

Application for Special Use
City of Cartersville

Case Number: _____
Date Received: _____

Public Hearing Dates:

Planning Commission _____ **1st City Council** _____ **2nd City Council** _____
5:30pm **7:00pm** **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 _____
Acreage _____ Land Lot(s) _____ District(s) _____ Section(s) _____
Location of Property: _____ (street address, nearest intersections, etc.)
Reason for Special Use Request: _____

(attach additional statement as necessary)

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

**REQUIREMENTS FOR FILING
AN APPLICATION FOR SPECIAL USE
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 rezoning 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
 - d. Project meets the proposed zoning district development standards
 - e. 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. Special-Use Justification:** Complete and provide the Special-Use Justification form (attached).

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

- 5. 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.

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

- 7. Public Notice Fee (Optional):** The applicant may choose to have city staff prepare and manage the public notification process outlined in **item 8** 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.

- 8. 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 7** 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.

SPECIAL USE JUSTIFICATION

The Mayor and City Council, upon review, may authorize a Special Use which is not classified as a permitted use by right in a zoning district.

Zoning Ordinance section 16.3.A

In the interest of the public health, safety and welfare, the Mayor and Council may exercise limited discretion in evaluating the site which requires a Special use. In exercising such discretion pertaining to the subject use, the Mayor and Council may consider the following, which shall be stated in writing by the applicant and submitted to the department of planning and development to initiate an application for a Special use:

1. *The effect of the proposed activity on traffic flow along adjoining streets;*
2. *The availability, number and location of off-street parking;*
3. *Protective screening;*
4. *Hours and manner of operation of the proposed use;*
5. *Outdoor lighting;*
6. *Ingress and egress to the property; and*
7. *Compatibility with surrounding land use.*

Zoning Ordinance section 16.4 states standards for specific uses – if the use you are applying for has additional standards, these must also be addressed below.

Use applied for:

Standard #1: The effect of the proposed activity on traffic flow along adjoining streets.

How Standard #1 has / will be met:

Standard #2: The availability, number, and location of off-street parking.

How Standard #2 has / will be met:

Standard #3: Protective screening.

How Standard #3 has / will be met:

Standard #4: Hours and manner of operation of the proposed use.

How Standard #4 has / will be met:

Standard #5: Outdoor lighting.

How Standard #5 has / will be met:

Standard #6: Ingress and egress to the property.

How Standard #6 has / will be met:

Standard #7: Compatibility with surrounding land use.

How Standard #7 has / will be met:

Additional standards from Zoning Ordinance section 16.4 for use applied for and how they are met:

Signed,

Applicant or Representative

Date

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, Georgia.

The Planning Commission will review an application by _____ requesting a Special Use for property located at _____ in Land Lot(s) _____ of the _____ District, _____ Section, in 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 Department 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

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 2019

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 2	November 21*	December 11, 2018	December 20, 2018	January 4, 2019
November 30	December 20	January 8, 2019	January 17, 2019	February 7, 2019
December 28	January 24	February 12	February 21	March 7
January 25	February 21	March 12	March 21	April 4
February 22	March 21	April 9	April 18	May 2
March 22	April 18	May 7	May 16	June 6
April 26	May 23	June 11	June 20	July 2**
May 31	June 20	July 9	July 18	August 1
June 28	July 18	August 6	August 15	September 5
July 26	August 22	September 10	September 19***	October 3
August 30	September 19	October 8	October 17	November 7
October 4	October 24	November 12	November 21	December 5****
November 1	November 21	December 10	December 19	January 2, 2020
November 22	December 19	January 7, 2020	January 16, 2020	February 6, 2020

* Public notice to run Wednesday, 11/21/2018.

** 1st Thursday falls on July 4th holiday. Council meeting to be held, Tuesday July 2nd. 7pm

*** September 19th Council meeting will be held at 9 AM due to Civic Youth Day.

**** December 5th Council meeting will be held at 9 AM due to Christmas Parade