

# Application for Conditional Use Permit

## CITY OF VALDOSTA PLANNING DIVISION

This is an application for approval of a Conditional Use Permit (CUP) as listed in the Table of Uses of the Valdosta Land Development Regulations (LDR). All properties listed in a single application must be contiguous.

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 15th day of the month. When the 15th 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 six weeks following the application deadline and by the City Council approximately eight 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 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 hearings 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 Building (325 W. Savannah Avenue), and then (2) by the Valdosta 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.

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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 (DRI) ?

YES                       NO

DOES THE PROPOSED USE REQUIRE REZONING?

*IF YES, THE REQUIRED REZONING MUST BE APPROVED PRIOR TO SUBMITTAL OF THIS CUP APPLICATION.*

YES                       NO

HAS THE PROPERTY BEEN DENIED A CUP, REZONING, OR OTHER LAND USE DECISION WITHIN 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 the Planning Commission and the City Council shall utilize certain established criteria in evaluating and deciding each application for a CUP. No application for a CUP shall be granted by the City Council unless satisfactory provisions and arrangements have been made concerning each of the following questions, all of which are applicable to each application. The applicant is encouraged to respond to these questions to gain an understanding as to why CUP 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 ?

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

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- 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?

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

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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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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 (CUP), 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 CUP 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. CUP 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(I) 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 Director*  
Email: [mattmartin@valdostacity.com](mailto:mattmartin@valdostacity.com) Phone: (229) 259-3529  
P.O. Box 1125 300 N. Lee Street Valdosta, GA 31603-1125

**CERTIFICATION & 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 public hearings by the Greater Lowndes Planning Commission and the Valdosta City Council. I have been made aware and I hereby acknowledge these scheduled hearing dates/times and locations where this Application will be considered, and I promise that either myself or my authorized representative will be in attendance at these hearings. I also understand that review of this application may require site visits, and **I hereby authorize City staff and members of the Greater Lowndes Planning Commission and Valdosta City Council to enter and inspect the premises** which are the subject of this Application.

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

**FOR STAFF USE ONLY**

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

Reviewed for Completion By: \_\_\_\_\_

**APPLICATION FEES:**

Advertising Fee: \$ 450

Processing Fee --- base fee: \$ \_\_\_\_\_

Processing Fee --- \_\_\_\_\_ acres x \$ \_\_\_\_\_ per acre \$ \_\_\_\_\_

Reimbursement Fees:

Certified Mail (\$ 9.00 x Each Adjacent Property Owner): \$ \_\_\_\_\_

\$ 20 per Public Hearing sign (per street frontage): \$ \_\_\_\_\_

**TOTAL FEES:** \$ \_\_\_\_\_

**PUBLIC HEARING DATES:**

GLPC \_\_\_\_\_ City Council \_\_\_\_\_

**PUBLIC NOTICE DATES:**

Property Posted \_\_\_\_\_ Legal Ad Run \_\_\_\_\_

Letters Mailed: \_\_\_\_\_

**DECISION:**

(Circle One):            Approved            Approved with Conditions            Denied

Comments: \_\_\_\_\_