

ZONING TEXT AMENDMENT INITIATION PROCESS

The owner of property within the City, or his authorized agent, may apply for a zoning text amendment. 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.

APPLICANT’S CHECKLIST

ITEM #	REQUIRED ITEM	NUMBER OF COPIES	CHECK
1.	Application Form	1 original and 1 copy	√
2.	Letter of Intent (including proposed text amendment)	1 original and 1 copy	

ITEM 1. PREAPPLICATION REVIEW MEETING: Prior to submitting an application, all applicants are required to meet with a planner who will review the applicant’s proposal. *This meeting must be completed by the Friday before Monday’s filing deadline.* Applicants are required to bring the proposed text amendment to the meeting. Call the Planning and Zoning Office at 770-964-2244 to schedule an appointment.

ITEM 2. APPLICATION FORM: Original and notarized signatures of the property owner(s) and applicant(s) or a notarized statement by the applicant as to ownership are required. If a contract is used in lieu of the owner’s signature, the signature on the contract must be an original and the contract must be valid for the duration of the zoning text amendment process. See the application form for additional details.

ITEM 3. LETTER OF INTENT: The Letter of Intent should state the requested zoning text amendment, Article numbers and section of all affected ordinances relating to proposed amendment, if applicable, detailed text of proposed changes.

PUBLIC HEARINGS

A) The Planning and Zoning Commission will review the petition and forward a recommendation to the Mayor and City Council on the first Tuesday of each month at 7:00 p.m. at City Hall.

B) The Mayor and City Council hold public hearings for zoning text petitions on the fourth Monday of each month at 7:00 p.m. at City Hall.

PUBLIC NOTICE

Publish notice of the public hearing in a newspaper of general circulation at least 15 days, but no more than 45 days prior to the public hearing at which an application will be heard. The published notice shall contain the time, place and purpose of the hearing and the location of the property if applicable (zoning text amendments may not always be property specific). Renotification is not required when a petition is deferred by the city council or the planning and zoning commission.

STAFF ANALYSIS

Prior to the public hearings, the Planning and Zoning Office will publish its findings, recommendations and comments in the staff analysis. Please contact the Planning and Zoning Office at (770) 964-2244 for additional information.

APPLICANT INFORMATION

Applicant name: _____

Address: _____

Phone: _____ Cell: _____

Email address: _____

OWNER INFORMATION (If different from Applicant)

Owner Name: _____

Address: _____

Phone: _____ Cell: _____ Fax: _____

Email address: _____

PROPERTY INFORMATION (if applicable)

Address: _____

Parcel ID#: _____ Land Lot: _____ District: _____

ZONING TEXTED REQUEST

The undersigned, having an interest in the amendment of zoning text herein described, respectfully petitions that said zoning text be amended to the following:

Zoning Ordinance Article _____ **Section** _____

Existing Text:

Proposed Text:

Zoning Ordinance Article _____ **Section** _____

Existing Text:

Proposed Text:

Zoning Ordinance Article _____ **Section** _____

Existing Text:

Proposed Text:

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

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

Owner's Signature

Notary Public

Date

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

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

Owner's Signature

Notary Public

Date

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 Rezoning.

Type or Print Owner's Name

Owner's Signature