



BRYAN COUNTY PLANNING & ZONING DEPARTMENT

135 S. Industrial Blvd
Pembroke, Ga. 31321
912-653-3893
fax 912-653-3864

185 Richard Davis Drive, Ste. 105
Richmond Hill, Ga. 31324
912-756-7962
fax 912-756-7951

APPLICATION FOR A CONDITIONAL USE PERMIT

- A. An "Application for Conditional Use Permit" accompanied by the appropriate supporting documentation must be submitted to the Bryan County Department of Planning & Zoning on or before the submittal deadline as established by the Department of and included in the application. Applications must be complete at submittal time to be considered for the agenda. Deficient applications may be delayed or postponed at the discretion of the Department.
- B. The applicant must submit the following:
1. Application for Conditional Use Permit
 2. Conflict of Interest Certification
 3. Applicant Response and/or written narrative of proposal
 4. Disclosure Statement
 5. Proposed site plan (no larger than 11"x17")
 6. Authorization by Property Owner
 7. Verification of Current Taxes Paid
 8. Plat recorded with the Clerk of Superior Court or a Legal Description
 9. List of adjoining property owners names and mailing addresses
 10. Application Fee of \$150.00
- C. The applicant must be present at the public hearings before the Planning and Zoning Commission and the Board of Commissioners to answer any questions.
- D. The Board of Commissioners will hold the final vote to approve or deny the Conditional Use request. The process takes approximately 10 to 12 weeks, provided the application is not tabled, delayed, meeting cancellations or other unforeseen situation.
- E. A letter is mailed from the Department of Planning & Zoning informing the applicant of the final action within five days of the decision.

BRYAN COUNTY

APPLICATION FOR CONDITIONAL USE PERMIT
CASE CUP# _____

Date Received: _____ Meeting Date: _____

Applicant: _____

Applicant's Address: _____

Applicant's Phone No.: _____ Fax No.: _____

Owner of the Property: _____

Owner's Address: _____

Owner's Telephone No.: _____ Fax No.: _____

Contact Person's Name: _____

Contact Person's Phone No.: _____ Fax No.: _____

Tax Parcel Number (PIN): _____ Present Zoning: _____

Address of Property: _____

Public / Private Roadway Access: _____

Acreage: _____

Existing Structure and/or Use of Property: _____

Proposed Use: _____

Special Physical Characteristics: _____

Adjacent Zonings: North: _____ East: _____

South: _____ West: _____

I hereby certify that the above information and all attached information is true and correct.

Signature of Applicant Date

Signature of Owner Date

***** STAFF USE ONLY *****

Sign Posted: Date: _____ Notices to the Neighbors: Date: _____

Planning Commission Action: Approved / Denied Date: _____

Board of Commissioners Action: Approved / Denied Date: _____

APPLICANT RESPONSE

Please respond to the following standards in the form of a written narrative which must be submitted with the application.

- A. Explain how the proposed Conditional Use Permit will permit a use that is suitable in view of the use and development of adjacent and nearby property.
- B. Explain ingress and egress to the property and proposed structures thereon with particular reference to automotive and pedestrian safety and convenience, traffic flow and control, and access in case of fire and catastrophe.
- C. Explain off street parking and loading areas where required, with particular attention to the items above and the economic, noise, glare, or odorous effects of the conditional use on adjoining properties and properties generally in district.
- D. Explain refuse and service areas, with particular reference to the items above.
- E. Explain utilities, with references to locations, availability and compatibility.
- F. Explain screening and buffering with reference to type, dimensions and character.
- G. Explain signs, if any, and proposed exterior lighting with reference to glare, traffic safety, economic effect, and compatibility and harmony with properties in this district.
- H. Explain required yards and other open spaces.
- I. Whether there are other existing or changing conditions affecting the use and development of the property which give supporting grounds for either approval or disapproval of the proposed conditional use permit.

DISCLOSURE STATEMENT

Nothing in Chapter 36 of O.C.G.A. shall be construed to prohibit a local government official from voting on a zoning decision when the local government is adopting a zoning ordinance for the first time or when a local government is voting upon a revision of the zoning ordinance initiated by the local government pursuant to a comprehensive plan as defined in Chapter 70 of this title.

- No, I have made not made any campaign contributions to County Officials voting on this application exceeding \$250 in the past two years.
- Yes, I have made campaign contributions to County Officials voting on this application exceeding \$250 in the past two years.

To Whom: _____

Value of Contribution: _____

Date of Contribution: _____

I have read and understand the above and hereby agree to all that is required by me as the applicant.

Signature of Applicant

Personally appeared before me

Applicant (Print)

Who on oath deposes and says that the above is true to the best of his or her knowledge and belief.

Notary Public

Date (Notary Seal)

AUTHORIZATION BY PROPERTY OWNER

I, _____, being duly sworn upon his/her oath, being of sound mind and legal age deposes and states; That he/she is the owner of the property which is subject matter of the attached application, as is shown in the records of Bryan County, Georgia.

He/She authorizes the person named below to act as applicant in the pursuit of a rezoning of this property.

I hereby authorize the staff of the Bryan County Department of Planning and Zoning to inspect the premises which are subject of this zoning application.

Name of Applicant: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Telephone Number: _____ Fax Number: _____

Signature of Owner

Date

Personally appeared before me

Owners Name (Print)

Who swears before that the information contained
In this authorization is true and correct to
The best of his/her knowledge and belief.

Notary Public

Date

(Notary Seal)

VERIFICATION OF CURRENT PAID PROPERTY TAXES

FOR APPLICATION

The undersigned below is authorized to make this application. The undersigned certifies that all Bryan County property taxes, billed to date for the parcel listed below have been paid in full the Tax Commissioner of Bryan County, Georgia. In no case shall an application or reapplication for rezoning be processed without such property verification.

*NOTE: A separate verification form must be completed for each tax parcel included in Conditional Use Permit request.

Parcel Identification Number (PIN): _____

Signature of Applicant

Date

Type or Print Name

.....

BRYAN COUNTY TAX COMMISSIONER'S USE ONLY

(Payment of all property taxes billed to date for the above referenced parcel have been verified as paid current and confirmed by the signature below.)

Name: _____ Title: _____

Date: _____