Instructions – Completing the Application for Public Hearing

Below you will find instructions for downloading and completing the Application for Public Hearing. Please note, before you submit an application online, you must have a "Profile Meeting" and a "Preliminary Review Meeting" with Cherokee County staff. Please contact Cherokee County to schedule these meetings.

Option 1 – Fillable Application for use with Adobe Acrobat

Step 1: Visit www.cherokeega.com/Planning-and-zoning

Step 2: Click on Forms and Documents (left side of page).

Step 3: Click on Application for Public Hearing or Application for Public Hearing - Special Use Permit:

Step 4: Download and save application to your computer. Use a filename specific to your application, for example, "Rezoning_123_Main_Street."

Step 5: Open the PDF saved on your computer and complete the application. If you need to pause the application, remember to save your work by going to FILE > SAVE in the upper left corner of the PDF.

Step 6: The Campaign Disclosure Statement and the Authorization of Property Owner(s) require a notarized signature and must be printed and notarized. After notarization, scan the notarized pages and save to your computer. Use a filename that is specific to the notarized pages, for example, "Rezoning_123_Main_Street_Camp_Disclosure."

Step 7: Upload the completed application and supporting documents as PDFs to the CityView portal.

Option 2 – Printed Application

Step 1: Visit www.cherokeega.com/Planning-and-zoning

Step 2: Click on Forms and Documents (left side of page).

Step 3: Click on Application for Public Hearing or Application for Public Hearing - Special Use Permit:

Step 4: Download and save application to your computer. Use a filename specific to your application, for example, "Rezoning_123_Main_Street."
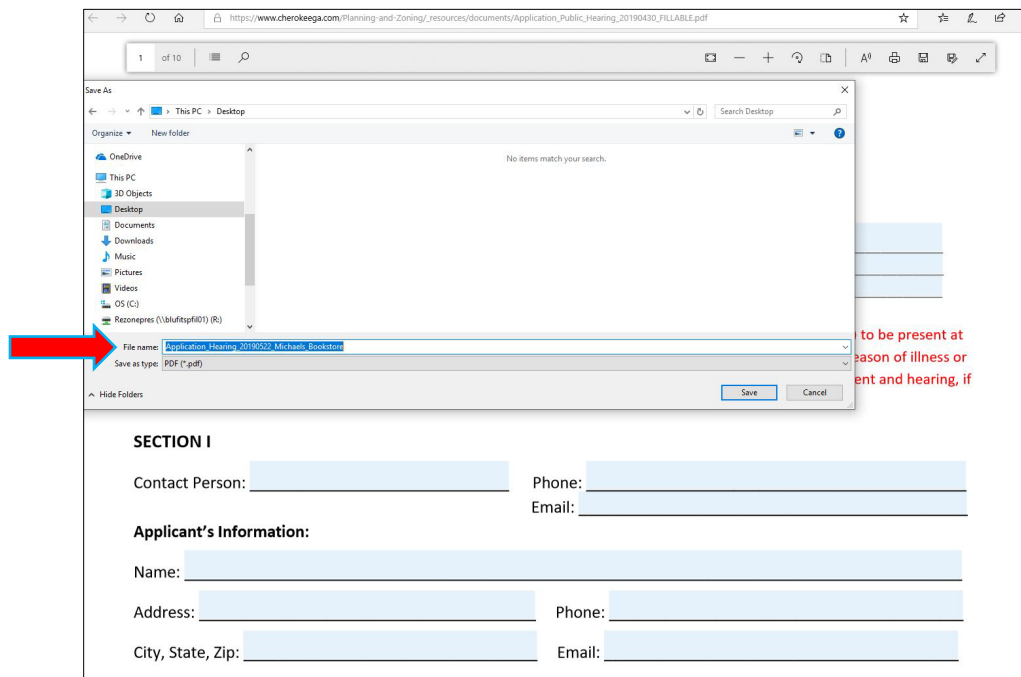
Step 5: Open the application saved on your computer and print by going to FILE > PRINT in the upper left corner of the PDF.
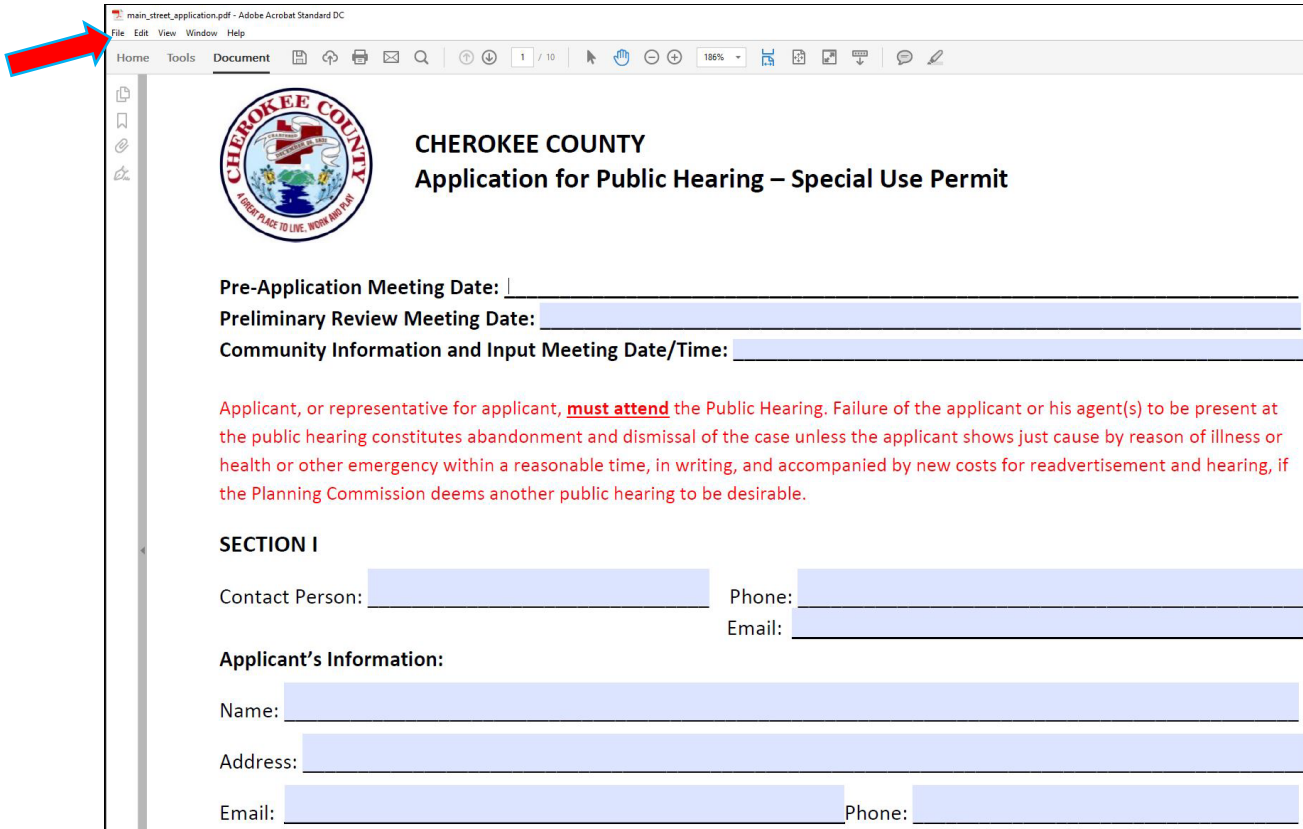
Step 6: Complete the application

Step 7: Scan the application into a PDF.

Step 8: Upload the completed application and supporting documents as a PDF to the CityView portal.

NOTES:

_____

_____

_____

_____

Below you will find instructions for submitting an Application for Public Hearing for a Rezoning and Special Use Permit from your computer. Please note, before you submit an application online, you must have a "Profile Meeting" and a "Preliminary Review Meeting" with Cherokee County staff. Please contact Cherokee County to schedule these meetings.

1. After you've had your "Profile Meeting" and "Preliminary Review Meeting", visit the Cherokee County CityView Portal at https://www.cherokeega.com . Scroll down to the bottom of this webpage and click on the "CityView" icon.
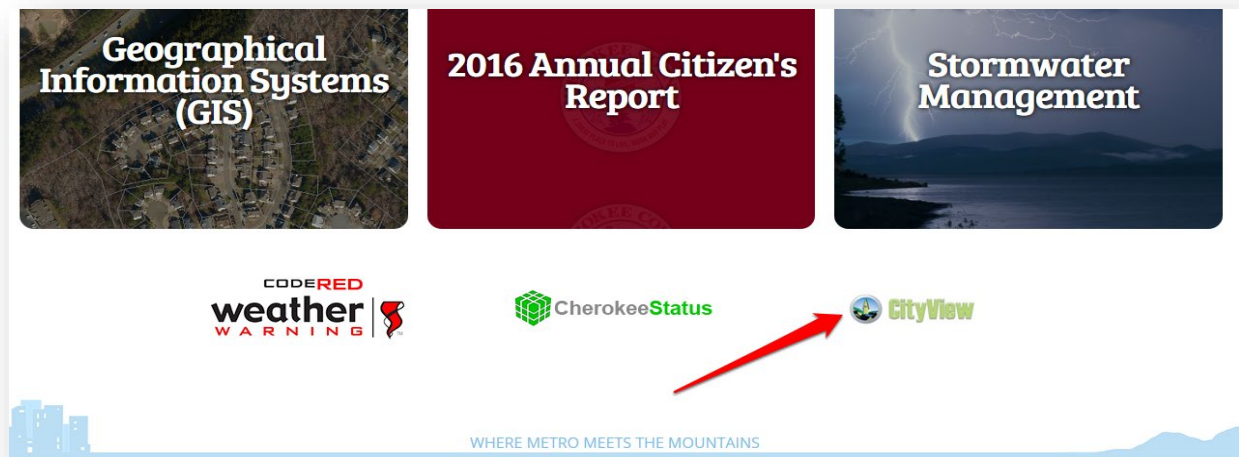
2. Register to become a CityView Portal User and create an account if you haven't already done so (it's free!) ... or click the "Sign In" link and enter your email address and password.

Click the "Apply for a Planning Permit" link under the "Planning Department" section
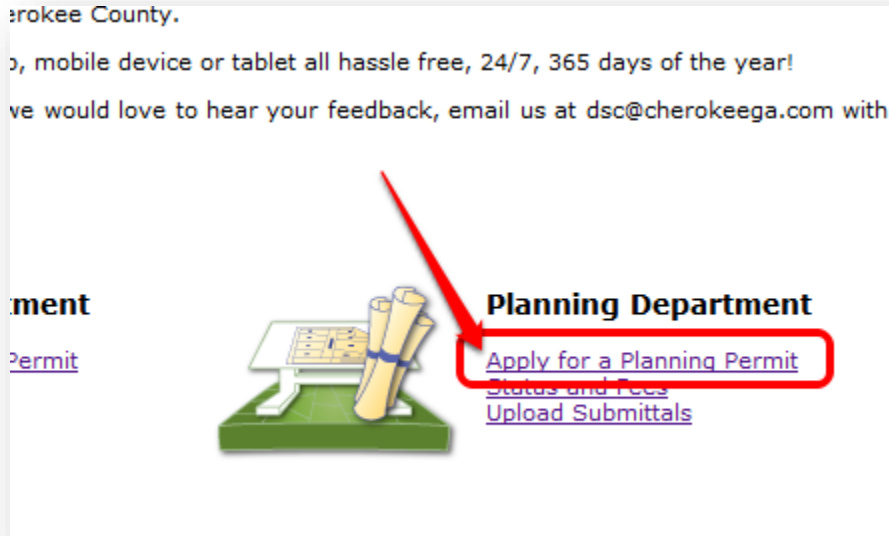
3. The CityView system will help you go through the steps to apply for your Rezoning or Special Use Permit application.
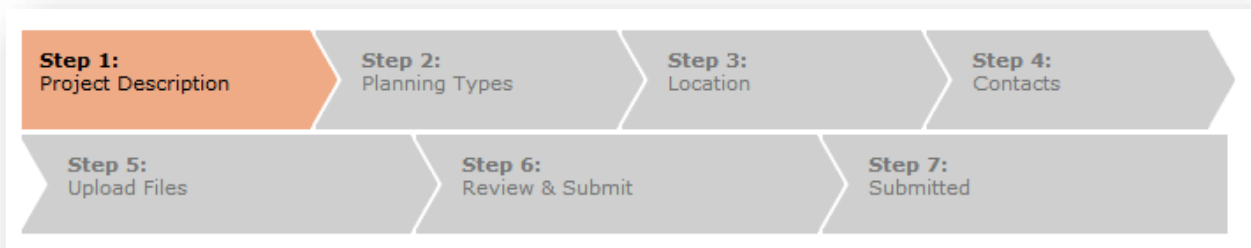
4. Select the project type from the list. We will choose "Special Use" in this example.

5. We have chosen "Special Use" and then the section of "Rezoning and Special Use Details" appears on the screen. Enter the applicants name in the "Project Descriptive Name" section and describe the proposed project in the "Comments" section. For the "Prefile Meeting" date, click the Calendar Icon 🗓 and then navigate to the date you had your "Prefile Meeting" and click on the day and the date will appear in the text box for "Prefile Meeting". Repeat for the "Preliminary Review Meeting".

6. Click on the [Next Step: Planning Types] button.

7. You will arrive at the "Planning Application – Location of Project" step. There are multiple ways of entering locations. You can add more than one location if it applies to this application.

Enter either an address or a parcel number. In this example, we started by typing our parcel number of "006 (14N22" and it auto-populated a list of matching parcel numbers. Click the [Next Step: Contacts] button.

8. Review the contacts associated with your application.

Add all contacts that need to be associated with this application. These individuals will receive correspondence via email from Cityview@cherokeega.com or county staff email addresses relative to the status of this application. Click the [Next Step: Upload Files] button when done.

9. We have arrived at the "Planning Application – Upload Documents" page.

Planning Application - Upload Documents

Note: This step is optional. Documents may be uploaded at a later time from the Upload Submittals link located on the main page.

To fulfill the requirement, click the [Browse…] button next to the document "Type". (See last page for all document types.)

Current Submittal

Submittal #1) Planning Submittal (05/10/2019)   Print Requirement Items

Type	Status	Date Received
▾ Application ❓	Pending	
Select a new document for this requirement: [Browse…]		
▾ Letter of Intent ❓	Pending	
Select a new document for this requirement: [Browse…]		
▾ Authorization of Property Owners ❓	Pending	

It will open up a screen for you to navigate your computer and allow you to choose that document. This window will look different based on whether you are running Windows, Mac OS-X, or Linux, but performs the same function. Click the [Next Step: Review & Submit] button to upload your documents and continue to the next screen.

[Previous Step: Contacts] [Next Step: Review & Submit]

Uploads In Progress

Please wait while your documents are being uploaded. You will be redirected to the next step when all uploads are complete.

Uploads Complete   x

All documents were uploaded succesfully.

Reminder: You have not uploaded documents to all of the submittal requirements. These documents can be provided at a later date, either in person or by using the Upload Submittals link from the main page.

[Ok]

You will see the "Uploads In Progress" screen and if all goes well, then the "Uploads Complete" screen shows. Click the [OK] button.

10. You have arrived at the "Planning Application – Review & Submit" screen. Take a look at all of the information you have

entered. If you need to correct any information, click the [Previous Step:] buttons to return to previous steps. You see that you will be switched over to our payment

processing vendor to pay the $50 Digital Upload Fee. Click the [Submit Application and Pay Fees] button to progress to the next screen.

11. We have arrived at the "Planning Application Fees" page. Click on the [Make Payment] button to leave our website and go over to our payment

processor. [Your Application Fee will be accessed and due once your application has been *Deemed Complete*].

12. Please enter all information on the PayGov.us site. Note the "Fee Amount" increases the transaction amount by 3 ½%. Don't

forget the "I Accept" for the Terms and Conditions, then press the [Make A Payment] button.

Planning Application - Submitted

Project Number: PL20190000034

Print This Page

Thank you for your application. Your project is now under review.

__ ▾ Fees _____

Thank you! Your payment has been received and processed.
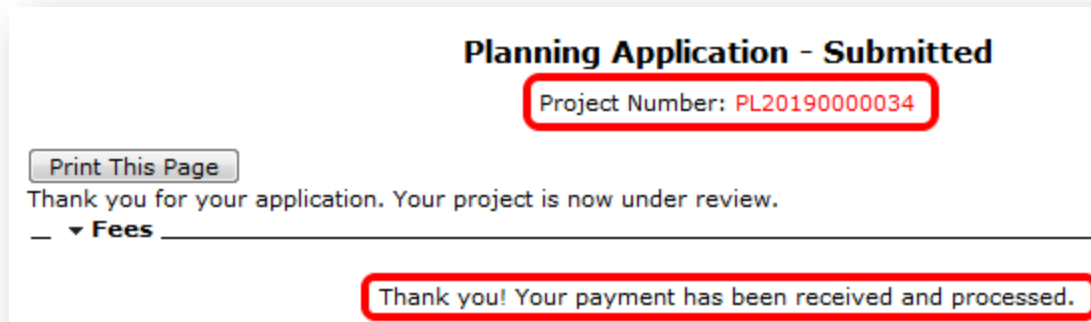
13.   After a few moments of processing, you will be returned to CityView Portal with a message that your application has been submitted. You'll see your Planning Project Number at the top. Your application process is now complete. Cherokee County Planning and Zoning will now review your application and submittals and will be in communication with you via email.

14.   Check back at the Cherokee County CityView Portal to see the status of your application. See separate handout.

NOTES:

_____

_____

_____

_____

_____

_____

Document Types:

Planning Application - Upload Documents

Note: This step is optional. Documents may be uploaded at a later time from the Upload Submittals link located on the main page.

— **Current Submittal** ————————————————————————————————

Submittal #1) Planning Submittal (05/13/2019)

| Type	Status	Date Received
Application	Pending	
Extended Description:		
Letter of Intent	Pending	
Extended Description:		
Authorization of Property Owners	Pending	
Extended Description:		
Applicant Response Statement	Pending	
Extended Description:		
Deed	Pending	
Extended Description:		
Legal Description	Pending	
Extended Description:		
Site Plan	Pending	
Extended Description:		
Existing Site Resource map (if required)	Pending	
Extended Description:		
Community Information and Input Meeting Report (if required)	Pending	
Extended Description:		
Traffic Impact Studies (if required)	Pending	
Extended Description:		
Proposed Conditions of Zoning (if required)	Pending	
Extended Description:		
Development Regional Impact (if required)	Pending	
Extended Description:		

Below you will find instructions for checking the status of your application from your computer:

1. After you've submitted your application online with Cherokee County, it is easy to check the status of your application. First, visit our Cherokee County CityView Portal at https://www.cherokeega.com . Scroll to the bottom of this webpage and click on the "CityView" icon.

2. Click the "Sign In" link and enter your email address and password.
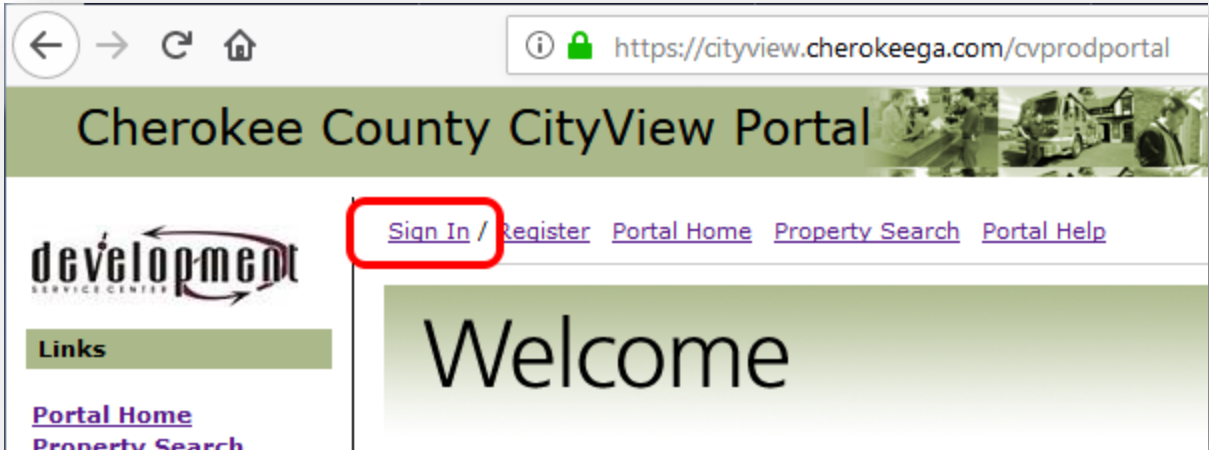
3. The menu of links below your name now has a menu option of
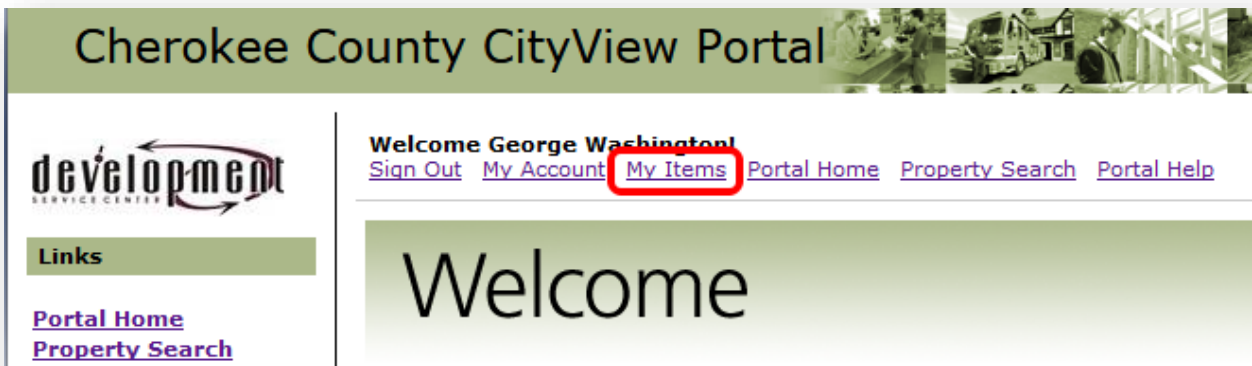
"My Items". Click on that option now.

4. Click on the triangle next to "My Planning Applications" so that the point of the triangle is pointing downward and it shows a list of the planning applications that you are associated with as a contact.

5. You can see a lot of what is going on about the application from this list of applications. You can see if there are fees owed because the [Pay Fees] button appears underneath the applications where fees are owed. You can also see the status of your application. For the full detail of the application, click on the Planning Application number.

Reference Number	Address	Name	Type	Status	Date Created
PL20190000230	1130 Bluffs Pkwy, Canton, GA 30114	Rez Apr 16 03	Rezoning	Returned for Resbumittal	04/16/2019
Pay Fees					
PL20190000229	1130 Bluffs Pkwy, Canton, GA 30114	SPU Apr 16 02	Special Use	Application Verification	04/16/2019
Pay Fees					
PL20180001060	498 Chattin Dr, Canton, GA 30115	Cherokee County Detention Center	Land Disturbance Permit	Complete	12/28/2018

6. In our example, we clicked on the link of "PL20190000230" and we have arrived on the Planning Application Status page.
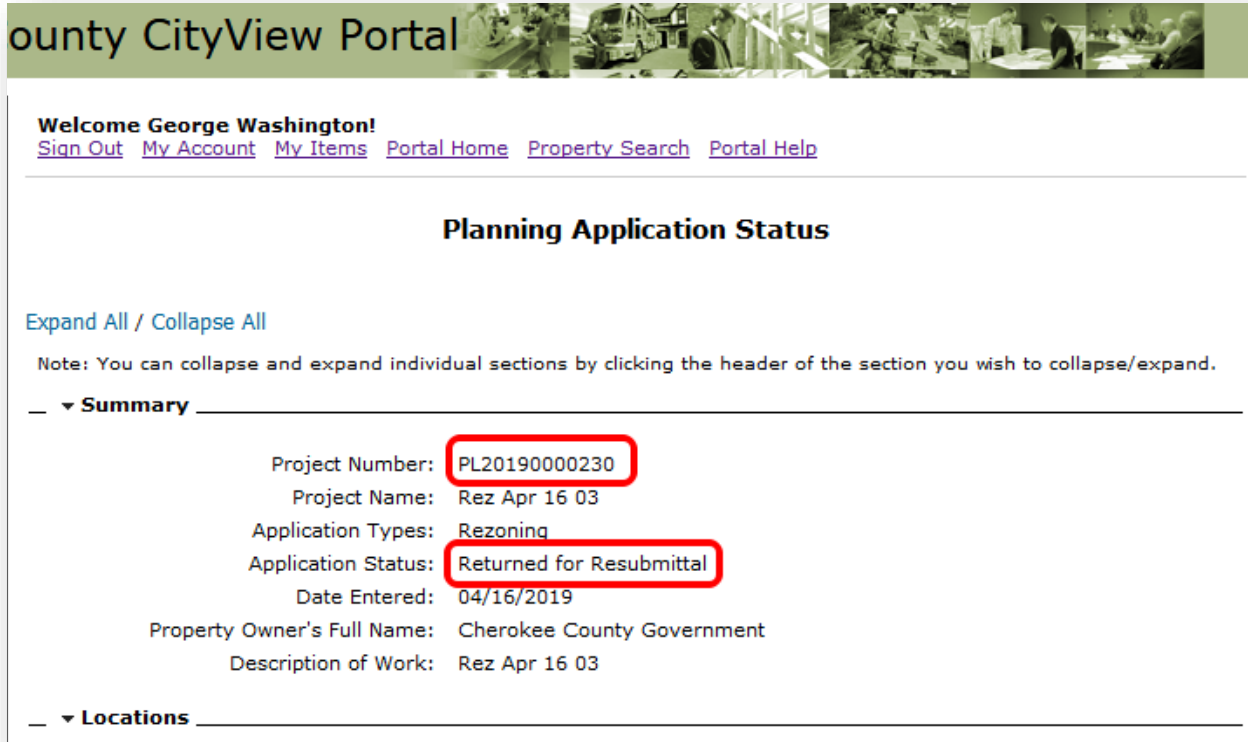
7. You can see a lot from the status page, and it is all available to you 365 days a year, 24 hours per day! You can see the following information associated with the application: Locations, Submittals, Reviews, Fees paid and owing, Hearings dates upcoming and past, Conditions, Documents & Images, and more.

NOTES:

_____

_____

_____

_____

_____