



PLANNING ADVISORY BOARD APPLICATION FOR PM DISTRICT

THE APPLICATION FEE MUST ACCOMPANY THIS APPLICATION

This box is to be completed by Building/Zoning Official

Date Received: _____ Application Fee: _____ Receipt# _____

PLANNING ADVISORY BOARD HEARING DATE: _____ Time: _____

Applicant notified of hearing date by _____ on the date of _____

APPLICANT INFORMATION

Applicant name (include name of business, if applicable): _____

Applicant address: _____
City State Zip code

Phone: _____ Email: _____

LOCATION INFORMATION

Location address: _____

Tax Parcel #: _____

Existing structure(s): _____ Acreage: _____

OWNER INFORMATION (To be completed if owner of location is different than that of applicant)

Owner's name: _____

Owner's address: _____
City State Zip code

Phone: _____ Email: _____

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

Signature of Applicant: _____ Date: _____

This box is to be completed by Building/Zoning Official

Planning Advisory Decision: _____ Date: _____

Applicant notified of planning board decision by _____ on the date of _____

This application must be filed by the 5th of the month to be considered for the Planning Advisory Board Meeting of the following month.

The Planning Advisory Board decision on a PM District matter will result in a recommendation to the City Council.

The City Council will make the final decision. Withdrawals prior to a hearing must be made in writing by the applicant.

Attendance at the Planning Advisory Board and City Council meetings is strongly encouraged. Failure to attend may result in a denial of this application/request. If you are unable to attend, it is recommended that you select a representative to attend in your place to answer any questions the board or the Council may have. Please contact the Building Official as soon as possible if you or your representative are unable to attend.

Building Official Contact Information:

Office – (706) 866-2544 ext.1201 Cell – (423) 653-4110

PM DISTRICT CHECKLIST

- Application filed by the 5th of the month to be considered for the Planning Advisory Board meeting the following month.
- Written legal description of property (i.e., copy of deed), full metes and bounds description, and plat showing property lines with lengths and bearings, adjoining streets, locations of existing buildings, north arrow and to scale (if available). Please submit seven (7) copies if the plat is printed on paper 11" x 17" or smaller. If the plat is printed on paper larger than 11"x 17", please submit sixteen (16) copies.
- Disclosure of campaign contributions and gifts form.
- Provide a completed owner authorization form. Provide an executed certificate of corporation resolution if the owner and/or applicant is a corporation.
- Payment of filing fee to the City of Fort Oglethorpe. Schedule of fees may be found at fortogov.com

Office Use:

Revised 02/08/2024

Application received & placed in Building Official folder by: _____ Date: _____

Application fee receipt #: _____

Building Official verified application completion: _____ **Date:** _____

Building Official Notes: _____

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, signed by the owner and the applicant, and notarized.

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:

Property owner (Please print legibly): _____

Property owner's signature: _____

Property owner's address: _____

City/State/Zip Code: _____

Property owner's phone number: _____

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 a PM District for this property.

Notary Public Certification

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

Notary Public Certification

Personally appeared before me the following

Signature of property owner: _____

Signature of applicant: _____

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

My Commission Expires: _____

Disclosure of Campaign Contributions

(Required by Title 36, Chapter 67A Official Code of GA Annotated)

Instructions: Each property owner and applicant **must** complete and sign a **Disclosure of Campaign Contributions** form. In the event there is more than one property owner, a separate Disclosure of Campaign Contributions form **must** be completed by **each** property owner, **each** applicant, signed by the owner and the applicant, and duly notarized.

Reference: Application filed on _____, for PM District to
real property described as follows: _____

Within the two (2) years preceding the above filing date, the **owner** and/or the **applicant** has made campaign contributions aggregating \$250 or more to any member of the Fort Oglethorpe City Council 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 Elected Official: _____

Dollar amount of donation: \$ _____

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

Signature of Owner: _____

Signature of Applicant: _____

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

Notary Public, Georgia State at Large

My Commission Expires: _____

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.
