

**WHEN THESE FORMS ARE COMPLETED**

**PLEASE RETURN TO:**

**DALTON-WHITFIELD PLANNING OFFICE**

**301 W. CRAWFORD STREET**

**DALTON, GEORGIA 30720**

**PHONE: (706)876-2524**

**FAX: (706)281-4810**

**ATTENTION**

The applicant for a rezoning request shall obtain a list of all abutting and/or adjoining property owners from the Whitfield County Tax Assessor's Office. The applicant shall supply these names and addresses, along with stamped envelopes to the Whitfield County Planning Office. The Planning Office will verify the mailing list and mail each adjoining property owner a copy of this application. If these are not received with the rezoning application, the application will be considered incomplete.

## REZONING/SPECIAL USE PROCESS

1. Applicant shall make initial appointment with a county planner to discuss proposed actions. Applicant shall submit completed Special Use application to the Dalton-Whitfield Planning Office on or before the 20<sup>th</sup> of the month after consultation with a planner.
2. Planning Office will notify applicant by letter of the date and time of the public hearing.
3. **At least 15 days prior to the public hearing, the property is posted, adjacent property owners are notified, and the newspaper advertisement is published.**
4. At the jointly held public hearing before the Dalton-Whitfield County Planning Commission and the Whitfield County Board of Commissioners:
  - (a) Planning staff will make brief remarks regarding the application and will orient the Commission and Board members as to the location of the property;
  - (b) The applicant will be asked to come forward and state his/her reasons for the request;
  - (c) Any other persons present who wish to speak in favor of the application will be given an opportunity to speak;
  - (d) Any persons present who wish to speak against the application will be given an opportunity to speak;
  - (e) The applicant will be given an opportunity to rebut any statements made opposing the application;
  - (f) After all other Rezoning/Special Use applications are heard, the Dalton-Whitfield Planning Commission members will vote on each application; this vote will be forwarded in the coming week to the Whitfield County Board of Commissioners;
  - (g) **Approximately two (2) weeks after the public hearing, the Whitfield County Board of Commissioners will make a final decision regarding the application at their regular monthly meeting;**
  - (h) **The applicant will be notified by mail of the decision.**

**WHITFIELD COUNTY  
SPECIAL USE  
PRELIMINARY SITE PLANS**

Date Of Submittal: \_\_\_\_\_

Name Of Project: \_\_\_\_\_

Name of Owner/Developer: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

All Items must be addressed and checked before plans will be accepted for Special Use consideration. **This document must be completed, checked and submitted with Preliminary Site Plans by the twentieth (20th) of the preceding month for rezoning consideration by the Planning Commission meeting which occurs on the fourth Monday of the month.** Your cooperation is appreciated.

Preliminary Site Plan. For all parcels which require a Special Use Permit for a proposed use in R-4, R-5, R-6, MHP, C-1, C-2, C-2C, M-1, M-2, or PUD, a Preliminary Site Plan, as described herein, shall be submitted with such application, which shall remain incomplete without such information. The Board of Commissioners may hereafter conditionally approve such request based upon information set forth in such site plan. Each Preliminary Site Plan shall include the following information:

- (a)    \_\_\_    **Preliminary Name of the proposed development; name(s) and address(es) of the owner(s) and the designer(s) of the site plan.**
- (b)    \_\_\_    **Date, north arrow, and graphic scale.**
- (c)    \_\_\_    **Survey Boundaries. Surveyed boundaries of the entire tract and their relationship to adjoining properties, public rights-of-ways, and easements.**
- (d)    \_\_\_    **Location Map. A general location map at a scale of one inch equals two thousand feet indicating existing zone on or adjacent to the site, adjoining roads and the adjacent areas are required.**
- (e)    \_\_\_    **Utility and drainage plans. The conceptual location of utility and drainage easements shall be provided.**
- (f)    \_\_\_    **Sewage Management Systems, On-Site (Septic Systems); Sewage Treatment System, Public or Community (Central Sewage Treatment Plant). Written statement from the Environmental Health Department indicating the optimum number of units the property will accommodate based on a soils report by a soils scientist and an on-site inspection by a county environmental specialist. If public sewer is available, written approval shall be provided from Dalton Utilities for the number of desired sewer taps.**

- (g) \_\_\_ **Septic System Absorption Field and Replacement Area and Building Locations.**  
Approximate location of the septic fields, all proposed buildings, their shape, size, and setback in approximate scale.
- (h) \_\_\_ **Rights-of-Way.** Location and right-of-way of streets, roads, alleys, railroads, public crosswalks, with lengths and widths, road names, or designations.
- (i) \_\_\_ **Buffers and vegetation.** Existing and proposed vegetation and the use of vegetation to provide buffers and landscaping for the proposed development.
- (j) \_\_\_ **Environmentally sensitive areas.** Location of major river corridors, water supply watersheds, groundwater recharge areas, wetlands, the boundary and elevation of the 100-year floodplain as determined by the past history of flooding or the best available data.
- (k) \_\_\_ **Proposed improvements.** The names, where appropriate, and locations and dimensions of proposed streets, alleys, sidewalks, easements, buildings parking and loading, dumpsters, recreation areas and facilities, yards and other open spaces.

**FOR OFFICE USE ONLY:**  
**DATE RECEIVED:** \_\_\_\_\_

**ACTION BY BOARD OF COMMISSIONERS:**  
**APPROVED:** \_\_\_\_\_ **DISAPPROVED:** \_\_\_\_\_

**APPLICATION FOR SPECIAL USE PERMIT**

Fee - **\$50.00**

Make check payable to:  
**DALTON-WHITFIELD PLANNING OFFICE**

Application is hereby made for amendment of a Special Use Permit, and if granted, the applicant agrees to conform to all laws, ordinances and resolutions regulating same.

**Name of Applicant:** \_\_\_\_\_ **Telephone:** \_\_\_\_\_

**Mailing Address:**  
\_\_\_\_\_

**Address of Property for which Special Use is requested:**  
\_\_\_\_\_

**Size of Property:** \_\_\_\_\_ acres; \_\_\_\_\_ square feet

**Existing Zone Classification:** \_\_\_\_\_

**Proposed Zone Classification:** \_\_\_\_\_

**Present Use of Property:** \_\_\_\_\_

**Proposed Use of Property:** \_\_\_\_\_

Site plan is required for Special Use Permits.

Include on separate sheets a legal description of the property and a map of the property showing:

- a) Actual dimensions of property
- b) Location and type of existing structures
- c) Zone and land use of surrounding property

(Note: If the Special Use request is for a communication tower, additional information is required. See Article VI of the Zoning Ordinance.)

I hereby certify that the above information is true and correct.

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**VERIFICATION**

The undersigned is the/an owner of an interest in the lands described in the attached Application for a Special Use Permit and concurs in the application. The undersigned's interest in the lands described in the application is as follows:

(describe parcel or parcels of interest and percentage of interest)

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I appoint \_\_\_\_\_  
my attorney in fact with full authority, my name, place, and stead, to apply for the zoning amendment set forth in the attached application.

\_\_\_\_\_  
Owner

Sworn to and subscribed  
before me, this \_\_\_\_ day  
of \_\_\_\_\_, \_\_\_\_\_

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

(SEAL)

**On a separate piece of paper, please submit detailed answers to the following questions for the proposed use at the proposed location:**

- 1) Describe the anticipated impact on traffic volume or traffic patterns in the vicinity. Will there be any impacts on pedestrian safety?
- 2) Describe the activity that is anticipated to take place on-site and indicate the anticipated hours of operation. What will be the impact, if any, on surrounding properties and uses?
- 3) Considering noise, light, glare, smoke, and/or odor, justify the location of the parking, loading, and/or refuse area on-site taking into consideration the impact on surrounding properties.
- 4) Is the height, size, and/or location of any proposed structure on-site comparable to other structures and uses on nearby properties?
- 5) Is the proposed site large enough that the proposed use has room to grow, especially considering the requirements for sewage disposal on-site?
- 6) If the proposed use locates here, are there more benefits to this location, compared to potential detrimental effects on nearby properties?

1  
**DISCLOSURE REPORT OF PROPERTY/FINANCIAL INTEREST**  
2  
**BY APPLICANT**

(Required by Title 36, Chapter 67A, O.C.G.A.)

Date of Rezoning Application: \_\_\_\_\_

Does any member of the Whitfield County Board of Commissioners or Planning Commission have a property interest (direct or indirect ownership, including any percentage of ownership less than total) in the subject property?

(yes or no)\_\_\_\_\_

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

Does any member of the Board of Commissioners or Planning Commission have a financial interest (direct ownership interests of the total assets or capital stock where such ownership interest is ten (10) percent or more) in 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?

(yes or no)\_\_\_\_\_

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

1

If the answer to any of the above is "Yes," then the member of the Board of Commissioners or Planning Commission must immediately disclose the nature and extent of such interest, in writing, to the Board of Commissioners of Whitfield County, 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.

2

Applicant means any person who applies for a rezoning action and any attorney or other person representing or acting on behalf of the applicant for a rezoning action.

Does any member of the Board of Commissioners or Planning Commission have a spouse, mother, father, brother, sister, son, or daughter who has any interest as described above?

(yes or no) \_\_\_\_\_

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

I certify that the foregoing information is true and correct to the best of my knowledge and belief, this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

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

[Note: Any local government official or any applicant for rezoning action knowingly failing to make any disclosure as required by O.C.G.A. Chapter 36 - 67A shall be guilty of a misdemeanor.]

**DISCLOSURE REPORT OF CAMPAIGN CONTRIBUTIONS AND GIFTS  
BY APPLICANT\*  
(Required by Title 36, Chapter 67A, O.C.G.A.)**

Date of Rezoning Application: \_\_\_\_\_

Has the applicant\* made, within two (2) years immediately preceding the filing date of this application, campaign contributions aggregating two hundred fifty dollars (\$250) of more or made gifts having in the aggregate a value of two hundred fifty dollars (\$250) or more to a member or members of the Whitfield County Board of Commissioners or Planning Commission who will consider this application?

(Yes or No)

If so, the applicant and the attorney or other person representing the applicant must file a disclosure report with the Whitfield County Board of Commissioners within ten (10) days after this application is first filed. The following information will be considered as the required disclosure:

1) List the name and official position of the Commissioner or Planning Commission member; 2) the dollar amount and date of each applicable campaign contribution; and 3) an enumeration and description of each gift having a value of \$250 or more.

I certify that the foregoing information is true and correct to the best of my knowledge and belief, this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

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

[Note: Any local government official or any applicant for rezoning action knowingly failing to make any disclosure as required by O.C.G.A. Chapter 36 - 76A shall be guilty of a misdemeanor.]

\* Applicant means any person who applies for a rezoning action and any attorney or other person representing or acting on behalf of the applicant for a rezoning action.

## **CHECK LIST FOR SPECIAL USE APPLICATION**

1. **APPLICATION PAGE**

- A. If the property owner is the applicant, is every property owner listed?
- B. Signature of applicant or property owner(s).
- C. Names and addresses of adjacent property owners; stamped envelopes

2. **VERIFICATION PAGE**

- A. List of property owner(s) and % interest in property.
- B. Signature of property owner(s) if
  - 1. giving power of attorney to a third party; or
  - 2. applicant is not the property owner

3. **ALL OTHER PAGES**

- Signature of applicant and any other person appointed on Verification Page as having power of attorney.

4.  Typed legal description of property.

5.  Plat whose boundaries match those of the legal description.

6.  A Preliminary Site Plan must be provided listing all those items required for a preliminary site plan.