CU-2014-_____

Application for Conditional Use Permit

City of Valdosta Planning and Zoning Division

This is an application for approval of a Conditional Use as listed in the Table of Uses of the Valdosta Land Development Regulations.

*Applicant _____

Telephone Number _____ Email Address _____

Mailing Address _____

Has the applicant made any campaign contributions over $250 to any local government official of the City of Valdosta? ☐ YES ☐ NO

*Note: If applicant is not the owner as listed on the Property Deed, a signed Notarized Letter from the owner(s), including phone number and address, authorizing the applicant to act on their behalf must be included.

PROCEDURE

Application Requirements

All Applications must be complete and include required supporting documents. Incomplete applications will not be accepted.

Application Deadline

Applications are due by 5:00 p.m. on the 25th day of the month. When the 25th falls on a weekend or holiday, applications are due the next business day. Complete Applications submitted by the deadline will be heard by the Greater Lowndes Planning Commission (GLPC) approximately four weeks following the application deadline and by the City Council approximately six weeks following the deadline. For example, an application submitted on March 25th will be heard at the April Planning Commission meeting and the May City Council meeting.

Application Submission

Return one copy of this completed application and all supporting documents to:

City of Valdosta Planning & Zoning Division
City Hall Annex
300 N. Lee Street | P.O. Box 1125
Valdosta, GA 31603-1125

Application Public Hearings

Applications will be heard at two public harings as follows: (1) by the GLPC for a recommendation at their regular meeting held the last Monday of each month at 5:30 p.m. at the South Health District Office (325 W. Savannah Avenue), and then (2) by the Valdost City Council for a final decision at their regular meeting held the Thursday following the first Sunday of each month at City Hall (216 E. Central Avenue).

Application Representation

The applicant or authorized representative should attend both public hearings to support the Application and answer any questions.

PROPERTY INFORMATION

PROPERTY ADDRESS (OR GENERAL LOCATION DESCRIPTION IF NO ADDRESS ASSIGNED):

_____

TAX MAP/PARCEL ID#: _____ ACREAGE: _____

CURRENT ZONING: _____

FUTURE DEVELOPMENT MAP CHARACTER AREA DESIGNATION:

_____

EXISTING USE: _____

PROPOSED USE: _____

DATE OF REQUIRED PRE-APPLICATION MEETING: _____

DOES THE PROPOSED USE TRIGGER A DEVELOPMENT OF REGIONAL IMPACT?
☐ YES ☐ NO

DOES THE PROPOSED USE REQUIRE REZONING? *IF YES, ATTACH APPLICATION*
☐ YES ☐ NO

DOES THE PROPERTY REQUIRE ANNEXATION? *IF YES, ATTACH PETITION*
☐ YES ☐ NO

HAS THE PROPERTY BEEN DENIED A ZONING CHANGE IN THE PAST 12 MONTHS?
☐ YES ☐ NO

HAS ANY PUBLIC HEARING BEEN HELD REGARDING THE PROPERTY IN THE PAST 3 YEARS?
☐ YES ☐ NO *IF YES, DESCRIBE:* _____

Conditional Use Permit Questionnaire

The Valdosta Land Development Regulations state that in order to promote the public health, safety, morality and general welfare of citizens against the unrestricted use of property, certain "Standards for the Exercise of Zoning Powers" may be used by the governing body when making Conditional Use Permit decisions. The applicant is encouraged to respond to these questions to gain understanding as to why Conditional Use Permit requests may or may not be approved. *(Attach additional sheets as necessary.)*

1) Is the proposed use consistent with the requirements of the zoning district in which it is located, including required parking, loading areas, setbacks, and transitional buffers.

_____

_____

_____

_____

_____

2) Is the proposed use compatible with the land uses on adjacent properties, including the size, scale and massing of buildings?

_____

_____

_____

_____

_____

3) Is the ingress and egress to the subject property, and all proposed buildings, structures and uses thereon adequate? Are the public streets providing access to the subject site adequate to safely handle the traffic generated by the proposed use?

_____

_____

_____

_____

_____

4) How will the proposed use impact public facilities and services, including stormwater management, schools, parks, sidewalks and utilities? Are these facilities and services adequate to support the proposed use?

_____

_____

_____

_____

_____

5) Will the proposed use create adverse impacts on any adjacent or nearby properties by reason of noise, smoke, odor, dust, or vibration or by the character and volume of traffic generated by the proposed use?

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6) Will the proposed use adversely affect adjoining properties by reason of the manner of use or the hours of operation of the proposed use?

_____

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_____

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7) Will the proposed use create adverse impacts on any environmentally sensitive areas or natural resources (wetlands, floodplain, etc.) ?

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_____

NOTE: In making the decision to approve or deny a Conditional Use Permit, the City Council will consider the same criteria outlined in the above questionnaire. The City Council may impose or require additional restrictions and standards as may be necessary to protect the health and safety of workers and residents in the community and to protect the value and use of property in the general neighborhood. The issuance of a Conditional Use Permit shall only constitute approval of the proposed use, and development of the use shall not be carried out until the applicant has secured all other permits and approvals required. Conditional Use Permit approval may be revoked if any term, condition or restriction upon which the Permit was granted is not complied.

Adjacent Property Owners

Attach Additional Pages as Necessary

List all current owners of properties located immediately adjacent to, or directly across the street or railroad right-of-way from, the subject property. This information may be obtained from the Lowndes County Tax Assessor's office (229.671.2540 or http://qpublic.net/ga/lowndes/). The accuracy and completeness of this information shall be the responsibility of the applicant.

Map and Parcel Number	Property Owner Name and Mailing Address
1)	
2)	
3)	
4)	
5)	
6)	
7)	
8)	
9)	
10)	

APPLICATION CHECKLIST

Supporting Documents: The following list of supporting documents must be submitted with this application. Only one (1) copy of each supporting document is necessary. Only *complete* applications will be accepted.

☐ **Letter of Authorization:** If Applicant is not the current Property Owner or is one of multiple Owners, a notarized Letter from the Owner(s), including their phone number and address, authorizing the applicant to act on their behalf.

☐ **Property Boundaries:** A written legal description of the property (such as metes and bounds, or recorded subdivision plat information), or an appropriate Boundary Survey of the property (no larger than 11 x 17) mechanically drawn and prepared by a land surveyor registered in Georgia.

☐ **Conceptual Site Plan:** A proposed conceptual site plan (no larger than 11 x 17) of the subject property mechanically drawn at a scale of 1" = 100', or other scale acceptable to the Planning and Zoning Administrator, and shall include the following:

- Name of the drawing, date, north arrow, and graphic scale.
- All buildings and structures existing or proposed to be constructed and their location on the property.
- Existing or proposed site improvements including sidewalks, roads, driveways, parking spaces, loading areas, landscaped areas, and drainage facilities.
- Proposed use of each building or portion thereof.
- Building setbacks and any required buffer yards as well as the dimensions of all property boundary lines.
- All other information necessary to demonstrate compliance with **LDR Section 242-6(l) and Chapter 218, Article 3, as applicable**.
- Any additional required information discussed at the Pre-Application meeting or necessary to allow understanding of the proposed use and property development.

Questions may be directed to Matt Martin, Planning & Zoning Administrator
Email: mattmartin@valdostacity.com | Phone: (229) 259-3563 | Fax: (229) 259-5450
P.O. Box 1125 | 300 N. Lee Street | Valdosta, GA 31603-1125

CERTIFICATION AND AUTHORIZATION

I hereby certify that, to the best of my knowledge and belief, the above listed information and all attached supporting documents are complete and accurate. I understand that this application will require a site visit and authorize staff of the Planning and Zoning office or their designee to enter and inspect the premises which are the subject of this application. I also understand that this application will require public hearings by the Greater Lowndes Planning Commission and the Valdosta City Council.

Signature of Applicant _____ Date_____

FOR STAFF USE ONLY

Date Received: _____ **Reviewed for Completion By: _____**

FEES:

Application Charge: $475

Certified Mail *($7.00 X Each Adjacent Property Owner)*: $ _____

$20 per sign (per street frontage): $_____

TOTAL FEE: $_____

PUBLIC HEARING DATES:

GLPC _____ City Council _____

PUBLIC NOTICE DATES:

Property Posted _____ Legal Ad Run _____ & _____

Letters Mailed: _____

DECISION:

Approved Denied (*Circle One)*

Comments: _____