

# REQUIREMENTS FOR COMPLETING APPLICATION FOR REZONING CITY OF BLUE RIDGE, GEORGIA

The following items are required for submitting an application for rezoning:

1. **Original** notarized signatures of **titleholder(s)** and **representative(s)**.
2. If the **titleholder(s)** is a domestic or foreign corporation, then the following documentation shall also be required:
  - (a) A notarized statement under oath that the individual signing on behalf of the corporation is duly authorized to execute the rezoning application on behalf of the corporation and that the execution of this specific rezoning application has been duly authorized;
  - (b) That any officer of the corporation executing the document does in fact occupy the official position indicated, that one in such position is duly authorized to execute such document on behalf of the corporation, and that the signature of such officer subscribed thereto is genuine; and
  - (c) That the execution of the document on behalf of the corporation has been duly authorized.
3. A copy of the warranty deed that reflects the current owner(s) of the property. Security deeds are not acceptable.
4. A current legal description of the subject property. If the application consists of several tracts, a legal description of each tract is required. A separate legal description of each zoning classification is also required, as well as an overall description of all tracts and/or classifications combined. No legal description should include more property than what has been requested for rezoning.
5. A copy of the paid tax receipt for the subject property. Properties with delinquent taxes may be withdrawn by Staff and/or delayed or denied by the City Council.
6. A copy of current site plan and current boundary survey drawn to scale by a **registered engineer, architect, land planner,** or **land surveyor** currently registered in accordance with applicable state laws. (**Plans must be stamped**). These plans must include: (a) north arrow; b) land lot lines; c) district lines; d) lot lines; e) angles; f) bearing and distances; g) adjoining street with right-of-way (present and proposed); h) paving widths; i) the exact size and location of all buildings along with intended use; j) buffer areas; k) parking spaces; l) lakes and streams; m) utility easements; n) limits of the 100-year flood plain and acreage of flood plain; o) cemeteries; p) wetlands; q) access points; and r) stream buffers.

**NOTE: Three (3) drawings shall be no larger than 36" x 48" and two (2) copies must be 8½" x 11".**

7. Zoning Application Disclosure forms attached hereto **must** be completed.
8. Every application for rezoning involving a request for a non-residential zoning district shall include a complete written, documented analysis of the impact of the proposed rezoning with respect to each of the following matters:
  - (a) Whether the zoning proposal will permit a use that is suitable in view of the use and development of adjacent and nearby property;
  - (b) Whether the zoning proposal will adversely affect the existing use or usability of adjacent or nearby property;
  - (c) Whether the property to be affected by the zoning proposal has a reasonable economic use as currently zoned;
  - (d) Whether the zoning proposal will result in a use which will or could cause an excessive or burdensome use of existing streets, transportation facilities, utilities, or schools;
  - (e) Whether the zoning proposal is in conformity with the policy and intent of the land use plan; and
  - (f) Whether there are other existing or changing conditions affecting the use and development of the property, which give supporting grounds for either approval or disapproval of the zoning proposal.
9. Applicant, or representative for applicant, **must** attend the Zoning Hearings. Failure to attend may result in dismissal with prejudice, rejection of the application or continuance of the hearing at the City Council's sole discretion.
10. Application fee for rezoning. The fees are \$300 for every rezoning requesting a residential category and \$500 for every rezoning application seeking a commercial zoning. If the rezoning request exceeds ten (10) acres, the application fee shall be \$1,000 and shall increase by \$50 per acre to a maximum charge of \$2,500. Make all checks payable to "City of Blue Ridge".
11. Signs will be posted on or near the right-of-way of the nearest public street thirty (30) days before the public hearing. The zoning sign will be posted for every 500 feet of public road frontage. The rezoning fee includes the cost for one sign. To the extent a parcel or property has more than 500' of road frontage an additional sign will be required and each additional sign will be \$35 each. While City Staff will post the signs initially, it is the applicant's sole responsibility to maintain the signs continuously and failure to do so may prohibit consideration of the application at any scheduled public hearing. It is the responsibility of the applicant to ensure that signs remain posted throughout the advertising period, **including the day of the public hearings and to remain posted until the final decision by the City Council.**
12. Summary of Intent attached hereto **must** be completed.

# Application for Rezoning City of Blue Ridge, Georgia

Application No. \_\_\_\_\_

PC Hearing Date: \_\_\_\_\_

City Council Hearing Date: \_\_\_\_\_

Applicant \_\_\_\_\_ Phone# \_\_\_\_\_  
(applicant's name printed)

Address \_\_\_\_\_ E-mail \_\_\_\_\_

\_\_\_\_\_ Address \_\_\_\_\_  
(representative's name, printed)

\_\_\_\_\_ Phone# \_\_\_\_\_ E-mail \_\_\_\_\_  
(representative's signature)

Signed, sealed and delivered in presence of:

\_\_\_\_\_ My commission expires: \_\_\_\_\_  
Notary Public

Titleholder \_\_\_\_\_ Phone# \_\_\_\_\_ E-mail \_\_\_\_\_  
(titleholder's name, printed)

Signature \_\_\_\_\_ Address \_\_\_\_\_  
(attach additional signature, if needed)

Signed, sealed and delivered in presence of:

\_\_\_\_\_ My commission expires: \_\_\_\_\_  
Notary Public

Zoning Request From \_\_\_\_\_ to \_\_\_\_\_  
(present zoning) (proposed zoning)

For the Purpose of \_\_\_\_\_ Size of Tract \_\_\_\_\_ Acre(s)  
(subdivision, restaurant, warehouse, apt., etc.)

Location \_\_\_\_\_  
(street address, if applicable; nearest intersection, etc.)

Land Lot(s) \_\_\_\_\_ District(s) \_\_\_\_\_

We have investigated the site as to the existence of archeological and/or architectural landmarks. I hereby certify that there are/are no such assets. If any exist, provide documentation with this application.

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(applicant's signature)

We have investigated the site as to the existence of any cemetery located on the above property. I hereby certify that there is/is not such a cemetery. If any exist, provide documentation with this application.

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(applicant's signature)

# Summary of Intent for Rezoning

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Part 1. Residential Rezoning Information (attach additional information if needed)

(a) Proposed unit square-footage(s): \_\_\_\_\_

(b) Proposed building architecture: \_\_\_\_\_

\_\_\_\_\_

(c) List all requested variances: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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Part 2. Non-residential Rezoning Information (attach additional information if needed)

(a) Proposed use(s): \_\_\_\_\_

\_\_\_\_\_

(b) Proposed building architecture: \_\_\_\_\_

\_\_\_\_\_

(c) Proposed hours/days of operation: \_\_\_\_\_

(d) List all requested variances: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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Part 3. Other Pertinent Information (List or attach additional information if needed)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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Part 4. Is any of the property included on the proposed site plan owned by the Local, State, or Federal Government? (Please list all Right-of-Ways, Government owned lots, City owned parcels and/or remnants, etc., and attach a plat clearly showing where these properties are located). \_\_\_\_\_

\_\_\_\_\_

## SITE PLAN REQUIREMENTS

- Site Plan stamped with seal of Engineer, Land Surveyor, etc.
- North arrow
- Land lot lines
- District Lines
- Lot lines
- Angles
- Total acreage
- Bearing and distance
- Adjoining street width right-of-way (present and proposed)
- Paving widths
- Exact size and location of all buildings along with intended use
- Building setback and/or parking deck location
- Buffer areas
- Parking spaces
- Lakes and streams
- Utility easements
- Limits of the 100-year flood plain and acreage of flood plain
- Cemeteries
- Wetlands
- Access points
- Architectural or Archeological landmarks
- Detention/Retention areas
- Stream Buffers with required widths

**General note:** If any of the above requirements do not apply to property, please list which ones do not apply.

**PROPERTY/FINANCIAL DISCLOSURE REPORT<sup>1</sup> BY APPLICANT<sup>2</sup>**  
**(A separate form must be completed by each applicant)**

Does any member of the Blue Ridge City Council or Blue Ridge Planning Commission have a property interest (direct or indirect ownership, including any percentage of ownership less than total) in the subject property? \_\_\_\_\_  
\_\_\_\_\_

If so, describe the nature and extent of such interest: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Does any member of the Blue Ridge City Council or Blue Ridge Planning Commission have a financial interest (direct ownership interests of the total assets or capital stock where such ownership interest is ten percent (10%) or more) of a corporation, partnership, limited partnership, firm, enterprise, franchise, association, or trust, which has a property interest (direct or indirect ownership, including any percentage of ownership less than total) upon the subject property? \_\_\_\_\_

If so, describe the nature and extent of such interest: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Does any member of the Blue Ridge City Council or Blue Ridge Planning Commission have a spouse, mother, father, brother, sister, son or daughter who has any interest as described above? \_\_\_\_\_

If so, describe the relationship and the nature and extent of such interest: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I certify that the foregoing information is true and correct, this \_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Applicant's Signature

<sup>1</sup>If the answer to any of the above is "Yes," then the member of the Blue Ridge City Council or Planning Commission must immediately disclose the nature and extent of such interest, in writing, to the City Council for the City of Blue Ridge, Georgia. A copy should be filed with this application. Such disclosures shall be a public record and available for public inspection at any time during normal working hours.

<sup>2</sup>Applicant means any person who applies for a rezoning action and any attorney, or other person representing or acting on behalf of a person who applies for a rezoning action.

**CAMPAIGN DISCLOSURE REPORT<sup>3</sup> BY APPLICANT<sup>4</sup>  
OR PERSON SPEAKING IN OPPOSITION**

**(A separate form must be completed by each applicant or person speaking in opposition<sup>5</sup>)**

Has the applicant made, within two (2) years immediately preceding the filing of this application for rezoning, campaign contributions aggregating two hundred fifty dollars (\$250.00) or more or made gifts having in the aggregate a value of two hundred fifty dollars (\$250.00) or more to a member or members of Blue Ridge City Council or Blue Ridge Planning Commission who will consider the application?

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If so, the applicant and the attorney representing the applicant must file a disclosure report with the City Council of the City of Blue Ridge within ten (10) days after this application is first filed.

Please apply the following information that will be considered as the required disclosure:

The name of the member(s) of the City Council or Planning Commission to whom the campaign contribution or gift was made: \_\_\_\_\_

\_\_\_\_\_

The dollar amount of each campaign contribution made by the applicant to the member(s) of the City Council or Planning Commission during the two (2) years immediately preceding the filing of this application and the date of each such contribution: \_\_\_\_\_

\_\_\_\_\_

An enumeration and description of each gift having a value of two hundred fifty dollars (\$250.00) or more made by the applicant to the member(s) of the City Council or Planning Commission during the two (2) years immediately preceding the filing of this application: \_\_\_\_\_

\_\_\_\_\_

I certify that the foregoing information is true and correct, this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Applicant's Signature

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<sup>3</sup> If the answer to any of the above is "Yes," then the member of the City Council or Planning Commission must immediately disclose the nature and extent of such interest, in writing, to the City Council for the City of Blue Ridge, Georgia. A copy should be filed with this application. Such disclosures shall be a public record and available for public inspection at any time during normal working hours.

<sup>4</sup> Applicant means any person who applies for a rezoning action and any attorney or other person representing or acting on behalf of a person who applies for a rezoning action.

<sup>5</sup> Any person wishing to speak in opposition to a rezoning application must also file a Campaign Disclosure Report.



# **REQUIREMENTS FOR COMPLETING VARIANCE APPLICATION CITY OF BLUE RIDGE, GEORGIA**

The following items are required for submitting an application for a Variance:

1. **Original** notarized signatures of **titleholder(s)** and **representative(s)**.
2. If the **titleholder(s)** is a domestic or foreign corporation, then the following documentation shall also be required:
  - (a) A notarized statement under oath that the individual signing on behalf of the Corporation is duly authorized to execute the variance application on behalf of the Corporation and that the execution of this specific variance application has been duly authorized;
  - (b) That any officer of the corporation executing the document does in fact occupy the official position indicated, that one in such position is duly authorized to execute such document on behalf of the corporation, and that the signature of such officer subscribed thereto is genuine; and
  - (c) That the execution of the document on behalf of the corporation has been duly authorized.
3. A copy of the warranty deed that reflects the current owner(s) of the property.
4. A current legal description of the subject property.
5. A copy of current plot plan and current boundary survey drawn to scale and stamped by a **registered engineer, architect, land planner,** or **land surveyor** currently registered in accordance with applicable state laws. These plans must include: a) north arrow; b) land lot lines; c) district lines; d) lot lines e) angles; f) bearing and distances; g) adjoining street with right-of-way (present and proposed); h) paving widths; i) the exact size and location of all buildings along with intended use; j) buffer areas; k) parking spaces; l) lakes and streams; m) utility easements; n) limits of the 100-year floodplain and acreage of floodplain; o) cemeteries; p) wetlands; q) access points; and r) stream buffers.

**NOTE: Two (2) full size drawing to be no larger than 36” x 48” and two (2) copies of the site plan must be 8 ½” x 11”.**

6. A copy of the paid tax receipt for the subject property. Properties with delinquent taxes may be withdrawn by Staff and/or delayed or denied by the Zoning Board of Appeals
7. Applicant, or representative for applicant, **must** attend the Variance Hearing. Failure to attend may result in dismissal with prejudice, rejection of the application or continuance of the hearing at the Board’s sole discretion.

8. Application Fees: \*Residential - \$200.00 \*Commercial - \$300.00

Make all checks payable to “City of Blue Ridge”.

\*To qualify as a residential request, the applicant must be the present or future resident.

9. Signs will be posted on or near the right-of-way of the nearest public street fifteen (15) days before the public hearing. The notice sign will be posted for every 500 feet of public road frontage. The variance fee includes the cost for one sign. To the extent a parcel or property has more than 500’ of road frontage an additional sign will be required. Additional signs will be \$35 each. While City Staff will post the signs initially, it is the applicant’s sole responsibility to maintain the signs continuously and failure to do so may prohibit consideration of the application at any scheduled public hearing. It is the responsibility of the applicant to ensure that signs remain posted throughout the advertising period, **including the day of the public hearings and to remain posted until the final decision by the Board of Zoning Appeals.**
10. Any sign variance request **must** provide a sign rendering showing: size, height, shape, illumination (external/internal) and structural details (footings).

**NOTE: All information submitted, and filled in on the application is a public record and is subject to the Open Records Act. This information will be posted online; please do not place any sensitive or personal information on the application, or in your submitted application packet.**

# Application for Variance City of Blue Ridge, Georgia

(type or print clearly)

Hearing Date: \_\_\_\_\_

Applicant \_\_\_\_\_ Phone # \_\_\_\_\_ E-mail \_\_\_\_\_

\_\_\_\_\_  
(representative's name, printed) Address \_\_\_\_\_  
(street, city, state and zip code)

\_\_\_\_\_  
(representative's signature) Phone # \_\_\_\_\_ E-mail \_\_\_\_\_

Signed, sealed and delivered in presence of:

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
My commission expires:

Titleholder \_\_\_\_\_ Phone # \_\_\_\_\_ E-mail \_\_\_\_\_

Signature \_\_\_\_\_ Address: \_\_\_\_\_  
(attach additional signatures, if needed) (street, city, state and zip code)

Signed, sealed and delivered in presence of:

My commission expires: \_\_\_\_\_

\_\_\_\_\_  
Notary Public

Present Zoning of Property \_\_\_\_\_ Location \_\_\_\_\_  
(street address, if applicable; nearest intersection, etc.)

Land Lot(s) \_\_\_\_\_ District \_\_\_\_\_ Size of Tract \_\_\_\_\_ Acre(s) \_\_\_\_\_

Please select the extraordinary and exceptional condition(s) to the piece of property in question. The condition(s) must be peculiar to the piece of property involved.

Size of Property \_\_\_\_\_ Shape of Property \_\_\_\_\_ Topography of Property \_\_\_\_\_ Other \_\_\_\_\_

Does the property or this request need a second electrical meter? YES \_\_\_ NO \_\_\_.

