

SNELLVILLE LAND USE PLAN AMENDMENT

Information Sheet

Snellville Planning & Development Department
2342 Oak Road, 2nd Floor
Snellville, Georgia 30078
Phone 770.985.3514 Fax 770.985.3551
www.snellville.org

LAND USE PLAN AMENDMENTS:

The Snellville Zoning Ordinance allows changes in the land use designations of property according to the City of Snellville Centennial Land Use Plan. The (2001-2020) Land Use Plan, which can be viewed in the Planning and Development Department, serves as a guide for future development and designates a desired future land use for all parcels of land within the city. Attached is an application for a Land Use Plan amendment.

Unless initiated by the Snellville City Council or Planning Commission, an application to amend the Land Use Plan must be submitted by the owner of the affected property or by an authorized agent of the owner.

If the proposed rezoning would permit a use that is NOT consistent with the Land Use Plan, the applicant must also file a separate application for amendment to the Land Use Plan. An application to amend the Land Use Plan may be made concurrently with an application to amend the Official Zoning Map. The Land Use Plan may be amended regardless of the zoning district that applies to the subject property.

Once an application is filed, the Planning Department reviews the application and makes a written recommendation. The Planning Commission holds a public meeting to review the application and forward a recommendation to the Mayor and Council. A Public Hearing is held by the Mayor and Council for final action.

IMPORTANT DATES:

Submittal Deadline: 12:00 Noon, 42-days prior to Planning Commission meeting date. Pre-submittal appointment shall be requested and completed a minimum of five (5) business days prior to application submittal deadline. Please call 770.985.3514 to schedule pre-submittal appointment date.

The Planning Department will meet the following public notice requirements for each application submitted:

Legal Notice appears in Gw. Daily Post:	15-days (minimum) before Planning Commission meeting
Public Notice Sign(s):	Erect public notice sign(s) <u>15-days (minimum)</u> before Planning Commission meeting
Letters to Adjoining Property Owners:	Mail Certified Mail with Return Receipt <u>15 days (minimum)</u> before Planning Commission meeting
Planning Commission meeting*:	4 th Tuesday of the month
Legal Notice appears in Gw. Daily Post:	15-days (minimum) before Mayor and Council Public Hearing
Letters to Adjoining Property Owners:	Mail Certified Mail with Return Receipt <u>15 days (minimum)</u> before Mayor and Council Public Hearing
Mayor and Council Public Hearing*:	4 th Monday of the month (following Planning Commission meeting)

* Planning Commission and Mayor and Council public hearings are held at 7:30 p.m. at Snellville City Hall Council Chambers, 2342 Oak Road, Snellville, unless alternative meeting dates, times, and/or places are necessary.

The applicant may withdraw an application without prejudice until such time as the legal notice for the Mayor & Council public hearing is sent to the paper (no less than 21-days before the hearing date). No application shall be allowed to be withdrawn less than 21-days before the Mayor & Council public hearing unless the request for withdrawal is granted by Mayor & Council at the public hearing. **If an application is denied by Mayor & Council, no application affecting any portion of the same property shall be submitted less than six (6) months from the date of denial.**

APPLICATION FEES:

- Land Use Plan Amendment \$ 300.00
- Public Notice Sign(s) \$ 50.00 each (per parcel, per road frontage)
- Adjoining Property Owner Notification Letters \$ 15.00 per notice

APPLICANT SUBMITTAL CHECKLIST

FOR LAND USE PLAN AMENDMENT APPLICATION

I T E M	THIS SUBMITTAL CHECKLIST IS PROVIDED AS A TOOL TO ENSURE APPLICATION IS COMPLETE AND CONTAINS ALL NECESSARY DOCUMENTS AND EXHIBITS. APPLICANT SHALL PLACE A CHECK MARK (<input checked="" type="checkbox"/>) NEXT TO EACH ITEM THAT IS INCLUDED WITH APPLICATION SUBMITTAL (INCLUDING THE INDIVIDUAL BOXES (<input type="checkbox"/>) AS APPROPRIATE. UPON MEETING ALL APPLICATION REQUIREMENTS, PLEASE CONTACT THE CITY'S PLANNING DEPARTMENT (770.985.3514) TO SCHEDULE A PRE-SUBMITTAL APPLICATION REVIEW. YOUR COMPLETED CHECKLIST MUST ACCOMPANY YOUR APPLICATION TO THE PRE-SUBMITTAL REVIEW AND UPON APPLICATION SUBMITTAL. PLEASE UNDERSTAND, INCOMPLETE APPLICATIONS CANNOT BE ACCEPTED. THANK YOU!	A P P L I C A N T	C I T Y S T A F F
1	Pre-submittal application review appointment scheduled.		
2	Payment of: <input type="checkbox"/> application fee; <input type="checkbox"/> public notice signage fee; and <input type="checkbox"/> adjoining property owner(s) notification fee.		
3	Letter of Intent summarizing application request and submittal.		
4	Names, addresses, and notarized original signatures of the owners of the subject parcel(s) and their agents, if any (Attachment B); <input type="checkbox"/> If multiple parcels, page 1 of Application and Attachment B must be provided for each separate parcel owner (see item #15 below).		
5	Legal description prepared for each subject parcel. <input type="checkbox"/> If multiple parcels, a composite legal description must also be provided.		
6	Written verification from Gwinnett County Tax Assessor that all property taxes are current and paid-in-full for all subject parcels. Please use provided tax verification sheet (original).		
7	A Certificate of Title for all parcels subject to the application.		
8	The present and proposed land use designation for the subject parcel(s).		
9	Parcel map showing all land uses immediately adjacent to the subject parcel(s) under the existing City (or County) Land Use Plan.		
10	Subject and adjoining parcel map labeled with: <input type="checkbox"/> current property owner name(s); and, <input type="checkbox"/> tax parcel number (district, land lot, and parcel).		
11	List of Adjoining Property Owner(s) including: <input type="checkbox"/> property owner name(s); <input type="checkbox"/> current mailing address; and <input type="checkbox"/> tax parcel number.		
12	Original Site & Concept Plan showing: <input type="checkbox"/> North arrow; <input type="checkbox"/> district, land lot(s), parcel number(s); <input type="checkbox"/> dimensions with bearing and distance; <input type="checkbox"/> acreage; <input type="checkbox"/> location of the tracts; <input type="checkbox"/> present zoning and land use classification of all subject and adjacent parcels; <input type="checkbox"/> proposed location of all structures, driveways, parking and loading areas; and storm water detention; <input type="checkbox"/> location and extent of required buffer areas; <input type="checkbox"/> location of any easements and ROW. <input type="checkbox"/> Site & Concept Plan shall be prepared by a professional Architect, Engineer, Landscape Architect, or Land Surveyor and whose Georgia state registration is current and valid. <input type="checkbox"/> Site Plan must be stamped, sealed, and signed by one of the four above-mentioned professionals no more than six (6) months prior to the date of application submittal.		
13	CD-ROM containing a digital file of: <input type="checkbox"/> Site & Concept Plan in .PDF and .DWG file formats; <input type="checkbox"/> legal description(s) in .PDF file format; and <input type="checkbox"/> completed and signed Land Use Plan Amendment Application, Attachments A and B (and supporting documents and exhibits) in .PDF file format.		
14	Analysis of impact of the proposed land use change pursuant to Section 15..2(3)(e) of the Snellville Zoning Ordinance (Attachment A) completed in sufficient detail to substantiate application request for rezoning.		
15	Applicant's and/or Owner's Certification (Attachment B) completed, signed, and notarized by all property owners of the subject parcel(s).		
16	Thirty (30) original size copies of the Site & Concept Plan (item #12 above), folded to approximately 8-1/2"x11"		
17	Thirty (30) bound or stapled copies containing: <input type="checkbox"/> page 1 of Land Use Plan Amendment Application (and, if needed, sheets for additional property owners); <input type="checkbox"/> Letter of Intent; <input type="checkbox"/> Attachment A - Analysis of impact of the proposed land use change pursuant to Section 15..2(3)(e) of the Snellville Zoning Ordinance; <input type="checkbox"/> Attachment B – Applicant and Property Owner Certifications; <input type="checkbox"/> Parcel map showing all land uses immediately adjacent to the subject parcel(s) under the existing City (or County) Land Use Plan; <input type="checkbox"/> 8-1/2"x11" reduction of the Site & Concept Plan (item #12 above).		
18	Clip and attach folded copy of the Site & Concept Plan (item #16 above) behind the Land Use Plan Amendment Application (item #17 above).		
19	Original Land Use Plan Amendment Application submittal shall be clipped together and contain: <input type="checkbox"/> Page 1 (and, if needed, sheets for additional property owners) and Attachment A - Analysis of impact of the proposed land use change pursuant to Section 15..2(3)(e) of the Snellville Zoning Ordinance; <input type="checkbox"/> Completed, signed, and notarized Attachment B; <input type="checkbox"/> Letter of Intent; <input type="checkbox"/> Legal Description for subject parcel(s) and composite legal description for all parcels; <input type="checkbox"/> Written verification from Gwinnett County Tax Assessor that all property taxes have been paid-in-full and are current; <input type="checkbox"/> Certificate of Title for all subject parcel(s); <input type="checkbox"/> Parcel map showing the subject and adjoining parcels and including property owner(s) names and tax parcel number; <input type="checkbox"/> List of adjoining property owners including property owner name(s), current mailing address, and parcel number; and <input type="checkbox"/> original Site and Concept Plan.		
20	Additional Information (specify):		
21	Additional Information (specify):		



LAND USE PLAN AMENDMENT APPLICATION

APPLICATION TO AMEND THE LAND USE PLAN OF SNELVILLE, GEORGIA

City of Snellville
Planning & Development Department
2342 Oak Road, 2nd Floor
Snellville, GA 30078
Phone 770.985.3514 Fax 770.985.3551 www.snellville.org

DATE RECEIVED _____

CASE # **LUP** _____

Applicant: is the (check one) Owner's Agent
 Contract Purchaser
 Property Owner

Owner (if not the applicant): check here if there are additional property owners and attach additional sheets.

Name (please print) _____

Name (please print) _____

Address _____

Address _____

City, State, Zip Code _____

City, State, Zip Code _____

Phone Number(s) _____ Fax _____

Phone Number(s) _____ Fax _____

Contact Person: _____ Phone: _____ Fax: _____

Cell Phone: _____ E-mail: _____

Current Future Land Use Map Designation: _____

Proposed Future Land Use Map Designation: _____

Proposed Use(s): _____

Property Address/Location: _____ District ____ Land Lot ____ Parcel(s) _____

At a minimum, the following items are required with submittal of this application. INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.

- √ Pre-submittal appointment shall be requested and completed a minimum of five (5) business days prior to Application deadline to ensure application is complete, accurate, and includes all required attachments/exhibits and required signatures;
- √ Payment of the appropriate application and public notice sign fees. Make checks payable to *City of Snellville*;
- √ Letter of Intent explaining the request for the amendment to the Land Use Plan and what is proposed;
- √ The names, addresses, and original signatures of the owners of the subject parcel(s) and their agents, if any;
- √ The present and proposed land use for the parcel(s);
- √ Analysis of impact of the proposed land use change pursuant to Section 15.2(3)(e) of Snellville Zoning Ordinance. (Attachment A);
- √ Applicant's and/or Owner's Certification (Attachment B);
- √ A current legal description of the parcel(s) being considered for the land use amendment. If the parcel proposed for amendment includes multiple parcels, provide a separate legal description for each individual parcel, together with a composite legal description for all parcels;
- √ Verification from county Tax Assessor that all property taxes have been paid and account is current (for all parcels subject to this application). Applicant to obtain confirmation of taxes paid using original Verification Sheet (attached);
- √ A Certificate of Title (for all parcels subject to this application);
- √ Map indicating the subject parcel(s) and the adjoining parcel(s), identified by property owner(s) name and tax parcel number;
- √ Map showing all land uses immediately adjacent to the subject property under the existing land use plan;
- √ Thirty (30) copies and one (1) original of the proposed Site and Concept Plan, and one (1) 11" x 17" (or smaller) reduction of the plan, drawn to scale, showing: (a) north arrow; (b) district, land lot(s) and parcel number(s); (c) the dimensions with bearing and distance; (d) acreage; (e) location of the tract(s), (f) the present zoning and land use classification of all adjacent parcels, (g) the proposed location of structures, driveways, parking and loading areas; (h) and the location and extent of required buffer areas. Site and Concept Plan shall be prepared by an architect, engineer, landscape architect, or land surveyor whose Georgia state registration is current and valid. Site plan must be stamped and sealed by one of the four above-mentioned professionals no more than six (6) months prior to the date of submittal;
- √ Thirty (30) stapled or bound copies of: (a) Land Use Plan Amendment application including Attachments A and B); (b) Letter of Intent; and (c) Map showing all land uses immediately adjacent to the subject property under the existing land use plan. In addition, one (1) unbound application (original) bearing original signatures and all other required documents. Documents must be folded to 8-1/2 x 11"; and
- √ A CD-ROM containing a digital file of: (a) site plan in .pdf and .dwg file formats, (b) legal description(s) in .pdf file format, and (c) completed and signed Land Use Plan Amendment application (and all supporting documents) in .pdf file format;

Pursuant to Section 15.2(2)(g) of the Snellville Zoning Ordinance, **a written, documented analysis of the impact of the proposed land use change with respect to each of the following matters shall be included.** Please respond to the following standards in the space provided or attach additional sheets if necessary. **Simple yes/no answers or re-statement of the questions are not acceptable.**

1. Whether the proposed land use change will permit uses that are suitable in view of the use and development of adjacent and nearby properties;

Response: _____

2. Whether the proposed land use change will adversely affect the existing uses or usability of adjacent or nearby property;

Response: _____

3. Whether the proposed land use change will result in uses which will or could cause an excessive or burdensome uses of existing streets, transportation facilities, utilities, or schools; and

Response: _____

4. Whether there are other existing or changing conditions affecting the use and development of the affected land areas which support either approval or disapproval of the proposed land use change.

Response: _____



CITY OF SNELLVILLE

Department of Planning & Development
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APPLICANT - PLEASE HAND DELIVER THIS VERIFICATION SHEET TO THE GWINNETT COUNTY TAX ASSESSORS OFFICE (SEE ADDRESS AND PHONE NUMBER BELOW) TO OBTAIN WRITTEN CONFIRMATION THAT REAL PROPERTY TAXES HAVE BEEN PAID-IN-FULL AND PROPERTY TAX ACCOUNT IS CURRENT. ATTACH COMPLETED ORIGINAL TO APPLICATION. IF SUBMITTING A LAND USE PLAN AMENDMENT APPLICATION TOGETHER WITH A REZONING APPLICATION, PROVIDE VERIFICATION SHEET(S) FOR ONLY ONE (1) APPLICATION.

APPLICANT NAME: _____

CHECK HERE, IF THERE ARE MORE THAN FOUR (4) SUBJECT PARCELS AND ATTACH ADDITIONAL SHEETS.

PROPERTY OWNER NAME(S): _____ TAX PARCEL NO.: _____

AMOUNT OF CURRENT TAXES PAID: \$ _____ PAYMENT DATE: _____ ACCOUNT CURRENT? YES NO

PROPERTY OWNER NAME(S): _____ TAX PARCEL NO.: _____

AMOUNT OF CURRENT TAXES PAID: \$ _____ PAYMENT DATE: _____ ACCOUNT CURRENT? YES NO

PROPERTY OWNER NAME(S): _____ TAX PARCEL NO.: _____

AMOUNT OF CURRENT TAXES PAID: \$ _____ PAYMENT DATE: _____ ACCOUNT CURRENT? YES NO

PROPERTY OWNER NAME(S): _____ TAX PARCEL NO.: _____

AMOUNT OF CURRENT TAXES PAID: \$ _____ PAYMENT DATE: _____ ACCOUNT CURRENT? YES NO

***** INFORMATION VERIFIED BY GWINNETT COUNTY TAX ASSESSOR'S OFFICE *****

COUNTY TAX DEPARTMENT REPRESENTATIVE (PRINT NAME):	DATE:
COUNTY TAX DEPARTMENT REPRESENTATIVE (SIGNATURE):	

**ONLY ORIGINAL VERIFICATION SHEET
CAN BE USED TO CONFIRM PROPERTY TAX ACCOUNT STATUS**