



## Rezoning Application Procedure

### **REZONING APPLICATION PROCEDURE**

Each petition for rezoning shall be filed with the Augusta Planning and Development Department and shall be in compliance with the following:

- a) A conference with the staff of the Augusta Planning and Development Dept. shall be held prior to submission of the petition.
- b) A statement from the owner of the property submitting the petition, or a statement from the owner of the property designating his representative in the petition, shall be furnished with the petition on a form supplied by the staff of the Augusta Planning and Development Department.
- c) The following is a checklist of information required for submission of a Rezoning application. The Planning and Development Department on behalf of the Planning Commission reserves the right to reject any incomplete applications.
  - 1) Application Form
  - 2) Legal Description (new parcel split or as required)
  - 3) Boundary Survey (new parcel split or as required)
  - 4) Four (4) Site Plans or concept plans and (1) one 8 ½ x 11” reduction (when necessary)
  - 5) Standards governing exercise of the Zoning Power
  - 6) Letter of Intent
  - 7) Conflict of Interest Certification/ Campaign Contributions
- d) Additional Exhibits that may be required (as necessary):
  - 1) Additional site plan requirements (where necessary)
  - 2) Traffic Study
  - 3) Review Form for Development of Regional Impact
  - 4) Building Compliance Inspection

- e) A fee (presently \$800 for all A and R-1 requests, \$1,000 for all other rezoning requests less than 10 acres, \$1250 for all other rezoning requests over 10 acres, \$400 for a Special Exception for churches, family care homes, family daycare and institutional uses, and \$800.00 for all other Special Exceptions) which has been calculated by the Planning and Development Dept. as representative of the cost of processing of and advertisement of the proposed amendment shall be paid at the time of application.

The Augusta Planning and Development Department staff, upon receipt of a rezoning application, submits a recommendation to the Planning Commission which is a board appointed by the Augusta Commission and only a recommending body.

The regular monthly meeting of the Planning Commission is held at 3:00 P.M. on the first Monday of each month in the Commission Chambers on the second floor of the Municipal Building, 535 Telfair Street.

A report of the Planning Commission's decision is forwarded to the Governing Body for Final Decision.

**Points to Remember:**

- ✓ Owner’s signature must be notarized on Zoning / Rezoning Application
- ✓ Only complete Applications will be accepted
- ✓ Submittal deadlines are strictly enforced

**WITHDRAWAL OF A REZONING APPLICATION**

If an applicant is submitting a request as (petitioner) and not owner to WITHDRAW an application – it is necessary to have agreement/signature of the property owner to WITHDRAW the application.

\_\_\_ Withdraw Application

\_\_\_ Postpone Application

Reason: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

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

Signature of Property Owner: \_\_\_\_\_

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