Walton County Planning and Development

SUBMITTAL CHECKLIST for REZONING APPLICATION

- ❑ Application must be completely filled out.
- ❑ Name, address and phone number of all owners of the property. (If more than one owner-attach as exhibit)
- ❑ Recorded Deed of property
- ❑ Recorded Plat of property
- ❑ Campaign contribution form
- ❑ Authorization to file if applicant is not the owner. (Must be notarized)
- ❑ Article 4, Part 4, Section 160 (A) - Provide written documentation addressing statements 1-6
- ❑ 1 reduced copy of site plan (11X17) – Drawn by design professional
- ❑ Letter of intent with any conditions.
- ❑ Proof of property taxes paid on property

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED

This checklist of submittal requirements does not supersede the submittal requirements attached to the rezone application.

This list will be used to accept applications at the Planning & Development Department.

Rezone Application #_____

Planning Comm. Meeting Date _____at 6:00PM held at **WC Board of Comm. Meeting Room**

Board of Comm Meeting Date_____ at 6:00PM held at **WC Historical Court House**

You or your agent must be present at both meetings

Map/Parcel_____

Applicant Name/Address/Phone #

_____

_____

_____

Property Owner Name/Address/Phone

_____

_____

_____

(If more than one owner, attach Exhibit "A")

Phone #_____

Phone #_____

Location:_____ Requested Zoning _____ Acreage_____

Existing Use of Property:_____

Existing Structures:_____

The purpose of this rezone is _____

_____

_____

Property is serviced by the following:

Public Water:_____ Provider:_____ Well:_____

Public Sewer:_____ Provider:_____ Septic Tank:_____

The above statements and accompanying materials are complete and accurate. Applicant hereby grants permission for planning and zoning personnel to enter upon and inspect the property for all purposes allowed and required by the Comprehensive Land Development Ordinance.

_____ _____ $_____

Signature Date Fee Paid

Public Notice sign will be placed and removed by P&D Office

Signs will not be removed until after Board of Commissioners meeting

Office Use Only:

Existing Zoning_____ Surrounding Zoning: North_____ South_____ East_____ West_____

Comprehensive Land Use:_____ ***DRI Required?*** Y _____ N _____

Commission District: _____ Watershed:_____TMP _____

I hereby withdraw the above application_____Date_____

Disclosure of Campaign Contributions

In accordance with the Conflict of Interest in Zoning Act, O.C.G.A., Chapter 36-67A, the following questions must be answered:

Have you the applicant made $250 or more in campaign contributions to a local government official within two years immediately preceding the filing of this application?

_____yes _____ no

If the answer is yes, you must file a disclosure report with the governing authority of Walton County showing:

1. The name and official position of the local governing authority in Walton County to whom the campaign contribution was made.
2. The dollar amount and description of each campaign contribution made during the two years immediately preceding the filing of this application and the date of each such contribution was made.

This disclosure must be filed when the application is submitted.

_____

Signature of Applicant/Date

Check one: Owner_____ Agent_____

Article 4, Part 4, Section 160 Standard Review Questions:

Provide written documentation addressing each of the standards listed below:

1. Existing uses and zoning of nearby property;

_____

_____

_____

_____

2. The extent to which property values are diminished by the particular zoning restrictions;

_____

_____

_____

_____

3. The extent to which the destruction of property values of the plaintiffs promotes the health, safety, morals or general welfare of the public;

_____

_____

_____

_____

4. The relative gain to the public, as compared to the hardship imposed upon the individual property owner;

_____

_____

_____

_____

5. The suitability of the subject property for the zoned purposes; and

6. The length of time the property has been vacant as zoned, considered in the context of land development in the area in the vicinity of the property

AUTHORIZATION
BY PROPERTY OWNER

I swear that I am the property owner of the property which is the subject matter of the attached Petition for Rezoning/Conditional Use Application, as is shown in the records of Walton County, Georgia.

I authorize the named below to act as Applicant in the pursuit of a Petition for Rezoning/Conditional Use Application.

Name of Applicant: _____

Address: _____

Telephone: _____

Location of Property: _____

_____

Map/Parcel Number: _____

Current Zoning: _____ Requested Zoning: _____

_____ _____

Property Owner Signature Property Owner Signature

Print Name:_____ Print Name:_____

Address:_____ Address:_____

Phone #:_____ Phone #:_____

Personally appeared before me and who swears
that the information contained in this authorization
is true and correct to the best of his/her knowledge.

_____ _____

Notary Public Date

Checklist for Scale Drawing
for Residential and Commercial Developments

Submit 1 reduced (11X17) copy

All drawings should include as a minimum the following items:

- ❑ Boundary line map showing bearings, distances, wetlands, floodplains, historic or archeological sites and environmentally sensitive habitats.
- ❑ Any statistical tabulation required showing that the proposed development meets the specific requirements of Walton County. (ie: acreage/density, open space requirements)
- ❑ The drawing shall be clearly and legibly drawn at a scaled not smaller than one hundred (100) feet to one inch. Sheet size shall be 24 X 36 inches (unless otherwise approved)
- ❑ Name and address of owner of record; Name and address of developer.
- ❑ Proposed name of subdivision
- ❑ North point, graphic scale, date and vicinity map.
- ❑ Names of adjoining landowners and zoning district.
- ❑ Existing streets, culverts and easements.
- ❑ Proposed layout, including streets, lot lines with approximate dimensions, lot numbers, easements, setbacks, land to be reserved or dedicated for public uses, and any land to be used for purposes other than single-family dwellings.
- ❑ The words "Not for final Recording".
- ❑ Walton County map and parcel number.
- ❑ FEMA map number and date of panel: statement-property has or has no floodplain.
- ❑ Site the Article and Section of the ordinance relating to subdivision.
- ❑ Any land designated for Open space or Green Space must have a minimum 20 ft. access.