

Application for Annexation/ Zoning
City of Cartersville

Case Number: _____
Date Received: _____

Public Hearing Dates:

Planning Commission _____ 5:30pm 1st City Council _____ 7:00pm 2nd City Council _____ 7:00pm

Applicant _____ (printed name)	Office Phone _____
Address _____	Mobile/ Other Phone _____
City _____ State _____ Zip _____	Email _____
Representative's printed name (if other than applicant) _____	Phone (Rep) _____
	Email (Rep) _____
Representative Signature _____	Applicant Signature _____
Signed, sealed and delivered in presence of: _____	My commission expires:
Notary Public	

* Titleholder _____ (titleholder's printed name)	Phone _____
Address _____	Email _____
Signature _____	
Signed, sealed, delivered in presence of: _____	My commission expires:
Notary Public	

Present Zoning District _____	Requested Zoning _____
Acreage _____ Land Lot(s) _____	District(s) _____ Section(s) _____
Location of Property: _____ (street address, nearest intersections, etc.)	
Reason for Rezoning Request: _____	
_____ (attach additional statement as necessary)	

*** Attach additional notarized signatures as needed on separate application pages.**

Zoning Analysis for Annexation/ Zoning

Specifics of Proposed Use

Case Number: _____

Tax Map Parcel(s) # _____		Voting Ward(s) _____	

Current Land Use _____	Current Zoning _____		
Proposed Land Use _____	Proposed Zoning _____		
Number of Dwelling Units _____	Number of Occupants _____		
Owner Occupied? Yes _____ No _____			
Number of School-aged Children _____	Grade Level(s) of School-aged Children _____		
School(s) to be attended: _____			
<u>Current Utility Service Providers (Check Service provider or list if Other)</u>			
Water: _____ City	_____ County	_____ Well/ Other	
Sewer: _____ City	_____ County	_____ Septic/ Other	
Natural Gas: _____ City	_____ Other (List) _____		
Electricity: _____ City	_____ GA Power	_____ Greystone	
	_____ Other (List) _____		

**REQUIREMENTS FOR FILING
AN APPLICATION FOR ANNEXATION/ ZONING
CITY OF CARTERSVILLE, GA**

Completed applications must be submitted to the City of Cartersville Planning & Development Department, located at 10 N. Public Square, 2nd Floor. Cartersville, GA 30120.

Requirements

- 1. Completed Application:** Include all signatures. If multiple owners are involved in the annexation/ zoning petition, each owner must fill out an individual application, though only a single filing fee is required per property. The application and all associated documents must be submitted no later than the established filing deadline date. Associated documents should include or demonstrate:
 - a. Existing conditions;
 - b. Proposed conditions or project;
 - c. Confirmation of availability of all public utilities (Pg2 of Application);
 - d. Application/ Project meets the proposed zoning district development standards;
 - e. Application/ Project meets the access requirements of the City's development regulations.

- 2. Boundary Survey/Plat:** Include a copy of the boundary survey/plat which shall include the metes and bounds description. Please indicate property lines with dimensions, location of buildings and other structures, north arrow, scale, street numbers, lot and/or parcel numbers, and locations of setback lines or other dimensional requirements.

- 3. Campaign Disclosure:** The Campaign Disclosure Report For Rezoning Actions (attached) must be included with the application.

- 4. Adjacent Property Owners:** Provide a list of all current owners of record for properties located immediately adjacent to or directly across a public street or railroad right-of-way from the subject property. (Form attached). See also Item 6 below.

- 5. Filing Fee:** A non-refundable filing fee of **\$400.00** must accompany the completed application.

- 6. Public Notice Fee (Optional):** The applicant may choose to have city staff prepare and manage the public notification process outlined in **item 7** below. If this option is requested, there is an additional, non-refundable fee of **\$50.00** which covers the cost of the newspaper ad, and the costs of printing, printing supplies, postage and proof of mailing.

- 7. Public Notification:** The applicant is responsible for the following **public notification** process unless the applicant has requested that staff manage this process as outlined in **item 6** above:
- a. Not less than fifteen (15) days and not more than forty-five (45) days prior to the scheduled date of the public hearing being the final action by the City Council and not less than ten (10) days prior to the Planning Commission meeting, a **notice of public hearing** shall be published in the legal notice section of the Daily Tribune newspaper within the City of Cartersville. Such notice shall state the application file number, and shall contain the location of the property, its area, owner, current zoning classification, and the proposed zoning classification. Such notice shall include both the Planning Commission and the City Council meeting dates. (See attached Notice of Public Hearing).
 - b. The applicant, either in person or by first class mail, shall notify **each owner of property adjoining and directly across a street from the property** requesting rezoning. A copy of the notice and proof of mailing shall be provided to the Zoning Administrator. If mailing via USPS, it is recommended to use a Certificate of Mailing form or send via Certified Mail. The Certificate of Mailing form is PS3877 and can be found on the U.S. Post Office website.

If notice of said application and hearing is given in person, the applicant shall furnish to the Zoning Administrator, prior to the scheduled hearing, an acknowledgment of the notice, signed and dated by the person receiving notice and witnessed by an individual other than the applicant. Said notice shall be given no later than ten (10) days prior to the date of the scheduled Planning Commission meeting.

- 8. Building Inspections:** Existing buildings located on property being considered for annexation will be inspected by the City Building Official for compliance with all City building codes and regulations. Buildings must have the appropriate street number visibly placed on the property.
- 9. Surveyors Certificate:** Form to be completed and signed by surveyor (attached).

SURVEYOR'S CERTIFICATE

That the undersigned, a Georgia Registered Land Surveyor, on behalf of the above Annexation/ zoning applicant do certify the following:

- 1) That the attached survey contains no fewer than four surveyed map regulation points and recorded with the Georgia Coordinate System of 1985.
- 2) That the attached survey shows the boundaries of the area being annexed and the existing boundaries of the area being annexed and the existing boundaries of the annexing municipality between the points at which these boundaries close, if applicable.
- 3) That the attached survey meets the requirements of O.C.G.A. 15-6-67 and Section 180-7-01 Technical Standards for Property Survey, Rules and Regulations of the State of Georgia.
- 4) That the map demarcation of the map registration points are well distributed along, within, or near the boundary of the annexed area.
- 5) That at least one-eighth of the aggregate external boundary or fifty (50) feet of the area to be annexed, whichever is less, either abuts directly on the municipal boundary or would directly abut on the municipal boundary if it were not otherwise separated from the municipal boundary by other lands owned by the municipal corporation, by lands owned by this State, or by the definite width of any street or street right of way; any creek or river; any right of way of a railroad or other public service corporation, which divides the municipal boundary from any area proposed to be annexed.

Date

Georgia Registered Land Surveyor (Seal)

ZONING ADMINISTRATOR:

1. Case Number: _____
2. Yes ____ No ____

The above property complies with the City of Cartersville minimum size requirements to construct a building or structure occupiable by persons or property under the policies, ordinance, or regulations of the City of Cartersville.

3. Survey attached?

Date

Zoning Administrator

CARTERSVILLE NEWSPAPERS

• The Daily Tribune • The Herald-Tribune • The North Bartow News

P.O. Box 70 • 251 S. Tennessee Street
Cartersville, GA 30120 • Phone 770-382-4545
A Division of Cleveland Newspapers, Inc.
Fax No. 770-382-2711
Email: classifieds@daily-tribune.com

TO WHOM IT MAY CONCERN:

The planning commission notice you have just received needs to be brought to The Daily Tribune News office no later than 5 p.m. Monday the week the ad is scheduled to run (legal notices run on Thursday of each week). That is the **absolute deadline** for receiving the ads, but you may bring the ad in before that time.

The cost for publishing the ad that is required to run one time, is \$30.00. This must be paid in its entirety when you bring the ad to us. We accept Visa, Mastercard, American Express, cash and checks.

Due to the volume of legal notices sent to us, we would appreciate your cooperation in getting your required paperwork to us in a timely manner.

Mindy Salamon
Classified Advertising

Public Notice Information

The attached public notice form entitled "Advertisement of Public Hearing" shall be completed and published once in the Legal Notices section of the City of Cartersville Daily Tribune newspaper by the applicant no less than fifteen (15) days prior to the scheduled Planning Commission meeting and no more than forty-five (45) days prior to the second reading and public hearing by the City Council.

This public notice form shall be mailed to all adjoining property owners as well as property owners directly across a street from the property with which the hearing is concerned no less than fifteen (15) days prior to the scheduled Planning Commission meeting and no more than forty-five (45) days prior to the second reading and public hearing by the City Council.

Proof that the public notice was advertised in the newspaper and proof that notice was served upon all adjoining property owners (Certificate of Mailing) shall be provided to the Zoning Administrator prior to the date of the Planning Commission meeting.

NOTICE OF PUBLIC HEARING

The City of Cartersville Planning Commission will hold a public meeting on _____ at 5:30 p.m. in the City Hall Council Chambers, 3rd Floor, City Hall at 10 North Public Square, Cartersville, GA 30120.

The Planning Commission will review an application by _____ requesting rezoning for property located at _____ in Land Lot(s) _____ of the _____ District, _____ Section, from the _____ zoning district to the _____ zoning district.

Said property contains _____ acres.

The Cartersville City Council will hold the first reading on _____ at 7:00 p.m. in the City Hall Council Chambers to consider the recommendation of the Planning Commission on the above mentioned application. The Cartersville City Council will have a second reading and final action on said application on _____ at 7:00 p.m. in the City Hall Council Chambers.

Please contact the City of Cartersville Planning & Development at City Hall, 2nd Floor, 10 North Public Square, Cartersville, Georgia 30120 or (770) 387-5600 to receive information on the filing thereof.

If you have interest in the proposed rezoning as stated above, you are encouraged to attend the meetings as stated herein.

CITY OF CARTERSVILLE

Case # _____

LIST OF ADJACENT PROPERTY OWNERS
(Not required if City mails public notices)

The following are all of the individuals, firms, or corporations owning property on the sides, rear, and in front of (across street from) the property sought to be rezoned:

	<u>NAME</u>	<u>ADDRESS</u>
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____
6.	_____	_____
7.	_____	_____
8.	_____	_____
9.	_____	_____
10.	_____	_____
11.	_____	_____
12.	_____	_____
13.	_____	_____
14.	_____	_____
15.	_____	_____

Attach additional names if necessary.

(Indicate property owned by the above persons on plat accompanying this application.)

City of Cartersville Hearing Schedule 2020

Planning Commission and City Council

All meetings are held in the City Hall Council Chambers
10 N. Public Square
3rd Floor City Hall

Filing Deadline	Public Notice To Run In Newspaper	Planning Commission 5:30 PM	Council 1st Reading 7:00 PM	Council Final Action 7:00 PM
November 1, 2019	November 21	December 10	December 19	January 2, 2020
November 22, 2019	December 19	January 7, 2020	January 16, 2020	February 6, 2020
December 27, 2019	January 23, 2020	February 11	February 20	March 5
January 24	February 20	March 10	March 19	April 2
February 21	March 19	April 7	April 16	May 7
March 27	April 23	May 12	May 21	June 4
April 24	May 21	June 9	June 18	July 2
May 29	June 18	July 7	July 16	August 6
July 2*	July 23	August 11	August 20	September 3
July 31	August 20	September 8	September 17**	October 1
August 21	September 17	October 6	October 15	November 5
September 25	October 22	November 10	November 19	December 3***
October 23	November 19	December 8	December 17	January 7, 2021
November 25****	December 23****	January 12, 2021	January 21, 2021	February 4, 2021

* July 2nd is a Thursday.

** September 17th Council meeting will be held at 9 AM due to Civic Youth Day.

*** December 3rd Council meeting will be held at 9 AM due to Christmas Parade.

**** Nov. 25th and Dec. 23rd, 2020 are Wednesdays.