

CITY OF MANSFIELD APPLICATION FOR ZONING AMENDMENT

Introduction and Instructions

1. Initiation of Amendments. A proposed amendment to the Zoning Ordinance or Map may be initiated by Mayor and Council, or by application filed by the owner(s). Action shall not be initiated for an amendment affecting the same parcel more than once every 12 months.
2. Any communication purporting to be an application for an amendment shall be regarded as a mere notice to seek relief until it is made in the form required.
3. Applications for amendments, including all required fees, attachments, and supplemental information, must be submitted in proper form at least 30 days prior to a hearing.
4. The applicant shall set forth a written justification for the requested zoning amendment.
5. The application shall require that the applicant state the exact language of any zoning ordinance text amendment requested, and/or the specific zoning ordinance map amendment being requested.
6. Applications for a zoning ordinance map amendment [*this information may also be needed for a site-specific text amendment*] shall include:
 - A. A written legal description of the property, which is the subject of the rezoning request, including the current tax parcel number.
 - B. 3 copies of a plat of the property, to scale, sealed by an architect, engineer, landscape architect or land surveyor whose registration is current and valid, showing the following:
 1. North arrow, land lot and district.
 2. Property lines with dimensions and angles of turns.
 3. Adjoining streets with present right-of-way and pavement widths.
 4. Location of existing structures.
 5. Present and proposed zoning.
 - C. An application shall be accompanied by such other plans, elevations or additional information as the Clerk and the Ordinance require, showing the proposed development and its impact on natural and built systems. Additional information may include traffic, utility, and drainage studies. At a minimum the following shall be submitted:
 1. Residential Zoning District Proposals
 - a) Show how the proposed property is to be subdivided including proposed streets.
 - b) List how utilities are to be provided including water, sewer, well, septic tank, gas, etc.
 - c) State minimum lot size and total number of lots proposed.
 - d) State minimum house size proposed.
 2. Commercial or Non-Residential and Multi-family Zoning District Proposals.
 - a) Show proposed layout of building locations with driveway and parking lots.
 - b) Show proposed curb cuts or existing driveway/roadways.
 - c) Show all required buffers and building set back lines.
 - d) List how utilities are to be provided including water, sewer, well, septic, gas, etc...
 - e) State density per acre and the square feet per acre area of total buildings.
7. All applications shall include notarized signature and if applicant is not the current property owner, shall include the notarized authorization from the property owner.

8. The applicant shall list all individuals or entities which have any ownership interest in the property. In addition, applicant shall list any of Mayor and Council to whom applicant made a campaign contribution or gift aggregating \$250 or more within 2 years prior to the date of filing.

9. The Clerk shall transmit a copy of the application to each member of Mayor and Council to review the information presented, provide supplemental information in writing, and return same to the Clerk for filing in the records prior to any consideration to the rezoning request.

10. Each member of Mayor and Council shall state if he or a member of his family (spouse, mother, father, brother, sister, son, or daughter) has an ownership interest in the property, or a financial interest of 10% percent or more in any entity which has an ownership interest. If such an interest exists, details shall be provided from the member of Mayor and Council about the nature and extent of interest. No member shall participate or vote in a matter in which he has any interest.

SUMMARY OF DEADLINES AND PROCEDURES

1. Pre-application review is requested prior to the formal submittal of the application.
2. The application must be submitted in proper form at least 30 days prior to hearing. Fees are to be paid at the time of filing. Checks without pre-printed account information will not be accepted.
3. Applications should be submitted in-person by applicant or an agent.
4. Applicant is requested to submit any revisions to site plans, letters of intent, proposed conditions, etc. to the Clerk immediately. Last minute revisions may delay public hearings.
5. The applicant may be given a preliminary Public Notice sign to post on the property. This will identify the site for the City, who will post the official sign.
6. The applicant must attend public hearings at City Hall, in council chambers, first before the Planning Commission usually on the third Thursday at 6 p.m., then at the Council meeting which is typically the second Tuesday of each month at 6 p.m.
7. Any staff analysis report will be available from the Clerk typically a day before the hearing.

REQUIRED FOR APPLICATION

1. PRE-APPLICATION REVIEW MEETING: Prior to an application, applicants are encouraged to meet with the City Clerk who will review your proposal. Bring to the meeting a plat or site plan.
2. APPLICATION FORM: Applicant must have a notarized signature of all owners authorizing the application. If owner is not the petitioner, part 2 of the form must be completed. The owner's signature serves as authorization for the petitioner/applicant or agent to act on their behalf.
3. NARRATIVE: Applicant shall set forth a written justification for the requested zoning. This should include requested use, acreage, square footage of buildings, number of structures, number of parking spaces, any special conditions, any subdivision of property, setbacks, existing and proposed buildings, parking, driveways, buffers, landscape areas, streams, and other features. If the request is for a text amendment, applicant shall state the exact language of any text amendment requested.
4. PLAT: The plat must be prepared and sealed by a professional engineer or land surveyor registered in Georgia and include complete boundaries and all buildings and structures; Notation as to whether or not any portion of the subject property is within the boundaries of the 100-year floodplain; and Notation as to the total acreage or square footage of the subject property.
5. LEGAL DESCRIPTION: Must match plat.
6. IMPACT ANALYSIS: Complete the form answering all questions regarding the impact of the use with respect to each standard and factor.
7. STANDARDS OF REVIEW: Answer all questions regarding the standards of review.

8. DISCLOSURE FORM: If the owner, petitioner and/or the agent for the petitioner has made a campaign contribution to any member of Mayor and Council for \$250 or more in the past 2 years, the form must be completed. If not, circle "No".

9. WATER AND SEWER LETTER: A letter or statement indicating the availability of water and sewer service and any upgrades necessary to provide continued service.

10. TRAFFIC STUDY: A traffic study must be submitted if the development reaches a threshold as specified. A traffic study is also required as part of the Development of Regional Impact.

11. DEVELOPMENT OF REGIONAL IMPACT: When an application includes uses that exceed the listed thresholds of intensity it is deemed to be a Development of Regional Impact. Applicants shall first file the permit request, then no action shall be taken on the application until a finding is made by the N.E. Georgia Regional Development Center.

PETITION FOR AMENDMENT

Date: _____ Tax Map and Parcel Number(s) _____

PROPERTY ADDRESS _____

USE REQUESTED (DESCRIBE BELOW): _____

Parts 1 and/or Part 2 below must be signed and notarized when petition is submitted.

- a) If you are the sole owner of the property and not the petitioner complete Part 1.
- b) If you are the petitioner and not the sole owner of the property complete Part 2.
- c) If you are the sole owner and petitioner complete Part 1.
- d) If there are multiple owners each must complete a separate Part 1 and include it.

Part 1. The undersigned states under oath that he/she is the owner of the property, and the application is true and complete, and the petitioner is authorized to act in the filing of this application.

PRINT NAME _____ PHONE _____

ADDRESS _____

SIGNATURE _____

Sworn to and subscribed before me this _____ Day of _____ 202____

_____ NOTARY PUBLIC

Part 2. The undersigned states under oath that he/she is the petitioner and is authorized to act on the owner's behalf in the filing of this application and the application is true and complete.

PRINT NAME _____ PHONE _____

ADDRESS _____

SIGNATURE _____

Sworn to and subscribed before me this _____ Day of _____ 202____

_____ NOTARY PUBLIC

ATTORNEY/AGENT

Check One: [____] Attorney [____] Agent

TYPE OR PRINT ATTORNEY / AGENT NAME _____
SIGNATURE OF ATTORNEY / AGENT _____
ADDRESS _____

PETITIONER'S SIGNATURE

PHONE NUMBER

DISCLOSURE OF CAMPAIGN CONTRIBUTIONS

Check one of the following:

_____ (A) The applicant here certifies, under oath, that he or she has not made any campaign contributions or gifts having an aggregate total value of \$250 or more to any Bishop official as defined by O.C.G.A. 36-67A-1(5).

_____ (B) Applicant here certifies, under oath, that he or she has made the following campaign contributions or gifts having an aggregate total value of \$250 or more to a Bishop official as defined by O.C.G.A.36-67A-1 (5).

Please list total value of contribution(s) dates and names of the local Government Official:

Describe in detail any gifts listed above (example: quantity and nature, etc.):

IMPACT ANALYSIS

1. Map and Parcel #: _____
2. Road Names): _____
3. Use Request: _____
4. Petitioner's Name: _____ Phone No.: _____
Address: _____

Analyze the impact of the requested use and answer the following questions:

The following standards governing the exercise of the City's zoning power are to be considered by the Mayor and Council and the Planning Commission in balancing the interest of the public health, safety, morality and/or general welfare against the unrestricted use of property:

1. Is the request consistent with the existing land use pattern? _____
2. Does the request create an isolated district unrelated to adjacent and nearby districts? _____
3. Does the request create a possible increase or over-taxing of the load on public facilities including, but not limited to, school, utilities, and streets? _____
4. Does the request create costs to the City and other governmental entities in providing, improving, increasing, or maintaining public utilities, schools, streets, law enforcement, fire protection and other public services? _____

5. Does the request impact the environment, including, but not limited to drainage, soil erosion and sedimentation, flooding, air quality and water quality? _____

6. Does the request allow uses which will be a detriment to the value of adjacent property in accordance with existing regulations? _____

7. Are there substantial reasons why the property cannot be used and developed in accordance with the existing regulations? _____

8. What is the aesthetic effect of the existing and proposed use of the property as it relates to the surrounding area? _____

9. Is the proposed zoning amendment consistent with the comprehensive land use plan? _____

10. What are the possible effects of the proposed zoning amendment on the character of the zoning district, a particular piece of property, neighborhood, a particular area, or the community as a whole? _____

11. What is the relationship that the proposed zoning amendment bears to the purpose of the overall zoning scheme, with due consideration given to whether or not the proposed zoning change will carry out the purposes of these zoning regulations? _____

12. Does a site-specific request include a specific site plan? Absence thereof creates a rebuttable presumption that such rezoning shall adversely affect the zoning scheme _____

13. The consideration of the preservation of the integrity of residential neighborhoods shall be considered to carry great weight. Does the request affect residential neighborhoods? _____

14. If property fronts on a major thoroughfare and also adjoins an established residential neighborhood, the factor of preservation in the residential neighborhood shall be considered to carry great weight. Does the request affect residential neighborhoods? _____

15. Does the property affected by the zoning decision have a reasonable economic use as currently zoned? _____

16. Are there other conditions that exist that affect the use and development of the property in question and support either approval or denial of the zoning action? _____