posting the notice of the rezoning request with the local news media and posting a rezoning request sign on the property. The Planning and Zoning Board will hold a public meeting on the 4th Thursday of each month at 7:30 p.m. at the City Hall Annex for review and recommendation of all rezoning petitions. The petitioner, or a representative of the petitioner, **must** attend the meeting to answer questions that may arise from board members. After hearing interested citizens and after reviewing the request, the Planning and Zoning Board votes to recommend APPROVAL, APPROVAL WITH CONDITIONS, DENIAL, or POSTPONING/TABLING of the request. This recommendation is forwarded to the Mayor and Council.

MAYOR AND COUNCIL MEETING

The Mayor and Council will hear the recommendation from the Planning and Zoning Board at a public meeting on the 2nd Monday of each month at 7:00 p.m. at the City Hall Annex. The petitioner **must** attend the meeting to answer questions that may arise from the Mayor and Council. The Mayor and Council will vote on the request. Should the Mayor and Council deny the requested rezoning application, then the same property may not again be considered for rezoning until the expiration of at least six (6) months following the denial of the proposed rezoning.

If you have any questions regarding the application process or procedures, please call Cleveland City Hall at 706-865-2017.

**MATERIALS NECESSARY FOR A REQUEST
FOR REZONING APPLICATION**

CITY OF CLEVELAND, GEORGIA

- A. One (1) copy of this application, completed in full.
 - B. A written request to the Mayor and Council, signed by the owner and dated, explaining the nature of the rezoning request.
 - C. Property Owner's Disclosure of Campaign Contributions.
 - D. Agent's Disclosure of Campaign Contributions.
 - E. Authorization by Property Owner.
 - F. Property and Financial Disclosure.
 - G. Two copies of the site plan - site plan requirements listed below
 - H. Full payment of the \$390.00 (NON-REFUNDABLE) application fee.
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SITE PLAN REQUIREMENTS

Site Plans shall contain the following information:

- 1. Property owner and address
- 2. Street address of subject property
- 3. Total property acreage
- 4. Tax Map and Parcel Number
- 5. Date prepared, Map Scale and North Arrow
- 6. Location of all property lines on neighboring properties and streets and alleys located 50 feet from subject property
- 7. Boundaries of all current zoning districts on the subject properties and all neighboring properties shown on the map. Each zoning district must be labeled.
- 8. Special markings (shading, cross hatching, or heavy outline) to identify the areas intended to be rezoned.
- 9. The general location of all existing structures or buildings on the subject property.

NOTE: A PHOTOCOPY OF THE CITY'S TAX MAPS SHOWING THE SUBJECT PROPERTY MAY BE USED AS THE MAP BASE. IF A CLEAR COPY CANNOT BE MADE FROM THE TAX MAPS, THE APPLICANT MAY DRAW A SKETCH OF THE SUBJECT PROPERTY.

THE SKETCH PLAN DOES NOT HAVE TO BE DRAWN TO EXACT SCALE OR PREPARED BY A PROFESSIONAL, BUT IT MUST BE NEAT AND PREPARED IN INK.

APPLICATION FOR REZONING
CITY OF CLEVELAND, GEORGIA

Application Number: _____ Application Date: _____

PROPERTY ADDRESS: _____

CITY, STATE, ZIP: _____

TAX MAP AND PARCEL NUMBER: _____

NEAREST ROAD INTERSECTION: _____

CURRENT ZONING: _____ PROPOSED REZONING: _____

CURRENT USE: _____

PROPOSED USE: _____

If rezoned, when will proposed use start? _____

SIZE OF PROPERTY: _____ () ACRES or () SQUARE FEET

IS SUBJECT PROPERTY VACANT: () YES () NO

DO YOU REQUEST ANNEXATION OF THE SUBJECT PROPERTY: () YES () NO

PROPERTY OWNER: _____

ADDRESS: _____

CITY, STATE, ZIP: _____

TELEPHONE: _____

**** If the person submitting the request is not the property owner but is acting as the agent for the zoning request, please fill out the following information and submit the attached authorization by the property owner.

AUTHORIZATION OF PROPERTY OWNER

I swear/affirm that I am the owner of property located at (property address):

which is the subject matter of the attached application, as is shown in the records of White County, Georgia.

I authorize the person named below to act as applicant or agent in the pursuit of the rezoning of this property.

Property Owner's Signature

Date

Notary

Date

AUTHORIZED AGENT: _____

ADDRESS: _____

CITY, STATE, ZIP: _____

TELEPHONE: _____

I hereby attest that the information I have provided in this application is true and accurate, to the best of my knowledge. I also agree to cooperate with the City of Cleveland in responding promptly to any reasonable request for additional information that may arise during the review process.

Signature of Owner or Authorized Agent

Date

Notary

Date

**AD VALOREM TAX INFORMATION
CITY OF CLEVELAND**

Tax payer's name: _____

Map #: _____ Parcel #: _____

All property taxes on the above referenced map and parcel were paid on: _____

Tax Clerk's Signature:

Cindy Cannon _____ Date: _____

Lora Everett _____ Date: _____

Rhonda Hester _____ Date: _____

APPLICATION AGREEMENT

Application is hereby made according to the Laws and Resolutions of the City of Cleveland, Georgia to construct and/or on the application and attachments. If a rezoning/variance is issued, I agree to conform th all laws and resolutions regulating the same.

By signature below, I certify that the application and the attached data are true and correct.

Applicant's signature: _____ Date: _____

**CITY OF CLEVELAND
APPLICATION FOR ZONING ACTION
CAMPAIGN CONTRIBUTIONS
DISCLOSURE FORM**

This form is required for all zoning actions.

Code of Georgia
36-67A-3. Disclosure of campaign contributions

- A) When any application for zoning action has been made, with two years immediately preceding the filing of the applicant's application for the zoning action, campaign contributions aggregating \$250.00 or more to a local government official who will consider the application, it shall be the duty of the applicant to file a disclosure report with the governing authority of the respective local government showing:
- (1) The name of the official position of the local government official to whom the campaign contribution was made; and
 - (2) The dollar amount and description of each campaign contribution made by the applicant to the local government official during the two years immediately preceding the filing of the application for the rezoning action and the date of each contribution.

The disclosure required by subsection (A) of this code section shall be filed within ten (10) days after the application for the zoning action is first filed. (Code 1981, Section 36-67A-3, enacted by GA. L. 1986, page 1269, Section 1; GA .L. 1991, page 1365, Section 1.)

APPLICANT'S CERTIFICATION

I hereby certify that I have read the above and declare that

 () I have* () I have not

within the two (2) years immediately preceding this date, made any campaign contribution(s) aggregating \$250.00 or more to any local government official involved in the review or consideration of this application.

Applicant signature

Date

**Note: If you have made any such contribution(s), you must provide the information required in subsection (A) above within ten (10) days of the filing date of this application.*

REZONING APPLICATION WITHDRAWAL

I, _____ hereby withdraw my rezoning application dated
applicant's name
_____, tax map and parcel _____.
date

Applicant's or owner's signature

Date

Notary

Date