

USE PERMIT APPLICATION PROCESS

The owner of property within the City, or his authorized agent, may apply for a use permit for the property. In order to be accepted for consideration, all required application forms and documentation must be complete. A checklist is included, specifying the required documentation comprising a complete application packet.

Use permit requests shall be submitted and considered according to the following process:

1. Pre-application Meeting: Applicant should schedule a pre-application meeting with the Community Development Director or his designee to discuss the request and necessary documents, fees and schedules pertinent to the request.
2. Application Submittal: Applicant shall submit a complete application to the Community Development Department.
3. Initial Staff Review: Application will be distributed to appropriate city staff for review and comment. All staff comments will be submitted to the Community Development Department within 10 working days.
4. Resubmittal: Upon receipt of staff comments, all comments will be consolidated into a single report for distribution to the applicant. The applicant shall revise the plans in accordance with the comments received and resubmit the plan to the Community Development Department.
5. Public Notice: The Community Development Department will prepare newspaper ads and property signs to assure proper notice of public hearings.
6. Staff Evaluation: A staff analysis report with a recommendation to the Planning and Zoning Commission will be prepared.
7. Planning & Zoning Commission: The Planning & Zoning Commission shall hold a public hearing on the application. The Commission will vote recommend approval or denial of the request to the City Council. Conditions may be included as part of the recommendation. A Planning & Zoning Commission public hearing may be continued once at the request of the applicant.
8. City Council: The City Council shall hold a public hearing on the application and make a decision on the request. A City Council public hearing may be continued once at the request of the applicant.

USE PERMIT APPLICATION CHECKLIST

An initial submittal of the use permit application shall consist of six (6) copies of the following documents and information. Once staff has reviewed and accepted the application for review by the Planning and Zoning Commission, twelve (12) additional copies of the conceptual site plan will be required.

Required Item	Requirements	Check/Initial
Application Fee	\$500.00 per request Check or Money Order	
Application Checklist	This application checklist must be submitted with application packet	
Application Form	Must be complete, including notarization as indicated	
Survey	Accurate, up-to-date certified survey of the property with metes and bounds shown. Existing thoroughfares; existing drainage areas; existing buildings, structures and facilities; existing utilities on or adjacent to the property; and ownership, zoning and uses of all property adjacent to or within 200 feet of the property should also be shown.	
Legal Description	Accurate written legal description of the property which matches the metes and bounds shown on the survey	
Warranty Deed	A copy of the recorded Warranty Deed	
Lease Agreement	A copy of the lease agreement between the property owner and the applicant, if applicable. Lease must identify party responsible for reclamation of the property.	
Letter of Intent	A letter clearly stating the proposed use and development intent.	
Conceptual Site Plan	Must be drawn in accordance with the <i>Code of Ordinances, Article V. The Building Process.</i>	
Architectural	Architectural renderings or photographs of the proposed building elevations are helpful, but not required unless the proposed zoning is being conditioned to architectural exhibits submitted.	

*Any documents that are larger than 11"x17", a copy reduced to 11"x17" shall also be required.

(For Office Use Only)

Total Amount Paid \$ _____ Check# _____ Money Order # _____ Received by: _____

Application checked by: _____ Date: _____

Pre-application meeting: _____ Date: _____

Date Received: _____

APPLICANT INFORMATION

APPLICANT NAME: _____

ADDRESS: _____

PHONE: _____ CELL: _____ FAX: _____

EMAIL ADDRESS: _____

OWNER INFORMATION (If different from Applicant)

OWNER NAME: _____

ADDRESS: _____

PHONE: _____ CELL: _____ FAX: _____

EMAIL ADDRESS: _____

PROPERTY INFORMATION (attach legal description)

ADDRESS: _____

PARCEL ID#: _____ LAND LOT: _____ DISTRICT: _____

USE PERMIT REQUEST

CURRENT ZONING: _____ CURRENT LAND USE: _____

PROPOSED LAND USE: _____

IMPACT ANALYSIS

Does the proposal permit a use that is suitable in view of the use and development of adjacent and nearby property?

Does the proposal adversely affect the existing use or usability of adjacent or nearby property?

Does the property have a reasonable economic use as currently zoned?

Will the proposal result in a use that could cause excessive or burdensome use of existing streets, transportation facilities, utilities, or schools?

Is the proposal in conformity with the policies and intent of the land use plan?

Are there existing or changing conditions that affect the use and development of the property which support either approval or denial of the proposal?

Does the proposal permit a use that can be considered environmentally adverse to the natural resources, environment, and citizens of Fairburn?



CERTIFICATION OF OWNERSHIP

I hereby certify that I am the owner of the property shown on the attached plat, described in the attached legal description, and identified as follows: _____

Type or Print Owner's Name

Owner's Signature

Date

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

Notary Public

Commission Expires

(Seal)

POWER OF ATTORNEY (if owner is not the applicant)

Applicant states under oath that: (1) he/she is the executor or Attorney-in-fact under Power-of-Attorney for the owner (attach a copy of Power-of-Attorney letter); (2) he/she has an option to purchase said property (attach a copy of the contract); or (3) he/she has an estate for years which permits the petitioner to apply (attach a copy of lease).

Type or Print Owner's Name

Owner's Signature

Date

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

Notary Public

Commission Expires

(Seal)

Type or Print Applicant's Name

Applicant's Signature

Date



ATTORNEY / AGENT

CIRCLE ONE: Attorney Agent

Type or Print Attorney / Agent's Name

Attorney / Agent's Signature

Address

Phone Number

Email Address

AUTHORIZATION TO INSPECT PREMISES

I/we _____ am/are the owner(s) of the property, which is the subject matter of this application. I/we authorize the City of Fairburn to inspect the premises, which is the subject of this request for a Use Permit.

Type or Print Owner's Name

Owner's Signature