

INSTRUCTIONS FOR OBTAINING A ZONING CERTIFICATION

The Cherokee County Planning & Zoning Department will certify the zoning of a property located in the unincorporated area of Cherokee County by using the following procedures.

Please provide the following items:

1. A signed and completed **Request for Zoning Certification application form**.
2. A legible **boundary survey** of the property *no larger than 11x17*. The surveyors stamp, title block and metes and bounds must be legible. The survey must show the boundary lines for the property for which the request is being made. The survey will become an exhibit in the Zoning Certificate.
3. A typed **legal description** (metes and bounds) of the property. The legal description will become an exhibit in the Zoning Certificate.
4. Check in the amount of \$ 50.00 made payable to **Cherokee County**. Payment may be made by cash or credit card only if brought in person to our offices in Canton, Georgia.

Our office will provide a letter certifying zoning of the property and conditions of zoning, if applicable. Please refer to the Zoning Ordinance, Table 7.2 – Permitted Uses Table for a list of permitted uses by zoning districts.

The zoning certification letter will **NOT** address:

- Whether a particular use is or would be permitted in the district.
- Whether a use on the property is or was considered a Non-Conforming Use.
- Whether buildings, structures or uses in the past or currently on the property are or were in compliance with zoning, development, building or any other regulation past or present.
- Zoning Staff will not fill out form letters or make statements about proper usage or if the property is a non-conforming use.

Please allow up to 10 business days for processing, not including delivery time.

Please be advised the Zoning Division does not certify conformance with the standards contained in the Zoning Ordinance and/or the Development Regulations, or confirm conformance with building codes, fire codes, sewer or water ordinances.

If you need additional information, please contact the Cherokee County Planning & Zoning Department at 678-493-6103.



CHEROKEE COUNTY Request for Zoning Certification

Important Notes:

1. Please check all information supplied on the following pages to ensure your application is complete and accurate before signing this form. This page should be the first page of your completed application package.
2. All required documents for this application shall be submitted at the same time as the application.
3. Please contact the Planning & Zoning Department at 678-493-6103 if you have questions regarding your application.

Privacy Statement

Cherokee County strives to provide online resources in a secure manner to respect your privacy. Please note this completed application form will be publicly available to view. To secure your privacy, please do not include the following sensitive information (e.g. driver's license #, social security #, private phone numbers, personal email, etc.).

We will not disclose any personally identifiable information collected except where you have given us permission, or is public information under the Georgia Open Records Act O.C.G.A. 50-18-70

SECTION I Applicant's Information

Name: _____

Mailing Address: _____ Business Phone: _____

City, State, Zip: _____ Business Email: _____

Signature of Applicant: _____ Date: _____

SECTION II Property Information

Location: _____

Tax Map #: _____ N _____ Parcel #: _____ Land Lot(s): _____ District: _____

Total Acreage: _____

REQUESTING ZONING ONLY _____ INCLUDE ANY CONDITIONS ON PROPERTY _____ **

Mail to the mailing address above Email to the email address above Call when ready

STAFF USE ONLY:

Commission District: _____ Current Zoning _____ Zoning Case # (if any): _____

CityView # _____

Fee \$: _____ Date Paid: _____

APPLICATION PACKAGE CHECKLIST:

The following items are to be attached and made a part of this application:

- _____ Legible **boundary survey** of the property *no larger than 11x17*. The surveyors stamp, title block and metes and bounds must be legible. The survey must show the boundary lines for the property for which the request is being made. The survey will become an exhibit to the Zoning Certificate.
- _____ Typed **legal description** (metes and bounds) of the property. The legal description will become an exhibit to the Zoning Certificate.
- _____ Check in the amount of \$ 50.00 made payable to **Cherokee County**.

SAMPLE LETTER

Re: Zoning Certification for Tax Map **N** Parcel ***; Located in Land Lot *** of the ** District Cherokee County, Georgia

To Whom It May Concern:

This is to certify that the above referenced property, depicted on attached survey (Exhibit "A") and further described in attached legal description (Exhibit "B"), is currently zoned ** [with conditions] [with no conditions].

This certification is valid as of the date of this letter and will continue to be valid until modified by official action of the Cherokee County Board of Commissioners through rezoning or revision of the Zoning Ordinance.

The foregoing statement is given without warrant, express or implied, or recourse upon the undersigned and/or Cherokee County.

Should you have any questions, please call the Cherokee County Planning & Zoning Department at 678-493-6101.

Sincerely,