



**FORT OGLETHORPE PLANNING COMMISSION
APPLICATION FOR PM DISTRICT**

CASE NUMBER: _____

This application fee must accompany this application

Date Received: ___/___/___

Application Fee: _____

PLANNING COMMISSION HEARING DATE: _____ TIME: _____

Owner's Name

Mailing Address

City/State/Zip

Phone

Existing Zoning Classification

Requested Zoning

Tax Parcel Number(s)

Location Address

Existing Structures

Acreage

I swear under penalty of law that the within information is true, correct, and complete.

Owner's Signature

Date

Planning Commission

Decision/Date: _____

The application must be filed by the 5th of the month to be considered for the PLANNING COMMISSION of the following month.

The PLANNING COMMISSION decision in a PM matter will be a recommendation to the City Council who will make the final decision. Withdrawls prior to a hearing must be made in writing by the applicant.

PROPERTY OWNER AUTHORIZATION

Instructions: Each property owner must complete and sign a **Property Owner Authorization** page and provide the information requested under the **Owner Information Certification** section. In the event there is more than one property owner, a separate **Property Owner Authorization** page must be completed by each property owner.

OWNER INFORMATION CERTIFICATION

I swear that I am the owner of the property which is the subject matter of this application, as shown in the records of Georgia:

Name of Owner: _____

Owner's Address: _____

City/State/Zip Code: _____

Owner's Phone Number: _____

Owner's Cell Phone Number: _____

Print Owner's Name: _____

As the owner of the subject property I hereby authorize the person named below to act on my behalf as Applicant in the pursuit of PM district for this property.

NOTARY PUBLIC CERTIFICATION

Instructions: All **Property Owner Authorization** sheets must be complete, signed and duly notarized.

NOTARY PUBLIC CERTIFICATION

Personally appeared before me the following

Signature of Owner

Who swears that the information contained in this authorization is true and correct to the best of his or her knowledge and belief

Notary Public

Date

DISCLOSURE OF CAMPAIGN CONTRIBUTIONS
(Required by Title 36, chapter 67A. Official Code of GA Annotated)

Reference: Application filed on _____, to
Rezone real property described as follows:

Within the two (2) years preceding the above filing date, the applicant has made campaign contributions aggregating \$250.00 or more to any member of the City Council of the City of Fort Oglethorpe who will consider the application.

No, I have not made any contributions as described above.

Yes, I have made contributions as described above.

Name of Official: _____

Dollar Amount: _____

I hereby depose and say that all statements herein are true, correct, and complete to the best of my knowledge and belief.

Signature of Applicant

Sworn to and subscribed before me this ____ day of _____, _____

Notary Public, Georgia State at Large

My Commission Expires: _____

PM DISTRICT CHECKLIST

- Application filed by the 5th of the month to be considered for the Planning Commission meeting the following month.
- Written legal description of property (e.g. copy of deed) full metes and bounds description and if available plat showing property lines with lengths and bearings, adjoining streets, locations of existing buildings, north arrow and to scale. Submit seven (7) copies if plat is 11" X 17" or smaller. Plat larger than 11" X 17", submit sixteen (16) copies.
- Disclosure of Campaign Contributions and Gifts form.
- If property owner and applicant are not the same, Authorization by Property Owner form.
- Payment of filing fee to the city of Fort Oglethorpe.

PM DISTRICT PLAN REVIEW AND APPROVAL PROCEDURES

Prior to filing a formal application for a PM district, the applicant is encouraged to confer with the zoning administrator and the PLANNING COMMISSION in order to review the general character of the plan (on the basis of tentative land use sketch, if available), and to obtain information on development standards and ordinances affecting the proposed project.

Submission of application for PM approval

A. The applicant must file an application with the zoning administrator. This application must be supported by a development plan and a written summary of intent. The relationship between the proposed development and the surrounding area, both existing and proposed, must be shown. The following information must be presented with the application:

1. A general location map.
2. Existing topographic conditions, including contour intervals of no more than five feet based on field surveys or photogrammetric methods.
3. The existing and proposed land uses and the approximate location of all buildings and structures.
4. The approximate location of existing and proposed streets.
5. The approximate location of all existing and proposed utilities, including a preliminary utility and drainage plan.
6. The present zoning pattern in the area.
7. A legal description of the subject property.
8. The location and use of existing and proposed public, semipublic, and community facilities such as schools, parks, and open areas on the site. This includes areas proposed to be dedicated or reserved for community or public use.
9. Perspective drawings of representative building types; however, this is not required for single family detached dwellings.

B. If a proposed development creates special problems or involves unusual circumstances, additional information may be required in order to properly evaluate the proposal as follows:

1. An off-street parking and loading plan.
2. An economic feasibility report or market analysis.
3. A traffic study of the area, and a circulation plan within the proposed development as well as to and from existing streets adjacent to the site.

C. The written summary of intent submitted with the development plan must include the following information:

1. An off-street parking and loading plan.
2. An economic feasibility report or market analysis.
3. A traffic study of the area, and a circulation plan within the proposed development as well as to and from existing street adjacent to the site.

D. The written summary of intent submitted with the development plan must include the following:

1. A statement of the present ownership of all land within the proposed development.
2. An explanation of the character of the proposed development; this includes a summary of Acres, number and types of dwelling units, and gross density by type of land use.
3. A general statement of the proposed development schedule.
4. Agreements, provisions, and covenant which govern the use, maintenance and protection of the development and any common or open areas.

E. Review and approval of PM district

1. An application for approval of a PM district is treated administratively as an application for an application for an amendment to this ordinance (rezoning). This is because PM districts are created only upon request of a developer, whose application materials demonstrate a firm commitment to construction of a well-designed PM district. Upon approval of the PM district, existing zoning must be changed to a PM zone, which is an amendment to the ordinance. The amendment procedure contained in Article VII must be followed in granting the amendment to permit the PM district.
2. The zoning administrator officer will turn over the application materials to the planning commission for its recommendation. The planning commission will thoroughly study the materials and make written recommendations to the mayor and city council stating reasons for its recommendations (according to procedures contained in article VII).
3. The power to approve an amendment creating a PM district rests with the mayor and city council. After conducting the public hearing and considering recommendations from the planning commission, the mayor and city council will then make an official decision on the proposed PM district. The mayor and city council may approve, disapprove, or conditionally approve the development plan.
4. If the development plan is approved as submitted, the official map will change to indicate the PM district. If the plan is approved with modifications, the applicant must file with the zoning administrator the following:
 1. Written notice of consent to the modifications.
 2. A properly revised site plan.
5. The official map will then be changed. The site plan and supporting information of any approved plan will be properly identified and permanently filed with the planning commission.

6. No building permits will be issued by the building department until the development plan has been approved by the mayor and city council.

F. Revision of development plan after approval of plan

1. Minor extensions, alterations, or modifications of existing building or structure may be permitted after review and approval by the zoning administrator; such changes must be consistent with the purpose and intent of the development plan. A request for a revision of the development plan must be supported by a written statement indicating the nature of the revision and the reasons it is considered necessary or desirable to revise the development.
2. Any major or substantial change in the approved development plan which affects the intent and character of the development, the density of land use patterns, the location or dimensions of streets, or singular substantial changes must be reviewed and approved by the mayor and city council after receipt of recommendations from the planning commission. A request for a revision of the development plan must be supported by a written statement indicating the nature of the revision and the reasons it is considered necessary or desirable to revise the development.

Approval of PM district revoked if construction not begun

Construction of the planned development must begin within one year of the approval of the PM district. If no construction has begun by then , or the applicant fails to maintain the approved development schedule, approval of the development plan will lapse. At its discretion and for good cause, the mayor and city council may extend the period for beginning construction of any phase of the project for one additional year. If approval of the development plan lapses under this provision, the subject PM district will be removed from the official map, and the zoning districts and regulations which were in effect prior to the approval of the development plan will be reinstated.

SUPPORTING PM DISTRICT INFORMATION-STANDARD QUESTIONS

1. Explain why the proposed PM DISTRICT is needed and necessary at this time.

2. Note any services that are not available to the site. Discuss any improvements of services that would be paid for by the public.

3. What is the amount of traffic to be generated from the proposed PM DISTRICT (# of trips/day, deliveries/week)? Show ingress/egress on the site plan.

4. Is there a potential for excessive noise (children, machinery) or the production of smoke, fumes, lights, dust or glare with this PM DISTRICT? If yes, how will you alleviate these problems for your neighbors?

5. What type of landscaping are you proposing to screen this proposed PM DISTRICT use from your neighbors?

6. Describe the ways in which the proposed PM DISTRICT is consistent with the comprehensive plan.

7. Describe the ways in which the proposed PM DISTRICT addresses a demonstrated community need.

8. Explain the ways in which the proposed PM DISTRICT is compatible with existing and proposed uses surrounding the subject land.
