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

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.

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

ZONING APPLICATION

COLUMBIA COUNTY, GEORGIA

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[1]: The undersigned requests a revision to the current _____ zoning.

Variance[2]: The undersigned requests a variance to Section _____ of the Columbia County Code of Ordinances.

Variation[3]: 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: _____

COLUMBIA COUNTY

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.**

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.**

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

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 90-55[5]
ETCOD 90-96[6]
CPOD 90-99[7]
NPOD 90-100[8]

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).

Conditional Use Application Addendum

Detailed description of proposed use.
For daycares, personal care homes, etc. include number of residents expected. For other uses (churches, schools, entertainment facilities, etc.), include maximum occupancy, square footage, seating capacity, etc. as applicable.
All uses must provide sufficient detail below to inform a vote on the proposed use. Additional information may be requested at any time.

_____

_____

_____

Detailed explanation of why the proposed location is suitable for the proposed use, including compatibility with surrounding uses, design standards, etc.

_____

_____

_____

Number of Employees: _____

Number licensed: _____
Licensing Organization _____

Hours of Operation

Mon ___ to ___

Tues ___ to ___

Wed ___ to ___

Thur ___ to ___

Fri ___ to ___

Sat ___ to ___

Sun ___ to ___

Description of planned site improvements (buildings, landscaping, lighting, including security lighting, parking, etc.), if any

_____

_____

_____

_____

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.