

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

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: _____

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.

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).

Variance Application Addendum

Date _____

Detailed description of requested variance.

Must include dimensions of any requested reductions/increases in required setbacks, buffers, etc.

All requests must provide sufficient detail below to inform a vote on the proposed variance(s). Additional information may be requested at any time.

Detailed explanation of why the variance(s) is/are required, including why the existing code cannot be met.

Listed below are the criteria used to evaluate variance requests. Please address each of the criteria for your project.

1. There are special circumstances or conditions unique to the property that do not generally apply to the district.

2. The special circumstances or conditions are such that the strict application of the provisions of this chapter would deprive the applicant of any reasonable use of his land. Mere loss in value shall not justify a variance. There must be a deprivation of beneficial use of land.

3. Topographical or other conditions peculiar and particular to the site are such that strict adherence to the requirements of this chapter would cause the owner unnecessary hardship, and would not carry out the intent of this chapter, and that there is no feasible alternative to remedy the situation.

4. If granted, the variance shall be in harmony with the general purposes and intent of this chapter, and shall not be injurious to the neighborhood or detrimental to the public welfare.

5. In reviewing an application for a variance, the burden of showing that the variance should be recommended and/or granted shall be upon the person applying for the variance.

Description of planned site improvements (buildings, landscaping, lighting, including security lighting, parking, etc.), if any, especially any improvements intended to meet the intent of the Code section from which the variance(s) is/are requested.

A site plan, renderings or pictures of the proposed building or character of the development, or other additional information may be submitted with the request or may be required by staff or Commissioners at any time.