

Conditional Use Permit Application *Innovative Development Plan*

Carroll County
423 College Street

Department of Community Development
Carrollton, GA 30117 (770) 830-5861



Date Received: _____
Received by: _____

Please complete the blanks with the requested information. If any of the information or required materials is missing or incomplete, the application will not be processed.

APPLICANT	<p>Applicant Name: _____</p> <p>Address: _____ City: _____ State: _____ Zip: _____</p> <p>Phone: () _____ - _____ Fax: () _____ - _____ Email: _____</p> <p>Agent Name: _____</p> <p>Address: _____ City: _____ State: _____ Zip: _____</p> <p>Phone: () _____ - _____ Fax: () _____ - _____ Email: _____</p> <p>Owner Name (If different from applicant): _____</p> <p>Address: _____</p> <p>Phone: () _____ - _____ Fax: () _____ - _____</p> <p><i>(Note: A notarized statement signed by the property owner(s) authorizing the applicant to make this request shall be attached to the application.)</i></p>
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CONDITIONAL USE	<p>Project Name: _____</p> <p>Conditional Use Location (attach location map): _____</p> <p>Proposed Use: _____</p> <p>Total acreage: _____</p> <p>Describe Proposed Conditional Use:</p>
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Staff Use Only

Land Lot _____ of the _____ District, Carroll County Tax Map _____ Parcel _____

SPECIFIC INFORMATION

Describe how the proposed Conditional Use will affect:

Traffic:

Availability of Public Facilities/Utilities:

Other relevant Impacts of the Proposal:

Describe how the proposed Conditional Use will be a benefit to the public.

Required Materials to Accompany the Application:

1. Completed application and the fee.
2. Copy of deed, lease, option agreement or other evidence of ownership or applicant's interest in the property. If the applicant is not the owner, attach a notarized statement signed by the owner authorizing the applicant to request the amendment.
3. All required items listed in the **Submittal Requirements checklist**.

Return Form to:

*Artagus Newell or Margie Milam
Department of Community Development
423 College Street
Carrollton, Georgia 30117*

Case No: _____

Date of Application: _____

For Department Use Only

Application No: _____

Filing Fee: _____

Pre-Application Conf: _____

Date Advertised: _____

Date Notices Sent: _____

PC Public Hearing Date: _____

BoCC Public Hearing Date: _____

Disposition: _____

Approved by Resolution #: _____

Conditional Use Permit Application

Submittal Requirements

Unless specifically exempted in writing by the Director of Community Development, the applicant shall submit the following information and drawings as part of the review process:

- _____ A completed application
- _____ Applicable fees
- _____ Parcel Information Sheet with a Certificate of Zoning Compliance
- _____ Signed notarized affidavit
- _____ A copy of the property deed including a legal description of the parcel.
- _____ A notarized statement signed by the property owner(s) authorizing the applicant to make this request shall be attached to the application.
- _____ Names and addresses of all surrounding property owners.
- _____ Two 24" x 36" aerial photos
- _____ 25 copies of a current boundary survey
- _____ 25 copies of site plan as detailed below

Conditional Use Permit Application

Site Plan Requirements

Conditional Use Permit: Section 14.13.3a of the Zoning Ordinance

The application shall set forth a **DETAILED DESCRIPTION, INCLUDE DESIGN INNOVATIONS, AND THE PROPOSED RATIONALE FOR INNOVATION**. Notwithstanding the requirements set forth under Section 13.0(1)(d), the application shall set forth the following site plan:

a. All site plans shall be prepared by a registered architect, landscape architect, or professional engineer. All site plans shall be on standard 24" X 36" sheets and shall be prepared at a sufficient scale to show:

1. General Information, Existing Conditions, and Proposed Conditions as set forth in **Appendix "1" (see next page)**.

2. Please identify the nature and quality of the development that is proposed including but not limited, floor plans, square footage, proposed lot layout, utility plan, parking plan and any amenity package, which may include but not be limited to a common storm shelter, as swimming pool, tot lot, playground, clubhouse, tennis, handball, volleyball, basketball, sidewalks, preservation of natural features, such as lakes and woods, as common open spaces, bike and pedestrian paths and benches, permanent buffer areas around any stream, preservation of any archaeological or historic site, preservation of any habitat for any endangered, rare, or threatened species of plant or wildlife, or dedication of land, acceptable to the County, for use as a school site, fire station, park site, or other public facility.

b. The Application shall demonstrate compliance with underlying zoning district requirements and any conditions of zoning that may exist and relate to the subject property.

Appendix "1"

GENERAL INFORMATION

1. Show name of project and date of submittal.
2. Show the name, address and phone number of the developer. Show seal and signature of professional engineer or qualified plan preparer.
3. The minimum scale for preliminary plats shall be 1" = 100' unless otherwise approved by the Department.
4. Plats shall be drawn on no larger than a 24-inch by 36-inch sheet of paper.
5. Plats shall include north arrow and show land lot lines and district.
6. Provide a tie point to the nearest intersection.
7. Plats shall include a location/vicinity map with land lot lines; minimum scale 1" = 2000'.
8. Show plat certificates.

EXISTING CONDITIONS

- a. State the present zoning of the property.
- b. Note the zoning case number, date of approval and all variances and conditions of zoning (if applicable).
- c. Show the zoning of adjacent properties including property owners name, subdivision name, lot numbers, land uses, etc.
- d. Show any jurisdictional (city or county) boundary lines.
- e. Show topography by contours at vertical intervals of not more than five (5) feet.
- f. Show location of streams, lakes, swamps and land subject to flooding as determined from past history of flooding or hydraulic engineering calculations of existing conditions.
- g. Show all structures, both above and below ground, that might interfere with the proposed construction.
- h. Show name, location, right-of-way, dimension from centerline, pavement width and surface type of all streets and roads on or adjacent to the property to be subdivided.
- i. Show location of right-of-way and easements, railroads, and other utilities on or adjacent to the property.
- j. Show the size and location of existing water mains, drains, culverts and all other facilities and structures, both above and below ground, within the tract or within the right-of-way of streets or roads adjoining the tract.
- k. Identify the watershed basin(s) within which the proposed development is located.
 - l. Identify the acreage of each drainage area affecting the proposed subdivision.
 - m. Show water pressure and flow test results.

PROPOSED CONDITIONS

1. State the total number of acres and number of lots.
2. Show the layout of all lots, including front, side and rear building setback lines, scaled dimensions on lots and utility easements with width and use.
3. Note the minimum lot size requirement and square footage area of each lot.
4. Show the proposed unit division or stage development, if any.
5. Identify all land to be reserved or dedicated for public use.
6. Show all required buffers (if applicable).
7. Show 10 foot "No Access Easement" along the rear of all double frontage lots.
8. Show and state names, right-of-way, dimension from centerline, pavement width and surface type of all proposed roads.

PARCEL INFORMATION SHEET & APPLICATION FOR ZONING COMPLIANCE CERTIFICATE

To be completed by Map Room Personnel in Room #414

MAP ROOM OFFICAL: _____

MAP: _____ **LAND LOT:** _____

PARCEL: _____ **DISTRICT:** _____

CURRENT PROPERTY OWNER: _____

PROPERTY OWNER AS OF JANUARY 1ST: _____

APPLICANT (IF DIFFERENT FROM OWNER): _____

PROJECT ADDRESS: _____

CITY: _____

SUBDIVISION: _____ **LOT #:** _____

ACREAGE: _____ **PARCEL SPLIT FROM:** _____

CURRENT ZONING CLASSIFICATION		
REQUIRED SETBACKS	FRONT	
	SIDE	
	REAR	
CERTIFICATE OF ZONING COMPLIANCE – CHECKLIST		
<input type="checkbox"/> Owner(s) & Agent (if applicable) <input type="checkbox"/> Legal Description or Adequate Description of Property <input type="checkbox"/> Complete Inventory of Existing Structures (noting uses & non-conforming structures) <input type="checkbox"/> Complete Inventory of Proposed Structures <input type="checkbox"/> Complete Inventory of Existing Uses and/or Activities <input type="checkbox"/> Applicant's Certification		
Signature of Zoning Administrator or Designee: _____ Date: _____ Comments: _____		
CDP COMPLIANCE	<input type="checkbox"/> YES <input type="checkbox"/> NO	Signature of CDP Administrator or Designee: _____ Date: _____ Comments: _____
PLAT APPROVED	<input type="checkbox"/> YES <input type="checkbox"/> NO	Signature of County Engineer or Designee: _____ Date: _____ Comments: _____
APPROVED FOR NEW ADDRESS	<input type="checkbox"/> YES <input type="checkbox"/> NO	Signature of Zoning Administrator or Designee: _____ Date: _____ Comments: _____

Sketch of Property

<i>Please check:</i>	CONVENTIONAL	MANUFACTURED HOME	COMMERCIAL
	ACCESSORY BUILDING OR ADDITIONS	OTHER: _____	

- ⇒ Provide a sketch of proposed building location, driveway, septic tank location and all additional structures.
- ⇒ Show the ***dimensions*** of the lot and all setbacks from the house and other structures to all property lines.
- ⇒ The front setback shall always be measured from the centerline of the frontage road(s).
- ⇒ Show location of any wells, trash pits and all easements (drainage or utility) located on the property.
- ⇒ Show distance to nearest stream or lake on property, or if not within 200 feet of a stream or lake, please note.

Provide a complete listing of all existing structures that are now on the property: _____

Describe the type of structure that you plan to build: _____

Is this a Multiple Road Frontage Lot: _____

STATE OF GEORGIA
COUNTY OF CARROLL



AFFIDAVIT FOR A _____

_____, personally appeared before me, the undersigned officer, duly authorized to administer oaths in the State of Georgia and, having been duly sworn, sets forth the following statements for the purpose of being granted approval for a _____ under the Ordinances of Carroll County:

The information contained within the application attached hereto and filed in the Department of Community Development consists of facts within my personal knowledge that I know are true and correct, and will be relied upon by officials of Carroll County in making a decision whether to issue this Application, License, Permit, or other Department approval.

On behalf of the Applicant, I declare that the Applicant, regardless if a partnership, corporation, or other organization or entity that is receiving a benefit under this Application, License, Permit, or other Department approval (whichever is applicable) is not delinquent in the payment of any taxes or fees due Carroll County.

FURTHER AFFIANT SAYETH NOT.

I declare under penalty of false swearing that the above is true and correct.

This ___ day of _____, _____.

AFFIANT (signature)

Address: _____

If Affiant is authorized to sign on behalf of a partnership, corporation, or other organization or entity, please set forth the entity and address

Entity:

Address: _____

Sworn to and subscribed
before me this ___ day
of _____, _____.

Notary Public

My Commission Expires:

Appearance Statement

Appearance Before Commission Bodies Required

To process the application for Conditional Use Permits or Rezoning, the Developer, Owner, Applicant, Agent or a Representative thereof must be present to *personally* request said Conditional Use or Rezoning before BOTH the Planning Commission AND the Board of Commissioners. Applicants requesting a Variance must also *personally* present their request in front of the Community Development Board of Appeals.

Failure to personally appear before *either* required Board may result in denial of request, or an extended waiting period before the next available meeting. *Requests that are denied by the Board of Commissioners cannot be re-submitted for consideration for a term not less than one (1) year from the date of the denial by the Board of Commissioners.*

The Planning Commission will hear your request on; _____ at 6:30 PM

The Board of Commissioners will hear your request on; _____ at 6:30 PM

The Board of Appeals will hear your request on; _____ at 5:30 PM

IMPORTANT

An orange stake shall be placed on the subject property until the zoning sign is affixed. Failure to place and/ or maintain the stake *will delay your application for 30 days*. It is the sole responsibility of the owner/applicant to place the stake and maintain its placement until the sign is affixed. Owner/applicant shall notify Community Development immediately if the sign is removed, defaced, incorrect etc. Owner/applicant shall have five business days in which to place the stake after the filing deadline. (3rd Tuesday of each calendar month)

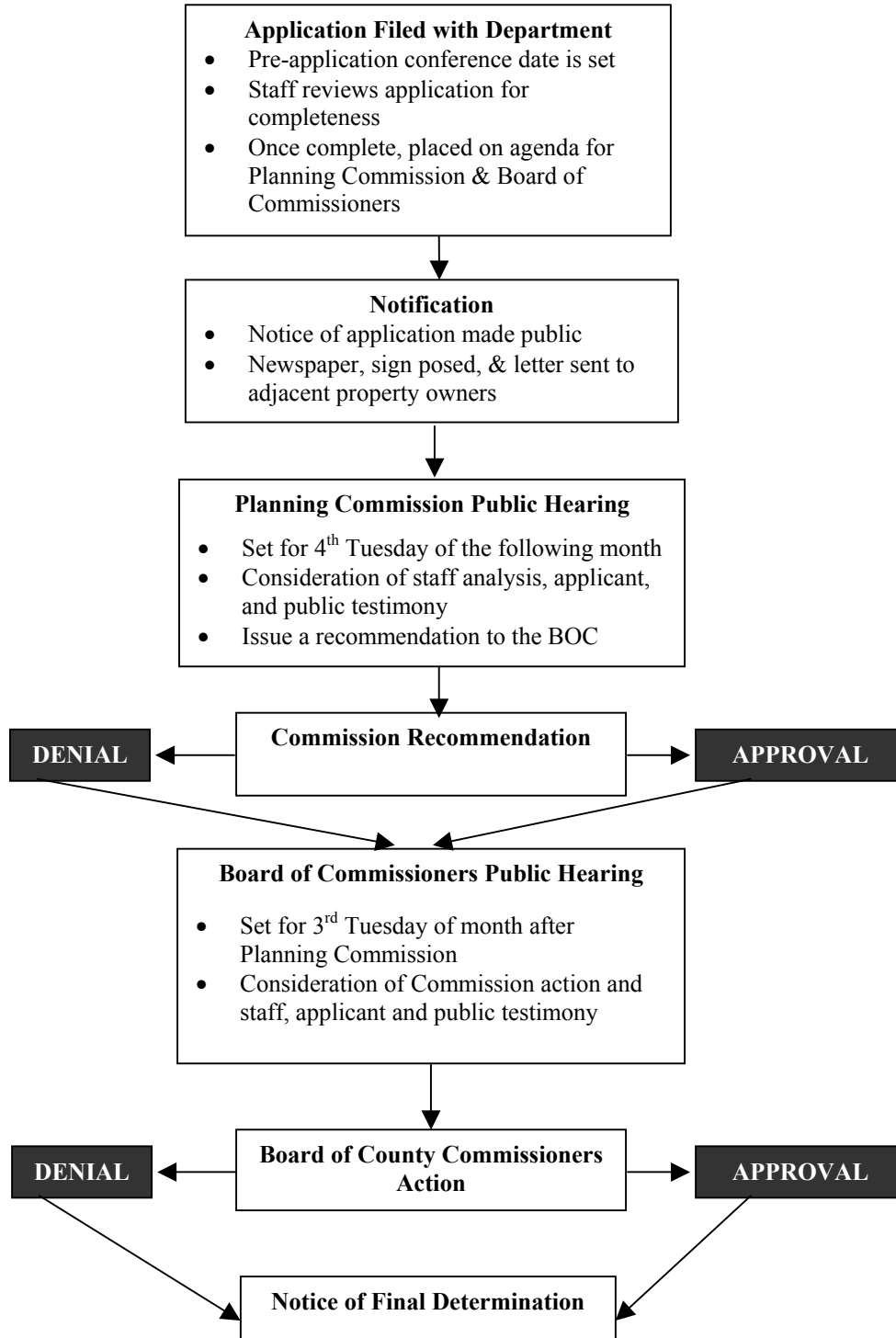
Applicant Signature. _____

Date. _____

- * All meetings are held in the Commission Chambers of the David Perry Administration Building located at 423 College Street, Carrollton, GA 30117.
- * Unless otherwise stated.

Conditional Use Permit Application

Application Process



Erosion Control Affidavit

Carroll County
423 College Street

Department of Community Development
Carrollton, GA 30117 (770) 830-5861



This affidavit must be submitted at time of Land Disturbance or Building Permit

Construction Site Name: _____

Construction Site Address: _____

Property Owner: _____ Phone: _____

Address (Owner): _____

Authorized Representative/Applicant: _____ Phone: _____

24 Hour Contact Person: _____ Phone: _____

Email: _____

Georgia Soil and Water Conservation Commission certification number: _____

My signature hereto signifies that I am the person responsible for compliance with the Soil Erosion and Sedimentation Control Ordinance. I hereby acknowledge that Best Management Practices (BMP's), per the *Manual for Erosion and Sediment Control in Georgia*, must be used to control soil erosion on my job site which includes (but, not limited to) at a minimum the following:

1. **Proper installation and regular maintenance** of silt barriers (i.e. silt fences, hay bales, etc.) in those areas where water exits the job site;
2. **Proper installation and regular maintenance** of a gravel construction entrance with geotextile under-liner to keep soil and mud from being tracked from vehicles onto the roadways;
3. Removal of mud from the roadway or adjacent property immediately following any such occurrence;
4. Maintenance and removal of sediment from detention ponds, sediment basins, sediment traps, etc.;
5. **Conduct no land disturbing activities within 25 feet** of the banks of streams, lakes, wetland, etc. (i.e. "state waters") or within 50 feet of any trout stream. For projects within the water supply watershed, check with the engineer for stream buffers and setbacks;
6. Cut-fill operations must be kept to a minimum;
7. Land disturbing activities must be limited to and contained within the site of the approved plans.
8. Disturbed soil shall be stabilized as quickly as practicable (**within 14 days**);
9. Temporary vegetation or mulching shall be employed to protect exposed critical areas during development (Blankets or Matting are required on all slopes of 3 feet horizontal to 1 foot vertical (3:1) or steeper);
10. Cuts and fills may not endanger adjoining property;
11. Fills may not encroach upon natural watercourses or constructed channels in a manner so as too adversely affect other property owners;
12. **Mud or silt (sediment) may not enter a stream, river, lake or other state waters.**

NOTE:

- 1) **Best Management Practices (BMP's):** A collection of structural measures and vegetative practices which, when properly designed, installed and maintained, will provide effective erosion and sedimentation control for all rainfall events up to and including a 25 year, 24-hour rainfall event.
- 2) **State Waters:** Any and all rivers, streams, creeks, branches, lakes, reservoirs, ponds, drainage systems, springs, wells and other bodies of surface or subsurface water, natural or artificial, lying within or forming a part of the boundaries of the State which are not entirely confined and retained completely upon the property of a single individual, partnership, or corporation.

Any person violating any provisions of the Erosion and Sedimentation Ordinance, permitting conditions, or stop work order shall be liable for monetary penalty not to exceed **\$2,500 with a minimum of \$1,000 per day for each violation**, by a sentence of imprisonment not exceeding 60 days in jail or both fine and jail or work alternative. **Each day the violation or failure or refusal to comply shall constitute a separate violation.** Property owners, developers, and contractors should be advised that while the Erosion and Sedimentation Act and local Ordinance provides for fines of up to \$2,500 per day per violation, the GA Water Quality Control Act provides for fines of up to \$50,000 per day per violation.

Please note that the ORIGINAL LAND DISTURBING ACTIVITY PERMIT holder is responsible for all land disturbing activity on the property – even if the lots are sold. Some liability may be alleviated if the original LDA Permit holder writes into his agreements of sale specific wording which ties all future development to the approved LDA Plan and Permit, including references to State Law and Carroll County Ordinances.

NOTE:

- 1) All persons involved in land disturbing activities have been trained and state certified per O.C.G.A. § 12-7-19.
- 2) The finished floor elevation of the lowest habitable floor shall be at least (2) feet above (vertical elevation), or forty (40) feet from the (horizontal measurement) the 100-year floodplain or headwaters of any drainage easement or waterway (and not located in a dam-break area).
- 3) Driveway under drain pipes shall be a minimum of 18 inches in diameter, and shall be bituminous coated metal pipe, reinforced concrete pipe, or material approved, in advance, by the Carroll County Road Department -- Phone: 770-830-5901 (Driveways on State Highways call: Georgia DOT – 770-646-5522).
- 4) No burial of wood waste, trees, stumps, or construction debris is allowed except in compliance with the procedure and rules of the Georgia Department of Natural Resources Environmental Protection Division, and inspections by the Development Department will be stopped at the request of the State if violations are found by them.

I hereby further acknowledge that Carroll County Department of Community Development inspection staff may refuse to make development inspections may issue stop work orders, and may issue summons to Magistrate Court for failure to comply with erosion control requirements.

I further grant the right-of-entry onto this property, as described above, to the designated personnel of Carroll County for the purpose of inspecting and monitoring for compliance with the aforesaid Ordinance.

Signature: _____

Date Signed: _____