

Attach the following documents:

- 1. Written legal description of the property (e.g., copy of deed) – full metes and bounds description rather than plan reference.**
- 2. Plat showing property lines with lengths and bearings, adjoining streets, locations of existing building (may be added by pencil), north arrow and scale. Submit one copy if the plat is 11"x17" or smaller. For larger plats, submit (16) copies.**
- 3. Disclosure of Campaign Contributions and Gifts form.**
- 4. If property owner and applicant are not the same, Authorization by Property Owner form or Authorization of Attorney form.**
- 5. Filing fee of \$625.00 payable to the City of Baldwin.**
- 6. Letter of intent which describes general characteristics of the proposed development such as type and frame of development, background information in support of such application, and any other information deemed pertinent by the applicant. The letter of intent for zoning map amendment applications must address the standards specified in Section 18.7 of the zoning ordinance; for conditional use permit applications, the letter of intent must address the standards specified in Section 18:9 or the zoning ordinance.**
- 7. Application for variances, conditional use permits, and uses subject to approval by the City Council, special exception uses, and determinations of unclassified uses, and map amendments to commercial or industrial zoning districts shall require a site plan with all information specified by the zoning ordinance.**

I hereby authorize the staff of the City of Baldwin to inspect the premises of the above described property. I hereby depose and say that all statements herein and attached statements submitted are true and correct to the best of my knowledge and belief.

Sworn to and subscribed

Before me this _____ Signature of Applicant _____

Day of _____, 20____.

Notary Public _____

My Commission Expires: _____

AUTHORIZATION OF PROPERTY OWNER

Application for Rezoning or Variance

I swear that I am the owner of the property which is the subject matter of the attached application, as is shown in the records of Habersham County, Georgia.

I authorize the person named below to act as applicant in the pursuit of a variance or for the rezoning of this property.

Name of Applicant _____

Address _____

Telephone Number _____

Signature of Owner

Personally appeared before me _____ 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

APPLICATION TO AMEND THE ZONING MAP OF BALDWIN, GEORGIA

Name of Applicant: _____ Phone: _____

Mailing Address: _____

Name of Property Owner: _____

Address of Property: _____

Zoning Classification: Present _____ Requested _____

Use of Property: Present _____ Requested _____

_____ if the requested change is to extend an existing adjacent zoning district to include this property, explain below why the proposed change should be made.

_____ if the requested change is not to extend an adjacent zoning district, explain below why this property should be placed in a different zoning district than all adjoining property. (How does this differ from adjoining property, and why should it be subject to different restrictions than those applying to adjoining property?)

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7. Application for variances, conditional use permits, and uses subject to approval by the City Council, special exception uses, and determinations of unclassified uses, and map amendments to commercial or industrial zoning districts shall require a site plan with all information specified by the zoning ordinance.

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Sworn to and subscribed

Before me this _____ Signature of Applicant _____

Day of _____, 20____.

Notary Public _____

My Commission Expires: _____

**LETTER OF INTENT TO BE INCLUDED WITH
APPLICATION TO AMEND THE ZONING MAP OF BALDWIN, GEORGIA**

Name of Applicant: _____

Address of Property: _____

- I. **Describe general characteristics of the proposed development such as type and time frame of development, background information in support of the application, and any other information deemed pertinent by the applicant (attach additional sheets if necessary):**

- II. **For a zoning map amendment, please address the following criteria:**

1. **State existing uses and zoning of nearby property and whether the proposed zoning will adversely affect the existing use of usability of nearby property:**

2. **State the extent to which property values are diminished by the particular zoning restrictions:**

3. **State the extent to which the destruction of property values promotes the health, safety, morals or general welfare of the public:**

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

5. State the physical suitability of the subject property for development as presently zoned and under the proposed zoning district:

6. State the length of time the property has been vacant, considered in the context land development in the area in the vicinity of the property, and whether there are existing or changed conditions affecting the use and development of the property which give supporting grounds for either approval or disapproval of the rezoning request:

7. State the zoning history of the subject property:

8. State the extent to which the proposed zoning will result in a use which will or could cause excessive or burdensome use of existing streets, transportation facilities, utilities, schools, police protection, fire protection, public health facilities, emergency medical services, or other public facilities:

14. State whether the change requested is out of scale with the needs of the City as a whole or the immediate neighborhood:

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15. State whether it is impossible to find adequate sites for the proposed use in districts permitting such use and already appropriately zoned:

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16. State whether the need for rezoning could be handled instead by a variance request:

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17. State whether there would be an ecology or pollution impact resulting from major modifications to the land if the request is granted:

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18. State whether there is reasonable evidence based upon existing and anticipated land use that would indicate a mistake was made in the original zoning of the property:

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III. For an application for conditional use, please address the following criteria:

- 1. State whether off-street parking and loading facilities are adequate in terms of location, amount and design to serve the use:**

- 2. State whether the number, size and type of signs proposed are compatible with the surrounding area:**

- 3. State the amount and location of open space and the provision of screening is such that buffering of incompatible uses achieved:**

- 4. State whether ingress and egress to the property is suitable and safe, and the effect of the proposed activity on traffic flow along adjoining streets is not adverse:**

- 5. State the location and intensity of outdoor lighting is such that it does not cast light on adjacent, adjoining or neighboring properties:**

9. State whether the zoning proposal is in conformity with the policy and intent of comprehensive plan, land use plan, or other adopted plans:

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10. State whether zoning proposal will permit a use that is suitable in view of the use, development, and zoning of adjacent and nearby property:

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11. State whether the property to be affected by the zoning proposal has a reasonable economic use as currently zoned:

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12. State whether the change would create an isolated district unrelated to the surrounding districts, such as "spot zoning":

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13. State whether the present zoning district boundaries are illogically drawn in relation to existing conditions in the area:

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6. State that the hours and manner of operation of the proposed use are not inconsistent with adjacent and nearby uses:

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7. State whether Public facilities and utilities are capable of adequately serving the proposed use:

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8. State the proposed use will not have a significant adverse effect on the level of property values or the general character of adjacent land uses or the general area:

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9. State whether the physical conditions of the site, including size, shape, topography and drainage, are suitable for the proposed development:

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10. State whether the proposed use is consistent with the goals and objectives of the City's Comprehensive Plan.

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IV. For variance applications, please address the following conditions for the grant of a variance:

- 1. State whether there are extraordinary and exceptional conditions pertaining to the particular piece of property in question because of its size, shape or topography that are not applicable to other land or structures in the same district:**

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- 2. State whether a literal interpretation of the provisions of these zoning regulations would create an unnecessary hardship and would deprive the applicant of rights commonly enjoyed by other property owners within the district in which the property is located:**

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- 3. State whether granting the variance requested will not confer upon the property of the applicant any special privileges that are denied to other properties of the district in which the applicant is located:**

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- 4. State whether relief, if granted, will be in harmony with the purpose and intent of these regulations and will not be injurious to the neighborhood or general welfare in such a manner as will interfere with or discourage the appropriate development and use of adjacent land and buildings or unreasonably affect their value:**

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5. State whether the special circumstances are not the result of the actions of the applicant:

6. State whether the variance requested is the minimum variance that will make possible the legal use of the land, building, or structure:

7. State whether the variance is not a request to permit a use of land, building or structure which are not permitted by right in the district involved:

DISCLOSURE OF CAMPAIGN CONTRIBUTIONS AND GIFTS

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

Reference: Application filed on _____, 20____, to rezone real property described as follows:

All individuals and business entities (Note 1) having a property interest (Note 2) in said property is as follows:

Within the two years preceding the above filing date, the applicant has made campaign contributions aggregating \$250.00 or more or made gifts having in the aggregate a value of \$250.00 or more to each member of the Planning Commission or the City Commission of the City of BALDWIN listed below. List (1) the name of the Commission or Commission Member, (2) dollar amount and date of each such campaign contribution, and (3) an enumeration and description of each such gift having a value of \$250.00 or more.

Note 1: Business entity- Corporation, partnership, limited partnership, firm, enterprise, franchise, association, or trust.

Note 2: Property interest- Direct or indirect ownership, including and percentage of ownership less than total ownership.

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

Sworn to and subscribed before me

This _____ day of _____, 20____. Signature of Applicant_____

Notary Public_____

DISCLOSURE OF FINANCIAL INTERESTS

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

Reference: Application filed on _____, 20____, to rezone real property described as follows:

The undersigned official of the City of BALDWIN has a property interest (Note 2) in said property as follows:

The undersigned official of the City of BALDWIN has a financial interest (Note 3) in a business entity (Note 1) which has a property interest in said property, which financial interest is as follows:

The undersigned official of the City of BALDWIN has a member of the family (Note 4) having a property interest in said property or a financial interest in a business entity which has a property interest in said property, which family member and property interest or financial interest is as follows:

Note 1: Business Entity- Corporation, partnership, limited partnership, firm, enterprise, franchise, association, or trust.

Note 2: Property Interest- Direct or indirect ownership, including any percentage of ownership less than total ownership.

Note 3: Financial Interest- All direct ownership interests of the total assets or capital stock of a business entity where such ownership interest is 10 percent or more.

Note 4: Member of a family- Spouse, mother, father, brother, son or daughter.

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

Sworn to and subscribed before me

This ___ day of _____, 20____.

Signature of Official _____

Notary Public _____

AUTHORIZATION OF ATTORNEY

Application for Rezoning or Variance

I swear that as an attorney at law, I have been authorized by the owner to file the attached application.

Signature of Attorney

Name

Address

City State Zip Code

Telephone Number