

## Application Checklist

Please use the following guideline when completing a rezoning and/or variance application. Digital copies of supplemental materials may be submitted to [planning@columbiacountyga.gov](mailto:planning@columbiacountyga.gov).

### **For all Rezoning and/or Variance applications you must submit:**

#### **A completed application form**

- Section 1: Type of Application
  - Check the correct type of application
  - Complete the date of application
  - Complete the rezoning request, plan revision, variance and variation accordingly
- Section 2: Property Information
  - Fill in all information (If in doubt, call our office at (706) 868-3400)
- Section 3: Proposed Use
  - Brief Description (i.e. retail, commercial, residential, etc.)
- Section 4: Ownership and Applicant Information
  - Owner and applicant must sign
  - If additional owners are involved, complete *“Additional Ownership Information”* application
  - **ALL** signatures must be notarized
  - If notarized in our office, **DO NOT** sign off on before coming. A driver’s license will be required for identification purposes
- Section 5: Disclosure Information
  - Must be completed; if you answered yes, complete the *“Disclosure Form”*
- Section 6: Payment

**A copy of the warranty deed** from the Clerk of Superior Courts Office is required to show proof of ownership.

**A copy of the plat** from the Clerk of Superior Courts Office.

If the subject property is part of an association (Homeowners or Property Owners Association), **documentation** showing the request has been submitted and/or approved by the HOA or POA is required.

### **For Rezoning To S-1, PDD, or PUD you must also submit:**

**A narrative** explaining the proposed use(s), hours of operation, phasing, etc.; may include development standards and examples.

**A site plan**, including setbacks, building locations, existing/proposed construction, etc.

### **For Variance and Conditional Use requests you must also submit:**

**A narrative** explaining the requested variance or conditional use.

**Please Note:** Additional information may be required. If there is other information you feel would support your request, please submit it with your application.

# ZONING APPLICATION

COLUMBIA COUNTY, GEORGIA

Office Use Only
Date Received: _____
Public Hearing Date: _____
File # _____
BOC Meeting Date: _____
Commission District: _____

**PLEASE SELECTION ONE**

Type of Application:  Rezoning  Plan Revision  Variance  Variation  Conditional Use

Date of Application: \_\_\_\_\_

**Rezoning:** The undersigned requests that the property described be rezoned from \_\_\_\_\_ to \_\_\_\_\_.

**Plan Revision<sup>1</sup>:** The undersigned requests a revision to the current \_\_\_\_\_ zoning.

**Variance<sup>2</sup>:** The undersigned requests a variance to Section \_\_\_\_\_ of the Columbia County Code of Ordinances.

**Variation<sup>3</sup>:** The undersigned requests a variation to Section \_\_\_\_\_ of the Columbia County Code of Ordinances.

**NOTE: Please see footnotes on the backside of this sheet.**

**PROPERTY INFORMATION:**

Tax Map # \_\_\_\_\_ Parcel # \_\_\_\_\_ Address: \_\_\_\_\_  
(For multiple properties, please use a separate sheet of paper.) Road Frontage: \_\_\_\_\_ feet on the North / South / East / West (circle one) side of \_\_\_\_\_. Property area is approximately \_\_\_\_\_ acres and is located \_\_\_\_\_ feet from the intersection of \_\_\_\_\_. The attached plat for the property was prepared by \_\_\_\_\_ and dated \_\_\_\_\_.

**PROPOSED USE (for rezoning):**

If approved, the property will be used for the following purpose(s):  
\_\_\_\_\_  
\_\_\_\_\_

**OWNERSHIP AND APPLICANT INFORMATION:**

OWNER: _____	APPLICANT: _____
ADDRESS: _____	ADDRESS: _____
CITY: _____ STATE: _____ ZIP: _____	CITY: _____ STATE: _____ ZIP: _____
PHONE #: _____	PHONE#: _____
Email (or) Fax: _____	Email (or) Fax: _____

**DISCLOSURE**

Does any local government official or member of their family have a financial interest in the property, or has the applicant made campaign contributions in the aggregate of \$250 or more within the past two years to any local government official? (Yes or No). **If yes, a full written disclosure must be submitted with this application.**

**I hereby depose and say under the penalty of perjury that all of the statements contained in or submitted with this application are true.**

\_\_\_\_\_  
Owner's Signature

\_\_\_\_\_  
Applicant's Signature

Printed Name

Printed Name

Subscribed and sworn to before me on \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

By: \_\_\_\_\_ Notary Public

**Please return original notarized application with all supporting documentation and fees, to the Columbia County Planning Department, P.O. Box 498, Evans, GA 30809. Refer to *Fee Schedule*.**

Date Received: \_\_\_\_\_  
Public Hearing Date: \_\_\_\_\_  
File # \_\_\_\_\_

# ZONING APPLICATION

COLUMBIA COUNTY, GEORGIA

**ADDITIONAL OWNERSHIP INFORMATION:**

OWNER: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_  
PHONE #: \_\_\_\_\_  
Email (or) Fax: \_\_\_\_\_

OWNER: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_  
PHONE#: \_\_\_\_\_  
Email (or) Fax: \_\_\_\_\_

**DISCLOSURE**

Does any local government official or member of their family have a financial interest in the property, or has the applicant made campaign contributions in the aggregate of \$250 or more within the past two years to any local government official? **(Yes or No). If yes, a full written disclosure must be submitted with this application.**

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\_\_\_\_\_  
Owner's Signature  
\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Owner's Signature  
\_\_\_\_\_  
Printed Name

Subscribed and sworn to before me on \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

By: \_\_\_\_\_ Notary Public

**ADDITIONAL OWNERSHIP INFORMATION:**

OWNER: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_  
PHONE #: \_\_\_\_\_  
Email (or) Fax: \_\_\_\_\_

OWNER: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_  
PHONE#: \_\_\_\_\_  
Email (or) Fax: \_\_\_\_\_

**DISCLOSURE**

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**I hereby depose and say under the penalty of perjury that all of the statements contained in or submitted with this application are true.**

\_\_\_\_\_  
Owner's Signature  
\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Owner's Signature  
\_\_\_\_\_  
Printed Name

Subscribed and sworn to before me on \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

By: \_\_\_\_\_ Notary Public

## **Zoning Districts**

### Residential Zoning Districts

R-A (Residential Agricultural)  
R-1 (Single Family Residential)  
R-1A (Single Family Residential)  
R-2 (Single Family Residential)  
R-3 (Single Family Residential)  
R-3A (Single Family Residential  
and Two Family Residential)  
R-4 (Recreational Residential)

### Multi-Family Zoning Districts

T-R (Townhouse Residential)  
A-R10 (Apartment Residential)  
A-R (Apartment Residential)

### Industrial Zoning Districts

M-1 (Light Industrial)  
M-2 (General Industrial)

### Commercial Zoning Districts

C-1 (Neighborhood Commercial)  
C-C (Community Commercial)  
C-2 (General Commercial)  
C-3 (Heavy Commercial)  
P-1 (Professional)

### Planned Zoning Districts

S-1 (Special District)<sup>4</sup>  
PDD (Planned Development District)<sup>4</sup>  
PUD (Planned Unit Development)<sup>4</sup>

### Overlay Districts

RCO 90-55<sup>5</sup>  
ETCOD 90-96<sup>6</sup>  
CPOD 90-99<sup>7</sup>  
NPOD 90-100<sup>8</sup>

## **FOOTNOTES:**

- <sup>1</sup> Application must include a project narrative statement and site plan when requesting a revision to S-1, PUD, and PDD zoning districts. Please refer to Columbia County Code of Ordinances, Chapter 90, Section 90-182 for specific requirements.
- <sup>2</sup> A reason for request and supporting documents must accompany this application. A copy of the applicable section of the covenants will be required. Variances are heard in individual hardship cases of practical difficulty, where the special circumstances or conditions are such that the strict application of the provision of the Code of Ordinances would deprive the applicant of any reasonable use of their land. Loss in value alone does not justify a variance. (Use an additional separate sheet of paper if additional sections are requested.)
- <sup>3</sup> A reason for this request and supporting documentation must accompany this application. This is only applicable to properties within the Evans Town Center Overlay District (ETCOD), Corridor Protection Overlay District (CPOD), and Node Protection Overlay District (NPOD). (Use an additional separate sheet of paper if additional sections are requested.)
- <sup>4</sup> These districts require additional information to be submitted with an application. Please refer to Columbia County Code of Ordinances, Chapter 90, Section 90-182.
- <sup>5</sup> Please refer to Columbia County Code of Ordinances, Chapter 90, Section 90-55 for specific requirements of the Residential Cluster Overlay (RCO).
- <sup>6</sup> Please refer to Columbia County Code of Ordinances, Chapter 90, Section 90-96 for specific requirements of the Evans Town Center Overlay District (ETCOD).
- <sup>7</sup> Please refer to Columbia County Code of Ordinances, Chapter 90, Section 90-99 for specific requirements of the Corridor Protection Overlay District (CPOD).
- <sup>8</sup> Please refer to Columbia County Code of Ordinances, Chapter 90, Section 90-100 for specific requirements of the Node Protection Overlay District (NPOD).