

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.

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 Checklist

S-1 (Special) Zoning District

It is recommended the following information accompany S-1 rezoning applications as well S-1 revision applications. A signed and notarized copy of the zoning application is required, as well as one hard copy of the site plan and narrative. Digital copies of supplemental materials may be submitted to planning@columbiacountyga.gov . A pre-application conference between the applicant and Planning staff is also recommended.

Section 1: Project Narrative

- _____ Today's date (also to be updated for revised drafts)
- _____ Uses of property (i.e. church services, classes, daycare, offices, etc.)
- _____ Days of operation and approximate hours of operation
- _____ Square footage of largest assembly area
- _____ Seating capacity
- _____ Architecture description and/or renderings
- _____ Landscaping and buffer descriptions (i.e. natural/structural, height, width, materials, etc.)
- _____ Development schedule with start date and acreage for each section

Section 2: Site Plan

- _____ Total acreage of site; acreage of each section (for phased development)
- _____ Lot lines and easements
- _____ All buildings, structures and outdoor facilities
- _____ Streets, existing and proposed
- _____ Buffers, fencing and landscaping (when required)
- _____ Parking location and number of spaces
- _____ Stormwater retention/detention
- _____ Floodplain and state waters

Please Note: *Additional information may be required*

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 Revision¹: The undersigned requests a revision to the current _____ zoning.

Variance²: The undersigned requests a variance to Section _____ of the Columbia County Code of Ordinances.

Variation³: 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: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

PHONE #: _____

Email (or) Fax: _____

APPLICANT: _____

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.**

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.

ZONING APPLICATION

COLUMBIA COUNTY, GEORGIA

Date Received: _____

Public Hearing Date: _____

File # _____

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.**

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

Owner's Signature

Printed Name

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

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

Owner's Signature

Printed Name

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)⁴
PDD (Planned Development District)⁴
PUD (Planned Unit Development)⁴

Overlay Districts

RCO 90-55⁵
ETCOD 90-96⁶
CPOD 90-99⁷
NPOD 90-100⁸

FOOTNOTES:

¹ 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.

² 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.)

³ 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.)

⁴ These districts require additional information to be submitted with an application. Please refer to Columbia County Code of Ordinances, Chapter 90, Section 90-182.

⁵ Please refer to Columbia County Code of Ordinances, Chapter 90, Section 90-55 for specific requirements of the Residential Cluster Overlay (RCO).

⁶ Please refer to Columbia County Code of Ordinances, Chapter 90, Section 90-96 for specific requirements of the Evans Town Center Overlay District (ETCOD).

⁷ Please refer to Columbia County Code of Ordinances, Chapter 90, Section 90-99 for specific requirements of the Corridor Protection Overlay District (CPOD).

⁸ Please refer to Columbia County Code of Ordinances, Chapter 90, Section 90-100 for specific requirements of the Node Protection Overlay District (NPOD).