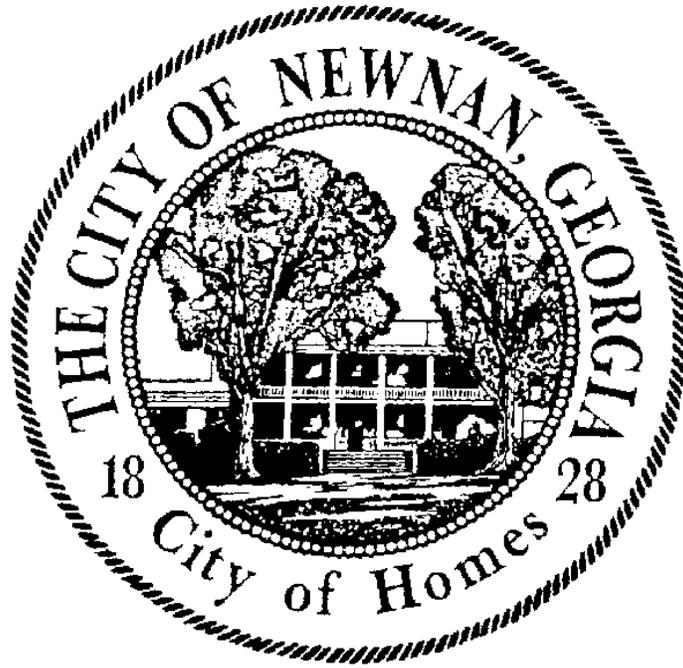


# CITY OF NEWNAN, GEORGIA



Application Form

For

Special Exception

July, 2000  
Revised June, 2003  
Application revised July, 2007



# CITY OF NEWNAN, GEORGIA

25 LaGrange Street  
Newnan, Georgia 30263  
770-254-2354

## APPLICATION FOR SPECIAL EXCEPTION

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

Name of Applicant \_\_\_\_\_

Mailing Address \_\_\_\_\_

Telephone \_\_\_\_\_

E-Mail: \_\_\_\_\_

Property Owner (Use back if multiple names) \_\_\_\_\_

Mailing Address \_\_\_\_\_

Telephone \_\_\_\_\_

Address of Property \_\_\_\_\_

Tax Parcel No.: \_\_\_\_\_

Present Zoning Classification \_\_\_\_\_

Proposed Special Exception Use \_\_\_\_\_

The special exception procedure is designed to provide an opportunity for discretionary review of requests to establish or construct uses or structures which have the potential for a deleterious impact upon the health, safety, and welfare of the public or where the impact of the use on the immediate area or the city in general related to traffic, utilities, or other factor requires additional review criteria; and, in the event such uses or structures are approved, the authority to impose such conditions that are designed to avoid, minimize, or mitigate potentially adverse effects upon the community or other properties in the vicinity of the proposed use or structure.

Applicants applying for special exceptions must provide a completed application. Please answer the following criteria questions:

1. Why is the use proposed as a special exception appropriate for the district and area for which it is being applied for?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

2. How is the proposed special exception a benefit to the surrounding neighborhood and city in general rather than a special privilege to an individual property owner?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

3. How do the existing zoning district regulations prevent the establishment of the proposed special exception use, and why are such conditions appropriate generally but an exception should be made in this individual circumstance?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

4. What is the proposed period of time the special exception is requested for?

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5. What additional criteria will you proffer to minimize the impact of the special exception on surrounding properties?

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The following information must be attached to the completed application and must also be furnished in digital, pdf format:

- a) A letter of intent giving the details of the proposed use of the property which should include, at a minimum, the following information:
  - ✓ What the property is to be used for
  - ✓ The size (in acres if one acre or more and in square feet if less than one acre) of the parcel or tract
  - ✓ The zoning classification which exists at the time of the filing of this application
  - ✓ The number of lots expected (if subsequent subdivision is planned) and/or the number of dwelling units proposed
  - ✓ Dwelling unit size (if applicable)
  - ✓ For non-residential projects, provide the density of development in terms of gross square footage per acre
  - ✓ The number of parking spaces to be provided
  - ✓ The height of buildings
  - ✓ Any proposed buffers and modification to existing buffers
  - ✓ Availability of water and sewer facilities including existing distance to property
  
- b) Names and mailing addresses of all owners of all property within 250 feet of the subject property. This information can be obtained from the County Tax Assessor records, and this information is encouraged to be submitted in a MS Word mail merge data file format.
  
- c) Legal description of property with a metes and bounds description. This description must establish a point of beginning and from the point of beginning give each dimension bounding the property, which the boundary follows around the property returning to the point of beginning. If there are multiple property owners, all properties must be combined into one legal description. If the properties are not contiguous, a separate application and legal description must be submitted for each property. For requests for multiple zoning districts, a separate application and legal description must be submitted for each district requested. A copy of the deed may substitute for a separate description.
  
- d) A certified plat (stamped and dated) drawn to scale by a registered engineer, architect, land planner, land surveyor, or landscape architect registered in the State of Georgia, that includes the following information:
  - Boundary survey showing property lines with lengths and bearings
  - Adjoining streets, existing and proposed, showing right-of-way
  - Locations of existing buildings dimensioned and to scale, paved areas, dedicated parking spaces, and other improvements on the property

- North arrow and scale
- Adjacent land ownership, zoning and current land use
- Total and net acreage of property
- Proposed building locations
- Existing and proposed driveways
- Lakes, ponds, streams, and other watercourses
- Floodplain, wetlands, and slopes equal to or great than 20 percent
- Cemeteries, burial grounds, and other historic or culturally significant features
- Required and/or proposed setbacks and buffers
- Other elements as may be requested by the Planning Department Staff to explain application

Submit one (1) copy if the plat is 11" x 17" or smaller. For larger plats up to 36" x 48", submit twenty-five (25) folded copies or one (1) at the larger size plus twenty-five (25) clear copies at 8.5" x 11".

- e) Completed Disclosure of Campaign Contributions and Gifts form.
- f) If the applicant and the property owner are not the same, complete a Property Owner's Authorization form and/or Authorization of Attorney form.
- g) For multiple owners, an attached sheet with signatures duly notarized may be attached.
- h) A community impact study must be submitted if the development meets any of the following criteria:
  - Office proposals in excess of 2000,000 gross square feet
  - Commercial proposals in excess of 250,000 gross square feet
  - Industrial proposals which would employ over 500 persons
  - Multi-family proposals in excess of 150 units

**Note:** This study shall provide a narrative and include tabular data on the proposed development's impact on schools, roads and streets, and public services including police, fire protection, sanitation, and taxes.

- i) A Development of Regional Impact (DRI) form shall be completed and submitted to the City to be transmitted to the Chattahoochee Flint Regional Development Center for review and comment. To determine whether the proposed use is a DRI, call the Planning Department at 770-254-2354.
- j) Filing fee payable to the *City of Newnan* (**\$350.00**)

**FOR OFFICIAL USE ONLY**

RECEIVED BY \_\_\_\_\_

DATE OF FILING \_\_\_\_\_

BZA MEETING DATE \_\_\_\_\_

DATE OF NOTICE PUBLICATION \_\_\_\_\_

ACTION TAKEN (DATE) \_\_\_\_\_

\_\_\_\_\_

## REVIEW OF APPLICATION

An application for a special exception shall be filed with the Zoning Administrator to be considered by the Board of Zoning Appeals and shall contain such material and be processed pursuant as described below.

If you have any questions concerning this process, you may call The Planning Department at (770) 254-2354. Office hours are 8:00 a.m. to 5:00 p.m., Monday through Friday. The Board of Zoning Appeals meets on the first Tuesday of each month. Applications must be submitted by 9:00 a.m. at least forty-five (45) days prior to that date. Incomplete applications or applications submitted after the deadline will not be accepted.

### 1. Pre-Application Conference

Prior to filing an application, an applicant shall meet with the Planning Department and discuss his/her intentions with regard to a given application and questions regarding the procedures. A request for a pre-application conference shall be made in writing to the Planning Department and shall be accompanied by a sketch map of the site, a description of the proposed project or use, and a list of the issues to be discussed at the conference. No matters discussed at meeting shall be binding on either the applicant or the City. The Planning Department shall respond to each written request for a pre-application conference within fifteen (15) calendar days.

### 2. Review of Application for Completeness

No application shall be accepted and reviewed unless determined by the Planning Department to be complete.

### 3. Acceptance of Completed Application

Within seven (7) calendar day of receipt of an application, the Planning Department shall either accept the application if it is complete and forward to the applicant a notice of acceptance or reject the application if it is incomplete and forward to the applicant a notice of incompleteness specifying those areas of additional information necessary for review.

- a) If neither a notice of acceptance nor incompleteness is sent, the application shall be deemed accepted for the purposes of beginning the time limits of the Ordinance twenty-one (21) calendar days after the filing of the application.
- b) If notice of incompleteness is sent, the applicant may resubmit the application with the additional data required.
- c) If the application is not resubmitted, the Planning Department shall notify the applicant that the original application has been rejected as incomplete.

**NOTE:** The applicant may withdraw an application any time prior to the action on the request by the Board of Zoning Appeals.

After the official denial of an application, substantially the same application concerning any or all of the same property shall not be filed within twelve (12) months of the date of denial.



City of Newnan, Georgia

Attachment A

# Disclosure of Campaign Contributions & Gifts

Application filed on \_\_\_\_\_, \_\_\_\_\_ for action by the Board of Zoning Appeals on a special exception requiring a public hearing on property described as follows:

The undersigned below, making application for the BZA action, has complied with the Official Code of Georgia Section 36-67A-1, et.seq., Conflict of Interest in Zoning Actions, and has submitted or attached the required information on this form as provided

All individuals, business entities, or other organizations<sup>1</sup> having a property or other interest in said property subject of this application are as follows:

Have you as applicant or anyone associated with this application or property, within the two (2) years immediately preceding the filing of this application, made campaign contributions aggregating \$250.00 or more to a member of the Newnan City Council or a member of the Newnan Board of Zoning Appeals?     Yes     No

If YES, please complete the following section (attach additional sheets if necessary):

Name and Official Position of Government Official	Contributions (List all which aggregate to \$250 or more)	Date of Contribution (Within last 2 years)

I do hereby certify the information provided herein is both complete and accurate to the best of my knowledge.

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

\_\_\_\_\_  
Type or Print Name and Title

\_\_\_\_\_  
Signature of Applicant's Representative

\_\_\_\_\_  
Type or Print Name and Title

\_\_\_\_\_  
Signature of Notary Public                      Date

\_\_\_\_\_  
(Affix Raised Seal Here)

<sup>1</sup>Business entity may be a corporation, partnership, limited partnership, firm, enterprise, franchise, association, trade organization, or trust while other organization means non-profit organization, labor union, lobbyist or other industry or casual representative, church, foundation, club, charitable organization, or educational organization.



City of Newnan, Georgia

Attachment B

# Property Owner's Authorization

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The undersigned below, or as attached, is the owner of the property which is the subject of this application. The undersigned does duly authorize the applicant named below to act as applicant in the pursuit of a special exception of the property.

Name of Property Owner \_\_\_\_\_

Telephone Number \_\_\_\_\_

Address of Subject Property \_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_  
Signature of Property Owner

Personally appeared before me

\_\_\_\_\_

who swears the information contained in this authorization is true and correct to the best of his/her knowledge and belief.

\_\_\_\_\_  
Notary Public

*(Affix Raised Seal Here)*

\_\_\_\_\_  
Date



City of Newnan, Georgia  
Attachment C  
**Attorney's Authorization**

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**NOTE:** If an attorney-at-law has prepared this application, please fill out the information below:

I swear as an attorney-at-law, I have been authorized by the owner(s) to file the attached application for a special exception of property.

\_\_\_\_\_  
(Signature of Attorney)

Name of Attorney \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Telephone \_\_\_\_\_

Date \_\_\_\_\_