



# CITY OF WOODSTOCK

## Application for Public Hearing

### Important Notes:

1. Please check all information supplied on the following pages to ensure that all spaces are filled out accurately before signing this form. This page should be the first page of your completed application package.
2. All documents required as part of the application package shall be submitted at the same time as the application. Incomplete application packages **WILL NOT BE ACCEPTED.**
3. Please contact the Planning and Zoning Division of the Community Development Department at 770-592-6050 if you have any questions regarding the application package, this application or the public hearing process.

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

### Applicant's Information:

Name: \_\_\_\_\_

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

City, State, Zip: \_\_\_\_\_ Email: \_\_\_\_\_

**Property Owner's Information:**     same as above                      **Please attach a list if multiple property owners**

Name: \_\_\_\_\_

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

City, State, Zip: \_\_\_\_\_ Email: \_\_\_\_\_

### Requested Public Hearing (check all that apply):

Annexation

Conditional Use Permit

Rezoning

Comprehensive Plan Amendment

Condition Amendment

Other: \_\_\_\_\_

Variance

\_\_\_\_\_

#### STAFF USE ONLY:

#### PUBLIC HEARING SCHEDULE:

Case:        # \_\_\_\_\_ - \_\_\_\_\_

Pre-Application Meeting: \_\_\_\_\_

Received by: \_\_\_\_\_

Public Input Meeting: \_\_\_\_\_

Date Received: \_\_\_\_\_

DPC Meeting: \_\_\_\_\_

Fee Paid: \$ \_\_\_\_\_

Planning Commission: \_\_\_\_\_

Date Accepted: \_\_\_\_\_

City Council: \_\_\_\_\_

**Property Information:**

Location: \_\_\_\_\_

Current Zoning: \_\_\_\_\_ Total Acreage: \_\_\_\_\_

Tax Map #: \_\_\_\_ N \_\_\_\_ Parcel #: \_\_\_\_\_ Future Development Map Designation: \_\_\_\_\_

Adjacent Zonings: North \_\_\_\_\_ South \_\_\_\_\_ East \_\_\_\_\_ West \_\_\_\_\_

Applicant's Request (Itemize the Proposal, including code sections for Variance requests):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Proposed Use(s) of Property:

\_\_\_\_\_  
\_\_\_\_\_

**Infrastructure Information:**

Is water available to this site? \_\_ Yes \_\_ No Jurisdiction: \_\_\_\_\_

How is sewage from this site to be managed?

\_\_\_\_\_  
\_\_\_\_\_

Will this proposal result in an increase in school enrollment? \_\_ Yes \_\_ No

If yes, what is the projected increase? \_\_\_\_\_ students

Proposed Use(s)	# of units	Multiplier	Number of Students
Single Family (Detached) Home		0.725	
Multi Family (Attached) Home		0.287	

**Traffic Generation:**

If a traffic study is not required as part of this application, complete the following charts to estimate traffic generated by the proposal. Information for additional residential and all commercial/industrial development shall follow the summary of ITE Trip Generation Rates published in the Transportation Planning Handbook by the Institute of Transportation Engineers.

What is the estimated number of trips generated? \_\_\_\_\_ trips

Code	Land Use(s)	# of units*	Daily Trip Ends	Number of Trips
210	Single Family Home/ Townhome		9.57	
220	Apartment		6.63	

- A unit for residential purposes is equal to one residential unit. For commercial/industrial uses it is defined in the ITE table, but most often is equal to 1,000 square feet of floor area for the use specified.

**Authorization:**

Upon acceptance of the completed application package, the Community Development Department will notify the applicant of scheduled date, times, and locations of the public meetings/hearings. The applicant or a representative must be present to answer any questions that may be asked. In the event that an application is not complete, the case may be delayed or postponed at the discretion of the department.

This form is to be executed under oath. I, \_\_\_\_\_, do solemnly swear and attest, subject to criminal penalties for false swearing, that the information provided in this Application for Public Hearing is true and correct and contains no misleading information.

This \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

Print Name \_\_\_\_\_.

Applicant Signature \_\_\_\_\_

**Consent to publish copyrighted documents on the City of Woodstock website:**

If any of the documents submitted with this application are copyrighted, I hereby attest that I am the owner of this copyright and give my consent to allow these documents to be published on the City of Woodstock website ([www.woodstockga.gov](http://www.woodstockga.gov)) for public access and for inclusion in all agenda materials published by the City of Woodstock.

This \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

Copyright Owner Print Name \_\_\_\_\_

Copyright Owner Signature \_\_\_\_\_

Sworn to and Subscribed before me this: \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Notary  
Signature: \_\_\_\_\_

(Notary Seal)

## Application Package Checklist

**You must include this checklist with your application package. All items must be submitted and checked off this list or your application will not be accepted.**

### **Forms**

Application for Public Hearing Summary (Pg. 1,2, &3)

Applicant Response Statement (Pg. 5, 6, &7) **(Submit one response page for EACH request)**

Conflict of Interest Certification (Pg. 8)

Disclosure Statement (Pg. 9)

Authorization of Property Owner (Pg. 10) **(One form for EACH property owner)**

Property Tax Verification (Pg. 11)

Corporate Authorization Form (Pg. 12) **(if you are an attorney or representative signing on behalf of applicant)**

### **Documents to be attached**

Vesting Deed(s) **(For EACH property. Can be obtained from the Cherokee Co. Deeds & Records Office)**

Legal Description(s) **(For EACH property, often found on the vesting deed)**

Boundary Survey

Site Plan **(One 24x36 and one 11x17 copy)**

Location Map **(Shows surrounding lot pattern and street network with subject property identified)**

Annexation area map **(For annexation applications only, with pertinent distances identified)**

Property Owner's Tax Receipt **(Can be obtained from the Cherokee Co. Tax Commissioner)**

Existing Site Resources Map **(See application instructions for more info)**

Future Development Map and Zoning Map with location identified **(Can be found on the GIS mapping portal page at [woodstockga.gov](http://woodstockga.gov))**

Traffic Study **(required for residential development exceeding 200 dwelling units and non-residential developments exceeding 25,000 square feet only)**

Public Input Plan **(use the template in the public input policy packet)**

Public Input meeting notice letter **(use the template in the public input policy packet) Letter will be approved upon application acceptance)**

**If any item listed on this checklist does not apply to you, provide explanation below:**

## **APPLICANT RESPONSE STATEMENT**

## **ANNEXATIONS AND REZONINGS**

The applicant finds that the following standards are relevant in balancing the interest in promoting the public health, safety, morality, or general welfare against the right to unrestricted use of property and shall govern the exercise of the zoning power.

If this application is in response to an annexation and/or rezoning, please respond to the following standards in the form of a written narrative:

1. Explain the intent of the requested zoning.
2. Whether the zoning proposal will permit a use that is suitable in view of the use and development of adjacent and nearby property.
3. Whether the zoning proposal will adversely affect the existing use or usability of adjacent or nearby property.
4. Whether the property to be affected by a proposed zoning has a reasonable economic use as currently zoned.
5. Whether the proposed zoning will result in a use which will or could cause an excessive or burdensome use of existing streets, transportation facilities, utilities, or schools.
6. Whether the proposed zoning is in conformity with the policy and interest of the land use plan.
7. Whether there are other existing or changing conditions affecting the use and development of the property which give supporting grounds for either approved or disapproval of the proposed zoning.

## APPLICANT RESPONSE STATEMENT

## VARIANCES

The applicant finds that the following standards are relevant in balancing the interest in promoting the public health, safety, morality, or general welfare against the right to unrestricted use of property and shall govern the exercise of the zoning power.

If this application is in response to a variance, please respond to the following standards in the form of a written narrative. In the case of concurrent variances, a response to the standards below should be provided for each variance requested.

1. Explain requested variance.
2. There are exceptional and extraordinary conditions pertaining to the particular piece of property in question, due to its size, shape or topography.
3. The application of these regulations to this particular piece of property would create a practical difficulty or unnecessary hardship.
4. Such conditions are peculiar to the particular piece of property involved.
5. A literal interpretation of this ordinance would deprive the applicants of any rights that others in the same district are allowed.
6. Relief, if granted, would not cause substantial detriment to the public good, or impair the purposes and intent of this ordinance.
7. Special circumstances or conditions applying to the building or land or building and land in question are peculiar to such premises and do not apply generally to other land or buildings in the vicinity.
8. Granting of the application is necessary for the preservation and enjoyment of a property right and not merely to serve as a convenience to the applicant.
9. The condition from which relief or a variance is sought did not result from willful action by the applicant
10. Authorizing the variance will not impair adequate supply of light and air to adjacent property or unreasonably increase the congestion of public streets, increase the danger of fire, imperil the public safety, unreasonably diminish or impair established property values within the surrounding areas or in any other respect impair the health, safety, comfort, morals or general welfare of the inhabitants of the City.

## **APPLICANT RESPONSE STATEMENT      CONDITIONAL USE PERMITS**

The applicant finds that the following standards are relevant in balancing the interest in promoting the public health, safety, morality, or general welfare against the right to unrestricted use of property and shall govern the exercise of the zoning power.

If this application is in response to a conditional use permit, please respond to the following standards in the form of a written narrative:

1. Explain requested conditional use permit.
2. Whether or not there will be significant adverse effect on the surrounding area in which the proposed use will be located.
3. Whether or not the use is otherwise compatible with the surrounding area.
4. Whether or not the use proposed will result in a nuisance as defined under state law.
5. Whether or not quiet enjoyment of surrounding property will be adversely effected.
6. Whether or not property values of surrounding property will be adversely effected.
7. Whether or not adequate provisions are made for parking and traffic considerations.
8. Whether or not the site or intensity of the use is appropriate.
9. Whether or not special or unique conditions created by the use are consistent with the purpose, intent and goals of the Comprehensive Town Plan.
10. Whether or not adequate provisions are made regarding hours of operation.
11. Whether or not adequate controls and limits are placed on commercial and business deliveries.
12. Whether or not adequate landscape plans are incorporated to ensure appropriate transition between adjacent or nearby properties.
13. Whether or not the public health, safety, welfare or moral concerns of the surrounding neighborhood will be adversely affected.
14. Whether the application complies with any applicable specific requirements set forth in this chapter for conditional use permits for particular types of uses.
15. Whether the applicant has provided sufficient information to allow full consideration of all relevant factors.
16. Whether the conditional use requested emits or creates unusual odors which would warrant use of an odor elimination/attenuation system as recommended by industry standards.

**CONFLICT OF INTEREST CERTIFICATION**

The undersigned below, making application for a zone change has complied with the O.C.G.A. § 36-67A, et. Seq., Conflict of Interest in Zoning Actions, and has submitted or attached the required information on the forms provided. Title 36 relates to disclosure of financial interests, campaign contributions, and penalties for violating O.C.G.A.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Signature of Applicant's Attorney: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_ Title: \_\_\_\_\_

Sworn to and Subscribed before me this: \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

Notary Signature: \_\_\_\_\_

(Notary Seal)



**DISCLOSURE STATEMENT**

Nothing in Chapter 36 of OCGA shall be construed to prohibit a local government official from voting on a zoning decision when the local government is adopting a zoning ordinance for the first time or when a local government is voting upon a revision of the zoning ordinance initiated by the local government pursuant to a comprehensive plan as defined in Chapter 70 of this title.

\_\_\_ No, I have not made any campaign contribution to City Officials voting on this application exceeding \$250 in the past two years.

\_\_\_ Yes, I have made campaign contributions to City Officials voting on this application exceeding \$250 in the past two years.

To Whom: \_\_\_\_\_

Value of Contribution: \_\_\_\_\_

Date of Contribution: \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Sworn to and Subscribed before me this: \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

Notary Signature: \_\_\_\_\_

(Notary Seal)

**AUTHORIZATON OF PROPERTY OWNER**

I, \_\_\_\_\_, being duly sworn upon his/her oath, being of sound mind and legal age deposes and states; That he/she is the owner of the property which is subject matter of the attached application, as is shown in the records of Cherokee County/City of Woodstock, Georgia.

He/She authorizes the person named below to act as applicant in the pursuit of a request for:

\_\_\_ Annexation

\_\_\_ Conditional Use Permit

\_\_\_ Rezoning

\_\_\_ Comprehensive Plan Amendment

\_\_\_ Variance

\_\_\_ Other: \_\_\_\_\_

I hereby authorize the City of Woodstock staff, Mayor & City Council, and Planning Commission to inspect the premises which are subject of the application.

Applicant's Information:

Name: \_\_\_\_\_

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

City, State, Zip: \_\_\_\_\_ Fax: \_\_\_\_\_

Signature of Owner: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Sworn to and Subscribed before me this: \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Notary Signature: \_\_\_\_\_

(Notary Seal)

**PROPERTY TAX VERIFICATION**

The undersigned below is authorized to make this application. The undersigned certifies that all City Taxes/ Cherokee County property taxes, billed to date for the parcel listed below have been paid in full the Tax Official of the City of Woodstock, Georgia. In no case shall an application or reapplication for rezoning be processed without such property verification.

\*Note: A separate verification form must be completed for each tax parcel included in rezoning request.

Tax Map #: \_\_\_\_ N \_\_\_\_ Parcel #: \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

**TAX OFFICIAL USE ONLY:**

Payment of all property taxes billed to date for the above referenced parcel have been verified as paid current and confirmed by the signature below.

Signature of Tax Official: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_

**CORPORATE AUTHORIZATION FORM**

My name is \_\_\_\_\_ (hereinafter "Representative"). I am the Representative for \_\_\_\_\_ (the "Applicant Company") retained to handle the Public Hearing Application for the City of Woodstock for the property located \_\_\_\_\_. I am of legal age and suffer from no disabilities which would affect my competence to give this Certificate which is being given on my own personal knowledge for use with respect to the Applicant Company's Application to request variances pertaining to certain real property located in the City of Woodstock, Georgia.

In accordance with the requirements for completing a City of Woodstock Application for Public Hearing, I hereby attest that I have reviewed the Public Hearing application and related documents which are being filed simultaneously therewith on behalf of the Applicant Company (collectively, the "Public Hearing Application") to which this Certificate is attached and hereby certify:

- (a) That the signature affixed to the Public Hearing Application is in fact the seal of the Representative or a true facsimile thereof; and
- (b) That the Representative who executed the Public Hearing Application does in fact occupy the role indicated, that the role that the signer occupies has the authority to execute the Public Hearing Application on behalf of the Applicant Company, and that the signature of said Representative is genuine; and
- (c) That the execution of the Public Hearing Application and the filing of the Public Hearing Application by the Representative is with the express permission of the Applicant Company.

Signature of Applicant: \_\_\_\_\_

Notary Signature: \_\_\_\_\_

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

(Notary Seal)