



100 South Church St. Dublin, GA 31021

478-277-5070

phillipsc@dublinga.org

ZONING APPLICATION INFO & INSTRUCTION

Regular meetings of the Planning and Zoning Commission (P&Z) are held on the **Second Tuesday** of each month at 5:30 pm in the Henry "Bud" Hicks Jr. Memorial Chamber, located in City Hall in Dublin, Georgia.

Applications, along with payment and all required supporting material, for any action before P&Z must be submitted twenty-nine (29) days prior the next scheduled meeting of the Commission or it cannot be placed on the Agenda.

Regular meetings of the City Council are held on the **First** and **Third Thursday** of each month.

The Zoning Board of Appeals (ZBA) meets on the **First Monday** of each month at 5:30 pm in the Henry "Bud" Hicks Jr. Memorial Chamber, located in City Hall in Dublin, Georgia, as required.

Applications, along with payment and all required supporting material, for ZBA must be received 22 days prior to the next scheduled meeting of the Board of Appeals or it cannot be placed on the Agenda.

Applications for annexations or changes in the zoning map will normally be placed on the P&Z agenda at the first regular meeting following submission. Prior to being placed on the Agenda, the City Planner will ensure staff review has been completed on the application. This review will include, but not be limited to:

1. Ensure correct present zoning.
2. Ensure correct proposed re-zoning.
3. Ensure the specific, proposed use is legal and correct for the proposed re-zoning.
4. Check for readily visible problems such as sewer, water, and/or gas availability, drainage, distance from schools/churches, etc.

The Planning and Zoning Commission will normally recommend action on the application to the Dublin City Council at the next regular City Council meeting. In all cases, P&Z will make a recommendation to Council within thirty (30) days.

Applications for **CONDITIONAL OR SPECIAL USE PERMITS** will normally be placed on the P&Z and/or City Council agenda for the next meeting after submission in accordance with provisions of the Section of the Zoning Ordinance referring to the Conditional or Special Use Permit applied for.

NOTICE: The Applicant or representative ***must*** attend the meeting at which their application will be heard. If no one is present to represent their application it will not be discussed, but tabled until later when someone is present to answer any questions which might arise. A pre-application conference is suggested between the applicant and the City Planner. In all matters to be considered in connection with this submission of the application form, it is incumbent upon the application to submit complete evidence and justifications for action applies for. Lack of complete and pertinent justification may result in an adverse ruling.

SPECIFIC DATES, INFORMATION, APPLICATIONS AND HEARINGS MAY BE OBTAINED FROM THE DEPARTMENT OF PLANNING AND DEVELOPMENT.

APPLICATION FEES:

- VARIANCE – \$300
- REZONING – \$300
- CONDITIONAL OR SPECIAL USE – \$300



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ZONING APPLICATION

Additional information may be requested during the application process

Applicant:

Mailing Address:

City:

State:

Zip Code:

Phone:

Email:

Attachments required for all applicants:

- A. Notarized authorization for application, if applicant is not property owner.
 - B. Legal description of property for which re-zoning is requested.
 - C. Three copies of a plat, drawn to scale, prepared and sealed by an architect, engineer, landscape architect or land surveyor whose state registration is current and valid showing the following
 - 1. North arrow and land lot(s).
 - 2. Property lines with dimensions and angles of turns.
 - 3. Adjoining streets with present right-of-ways and paving widths.
 - 4. Location of existing structures.
 - 5. Acreage.
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NOTE: Supporting materials related to use and development of property should be only as detailed or restrictive as the applicant is willing to accept conditionally binding upon development and use of said property.

In order that the general health, safety and welfare of the citizens of the City of Dublin may be preserved and substantial justice maintained. I (we) the undersigned respectfully request in connection with the property hereinafter described:

Re-zoning from _____ Zone to _____ Zone.

A Variance from the terms of the Zoning Ordinance.

A Conditional or Special Use Permit.

A Hearing on Appeal from decision of Building Inspector or Zoning Administrator

A Review of Subdivision Plat.

The subject property is described as follows:

- ADDRESS:
- TAX PARCEL ID#:

The proposed use of the property is:

CASE OF REZONING:

Describe any changes which have taken place in the area to indicate that a change in the zone is justified:

Describe any error which may have occurred in zoning:

CASE OF VARIANCE:

Describe the unusual conditions of the property pertaining to size, shape, location or topography which justify the variance:

CASE OF CONDITIONAL OR SPECIAL USE PERMIT:

Give the Section Number of the Zoning Ordinance which refers to the special use applied for:

CASE OF APPEALS:

Describe the decision from which appeal is taken:

CASE OF SUBDIVISION PLAT:

Copy of the Preliminary Plat shall be attached.

SIGNATURE

Hereby certify that I am the owner or legal agent of the owner, in fee simple the above described property.

Hereby certify that I am the Chairman of Dublin Planning Commission and initiate this action according to Section 11.2 of the Zoning Ordinance.

SIGNED:

Date: _____

TO BE COMPLETED BY CITY OF DUBLIN

Date Received:

Fee:

Pre-Application Conf. Date:

DUBLIN PLANNING AND ZONING COMMISSION

It is the recommendation of the Dublin Planning and Zoning Commission that the preceding application be:

APPROVED

DISAPPROVED

Date:_____

By vote of:

FOR:

AGAINST:

SIGNED:

CHAIRMAN

Date:_____

DUBLIN ZONING BOARD OF APPEALS

It is the recommendation of the Zoning Board of Appeals that the preceding Action be:

APPROVED

DISAPPROVED

Date:_____

By vote of:

FOR:

AGAINST:

SIGNED:

CHAIRMAN

Date:_____