



## APPLICATION FOR PUBLIC HEARING SUBMITTAL CHECKLIST

Submission of the items in this checklist to the Planning and Zoning Department does not imply the application has been accepted nor that it will appear at the Public Hearing.

**One (1) copy of a complete application including:**

- Contact Information Page
- Letter of Intent
- Applicant Response Statement(s)
- Property Owner’s Authorization
- Campaign Disclosure Statement

**Property Deed**

A copy of the deed that reflects the current owner(s) of the property. Security deeds are not acceptable.

**Legal Description**

If there are multiple properties, all properties must be combined into one legal description. For requests of multiple zoning districts, a separate legal description must be submitted for each district requested.

**Boundary Survey (required if Site Plan does not include metes and bounds)**

One (1) copy of a boundary survey to scale of the subject site, displaying all metes and bounds.

**Site Plan**

One (1) to-scale copy, prepared by a registered design professional, must be provided. (All items listed in the Rezoning and Special Use Permit Procedures Guide must be identified)

**Existing Site Resources Map**

One (1) to-scale copy, prepared by a registered design professional, must be provided. (All items listed in the Rezoning and Special Use Permit Procedures Guide must be identified)

An Existing Site Resources Map is not required for:

1. Residential development of 5 acres or less;
2. Commercial development 1 acre or less;
3. A development without any new building construction.

**Community Information and Input Documentation (if required)**

All rezoning applications proposing office, commercial, multi-family residential, industrial, and single family residential of six (6) or more lots, applications for a Special Use Permit and any non-residential agriculture activity are required to host a community information and input meeting.

**Traffic Study (if required)**

A traffic impact study, prepared by a registered engineer, will be required if:

1. The proposed subdivision exceeds 150 dwelling units;
2. The non-residential development contains more than 50,000 square feet of floor area;
3. Or is at the request of the County Engineer or his/her designee

**Developments of Regional Impact Review Form (if required)**

**Other (if applicable)**

- Proposed Conditions of Zoning
- Sketches/Renderings



**CHEROKEE COUNTY**  
**Public Hearing and Variance Application**  
**Contact Information**

**This information will be used to communicate with the applicant or applicant’s representative throughout the public hearing process. Applicant, or representative for applicant, must attend the Public Hearing.**

CONTACTS			
<b>Applicant</b>	Name:		
	Address:		
	City:	State:	Zip:
	Email:		Phone:
<b>Representative (Primary Contact)</b>	Name:		
	Address:		
	City:	State:	Zip:
	Email:		Phone:
<b>Property Owner</b>	Name:		
	Address:		
	City:	State:	Zip:
	Email:		Phone:
<b>Property Owner</b>	Name:		
	Address:		
	City:	State:	Zip:
	Email:		Phone:
<b>Property Owner</b>	Name:		
	Address:		
	City:	State:	Zip:
	Email:		Phone:

<p><b>STAFF USE ONLY:</b></p> <p>Commission District: _____</p> <p>Case: _____ - _____ - _____</p> <p>CityView # _____</p> <p># of Signs: _____</p>	<p><b>MEETING DATES:</b></p> <p>ZBA Public Hearing Date: _____</p> <p>PC Work Session Date: _____</p> <p>PC Public Hearing Date: _____</p> <p>Board of Commissioners: _____</p>
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**CHEROKEE COUNTY**  
**Application for Public Hearing**

Pre-Application Meeting Date: \_\_\_\_\_

Preliminary Review Meeting Date: \_\_\_\_\_

Community Information and Input Meeting Date: \_\_\_\_\_

Applicant, or representative for applicant, **must attend** the Public Hearing. Failure of the applicant or his agent(s) to be present at the public hearing constitutes abandonment and dismissal of the case

**Request Public Hearing (check all that apply)**

	REZONING
	MODIFICATION OF ZONING CONDITIONS
	CONCURRENT VARIANCE(S)
	SPECIAL USE PERMIT
	LEGACY LOT
	OTHER:

**SECTION I**

CONTACTS	
<b>Applicant</b>	Name/Company Name:
<b>Representative</b>	Name/Company Name:

**SECTION II**

PROPERTY INFORMATION [refer to <a href="http://www.cherokeega.com">www.cherokeega.com</a> – GIS and Mapping Tab]	
Tax Identification #(s): (Ex: 14N22 006 N)	
Property Identification #(s): (Ex: 14-0226-0014)	
Address(es):	
Land Lot(s):	Land District(s):
Total Acreage:	
Future Development Map Designation:	
Current Zone:	Proposed Zone:
Proposed Use of Property:	

**SECTION III**

<b>ADDITIONAL INFORMATION</b>			
Is water available?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Jurisdiction:
Is sewer available?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Jurisdiction:

**SECTION IV**

**LETTER OF INTENT** - Provide a brief description of the proposed project. *(Include information regarding the proposed use of the property; the acreage or size of the tract; the zoning classification(s) requested; the number of lots or number of dwelling units proposed; house size (sq. ft.) proposed; the density in terms of gross square footage per acre, if commercial, industrial or office / institutional use; number of parking spaces; height of buildings; etc.)*

## SECTION V

### APPLICANT RESPONSE STATEMENT FOR REZONING / MODIFICATIONS TO ZONING CONDITIONS / OTHER –

Please respond to the following:

1. Whether the zoning proposal will permit a use that is suitable in view of the use and development of adjacent and nearby property.
2. Whether the zoning proposal will adversely affect the existing use or usability of adjacent or nearby property.
3. Whether the property to be affected by a proposed zoning has a reasonable economic use as currently zoned.
4. Whether the proposed zoning will result in a use which will or could cause an excessive or burdensome use of existing streets, transportation facilities, utilities, or schools.
5. Whether the proposed zoning is in conformity with the policy and interest of the land use plan.
6. Whether there are other existing or changing conditions affecting the use and development of the property which give supporting grounds for either approved or disapproval of the proposed zoning.

## SECTION VI

**APPLICANT RESPONSE STATEMENT FOR SPECIAL USE PERMIT ONLY** – Please respond to the following:

1. Whether or not there will be a significant adverse effect on the surrounding area in which the proposed use will be located.
2. Whether or not the use is otherwise compatible with the surrounding area.
3. Whether or not the use proposed will result in a nuisance as defined under state law.
4. Whether or not quiet enjoyment of surrounding property will be adversely affected.
5. Whether or not property values of surrounding property will be adversely affected.
6. Whether or not adequate provisions are made for parking and traffic considerations.
7. Whether or not the site or intensity of the use is appropriate.
8. Whether or not special or unique conditions created by the use are consistent with the purpose, intent and goals of the Comprehensive Plan.
9. Whether or not adequate provisions are made regarding hours of operation.
10. Whether or not adequate controls and limits are placed on commercial and business deliveries.
11. Whether or not adequate landscape plans are incorporated to ensure appropriate transition between adjacent or nearby properties.
12. Whether or not the public health, safety, welfare or moral concerns of the surrounding neighborhood will be adversely affected.
13. Whether the application complies with any applicable specific requirements set forth in the Zoning Ordinance for particular types of uses.
14. Whether the applicant has provided sufficient information to allow a full consideration of all relevant factors.
15. Whether the Special Use requested emits or creates unusual odors which would warrant use of an odor elimination/attenuation system as recommended by industry standards.

**SECTION VII**

<b>CONCURRENT VARIANCES</b>	
<b>Variance Request</b>	<b>Ordinance Article(s) and Section(s)</b>

**APPLICANT RESPONSE STATEMENT FOR CONCURRENT VARIANCE(S) ONLY** – Please respond to the following standards for each variance request:

1. There are exceptional and extraordinary conditions pertaining to the particular piece of property in question, due to its size, shape or topography.
  
2. The application of these regulations to this particular piece of property would create a practical difficulty or unnecessary hardship.
  
3. Such conditions are peculiar to the particular piece of property involved.
  
4. Relief, if granted, would not cause substantial detriment to the public good, or impair the purposes and intent of this ordinance.
  
5. A literal interpretation of this ordinance would deprive the applicants of any rights that others in the same district are allowed.

**SECTION VIII**

**CAMPAIGN DISCLOSURE STATEMENT**

Nothing in Chapter 36 of Official Code of Georgia Annotated 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 not made any campaign contribution 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: \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_

Print Name: \_\_\_\_\_

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

Sworn to and subscribed before me this: \_\_\_\_\_ day of \_\_\_\_\_,  
20\_\_\_\_\_.

Notary Signature: \_\_\_\_\_

(Notary Seal)



**SECTION IX**

**AUTHORIZATION OF PROPERTY OWNER – USE A SEPARATE PAGE FOR EACH PROPERTY OWNER LISTED ON THE PROPERTY DEED.**

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 of this application, as is shown in the records of Cherokee County, Georgia.

He/She authorizes the person named below to act as applicant in the pursuit of a request for (check all that apply):

	REZONING (with or without concurrent variance(s))
	MODIFICATION OF ZONING CONDITIONS
	SPECIAL USE PERMIT (with or without concurrent variance(s))
	LEGACY LOT
	OTHER:

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

<b>Applicant</b>	Name:		
	Address:		
	City:	State:	Zip:

<b>Property Owner</b>	Name:		
	Address:		
	City:	State:	Zip:
	Signature:		
	Print Name:	Date:	

Sworn to and subscribed before me this: \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Notary Signature: \_\_\_\_\_.

(Notary Seal)

**PUBLIC HEARING FEE SCHEDULE**

Acceptable payment methods are: cash, check, or credit card. Checks should be made payable to Cherokee County. Use of credit card will include a convenience fee. **Application fees are required before application is deemed complete.**

<b>REZONING AND SPECIAL USE PERMIT APPLICATIONS</b>			
<b>Acres</b>	<b>Single-Family Residential</b>	<b>Multi-Family Residential</b>	<b>Commercial/Industrial</b>
0-20	\$250 plus sign fee	\$500 plus sign fee	\$750 plus sign fee
21-100	\$500 plus sign fee	\$750 plus sign fee	\$850 plus sign fee
101+	\$750 + \$ 10/acre plus sign fee	\$1,000 + \$10/acre plus sign fee	\$1,000 + \$15/acre plus sign fee
<i>Maximum fee is \$2,500</i>			

<b>AMENDMENT/MODIFICATION/OTHER</b>	
Administrative Fee	\$175 plus sign fee

<b>VARIANCE/APPEAL</b>		
Appeal from Action of the Zoning Manager	Variance (Residential)	Appeal/Variance (Commercial/Industrial Building Contractor)
\$250 plus sign fee	\$250 plus sign fee	\$350 plus sign fee

<b>LEGACY LOT</b>	
Administrative Fee	\$25 plus required adjoining property owners notice, sign, and cost of legal advertisement

<b>PUBLIC NOTICE SIGNS – REQUIRED FOR ALL PUBLIC HEARING APPLICATIONS</b>	
Sign Fee	\$50.00 per sign
<i>Number of required signs varies based on number of parcels and road frontages</i>	

**\*All fees nonrefundable\***

## 2024 REZONING & SPECIAL USE PERMIT PUBLIC HEARING CALENDAR

**THERE IS NO FILING DEADLINE** – Only applications Deemed Complete will be placed on the schedule below for public hearing. The applicant or their representative must be present at the public hearing.

Month	PC Work Session 6:30PM	Withdrawal Deadline	PC Public Hearing 7:30PM	BOC Regular Meeting 6:00PM
January	12/18/2023	12/19/2023	<b>1/2/2024</b>	2/6/2024
February	1/22/2024	1/23/2024	<b>2/6/2024</b>	3/5/2024
March	2/19/2024	2/20/2024	<b>3/5/2024</b>	4/2/2024
April	3/18/2024	3/19/2024	<b>4/2/2024</b>	5/7/2024
May	4/22/2024	4/23/2024	<b>5/7/2024</b>	6/4/2024
June	5/20/2024	5/21/2024	<b>6/4/2024</b>	7/2/2024
July	6/17/2024	6/18/2024	<b>7/2/2024</b>	8/6/2024
August	7/22/2024	7/23/2024	<b>8/6/2024</b>	9/3/2024
September	8/19/2024	8/20/2024	<b>9/3/2024</b>	10/1/2024
October	9/16/2024	9/17/2024	<b>10/1/2024</b>	11/5/2024
November	10/21/2024	10/22/2024	<b>11/5/2024</b>	12/3/2024
December	11/18/2024	11/19/2024	<b>12/3/2024</b>	1/7/2025*

\*Tentative Date

**BOC and PC meetings are held in the Cherokee County Administration Building – 1130 Bluffs Parkway Canton, Georgia 30114**

ADOPTED 11/07/2023