

SNELLVILLE CHANGE IN CONDITIONS

Information Sheet

Snellville Planning & Development Department
2342 Oak Road, 2nd Floor
Snellville, Georgia 30078
Phone 770.985.3513 Fax 770.985.3551
www.snellville.org

CHANGE IN CONDITIONS:

The Snellville Zoning Ordinance allows changes, or amendments, to the Official Zoning Map of the City of Snellville including changes to prior approved conditions of zoning.

Unless initiated by the Snellville City Council or Planning Commission, an application to amend the Official Zoning Map must be submitted by the owner of the affected property or by an authorized agent of the owner. If the proposed change in conditions 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 a Change in Conditions application to amend the Official Zoning Map.

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

IMPORTANT DATES:

Submittal Deadline: 4:00 p.m., 42-days prior to Planning Commission meeting date. A pre-submittal appointment shall be required a minimum of five (5) business days prior to application submittal deadline.

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 and Council public hearing is sent to the paper (no less than 23-days before the hearing date). No application shall be allowed to be withdrawn less than 23-days before the Mayor and Council public hearing unless the request for withdrawal is granted by the Mayor & Council at the public hearing.

APPLICATION FEES:

- Less than one acre \$ 500.00
- 1 to 5 acres \$ 560.00
- 5 to 10 acres \$ 800.00
- 10 to 15 acres \$ 1,050.00
- 15 to 20 acres \$ 1,350.00
- Over 20 acres \$ 1,900.00
- Public Notice Sign(s) \$ 50.00 each (per parcel, per road frontage)
- Adjoining Property Owner Notification Letters \$ 15.00 per notice



CHANGE IN CONDITIONS APPLICATION

APPLICATION TO AMEND THE OFFICIAL ZONING MAP, 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 # CIC _____

Applicant is: (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: _____

Request to Change the Conditions for Rezoning Case No. **RZ** _____ and Ordinance No. _____ Approval Date: _____

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.

CHANGE IN CONDITIONS CHECKLIST

- Pre-submittal appointment shall be required 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;
- Letter of Intent explaining the change in conditions and what is proposed;
- Analysis of impact of the proposed change in conditions pursuant to Section 15.2(3)(e) of Snellville Zoning Ordinance. (Attachment A);
- Applicant's and/or Owner's Certification (Attachment B);
- Conflict of Interest Certification and Disclosure of Campaign Contributions (Attachment C);
- Property boundary survey containing dimensions with bearing and distance; sealed and signed by a land surveyor;
- Current legal description of the parcel(s) affected by the change in conditions. If the property includes multiple parcels, provide a separate legal description for each individual parcel, together with a composite legal description for all parcels;
- Verification from Gwinnett County Tax Commissioner that all property taxes have been paid and account is current for the most recent tax year.
- Warranty Deed (for all parcels subject to this application);
- Site and Concept Plan: one (1) original and ten (10) copies, prepared by an architect, engineer, landscape architect, or land surveyor whose Georgia state registration is current and valid. Site plan must sealed and signed by one of the four above-mentioned professionals no more than six (6) months prior to the date of submittal;
- Architectural/concept building renderings (if applicable);
- Submittal: One (1) application original and ten (10) stapled or bound copies of complete application submittal;
- USB drive or CD-ROM containing a digital file in .pdf format of the complete submittal;
- Payment of the appropriate application, public notice sign, and adjoining property owner notification fees.

Pursuant to Section 15.2(3)(e) of the Snellville Zoning Ordinance, **a written, documented analysis of the impact of the proposed rezoning 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 a proposed change in conditions will permit a use that is suitable in view of the use and development of adjacent and nearby properties.

Response: _____

2. Whether a proposed change in conditions will adversely affect the existing use or usability of adjacent or nearby property.

Response: _____

3. Whether the property to be affected by the proposed change in conditions has a reasonable economic use as currently zoned and conditioned.

Response: _____

4. Whether the proposed change in conditions will result in a use which will or could cause an excessive or burdensome use of existing streets, transportation facilities, utilities, or schools.

Response: _____

5. Whether the proposed change in conditions is in conformity with the policy and intent of the Land Use Plan.

Response: _____

6. 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 proposed change in conditions.

Response: _____

