



Rezoning Process

APPLICATION

Petitioner submits preliminary information to Planning and Development Department staff
Preliminary information is reviewed by professional staff and the need for more information is determined
Applicant conference with professional staff is held, if needed
Final application with notarized owner signature is accepted, including payment
Concept Plan and Questionnaire for Special Exceptions is collected, where required

ADVERTISEMENT AND EVALUATION

Legal Notices written and sent to Augusta Chronicle

Outside Agency review, if needed:

DRI – Development of Regional Impact – Send to RDC – Max 30 days prior to meeting

RIR – Regionally Important Resource – Send to Augusta Canal Authority – Max 30 days prior to meeting

FORT GORDON – Subject parcel within 3,000 feet of Fort Gordon property – Send to Fort Gordon – Max 30 days prior to meeting

SERVICE DELIVERY STRATEGY - HEPHZIBAH & BLYTHE – Send to Hephzibah and Blythe – Max 30 days prior to meeting

PDR – Planned Development Riverfront – Director calls meeting to review

HPC – Historic Preservation Commission – Staff to determine if in HPC area and needs review

Tentative agenda sent to PC and AC for proprietary interest declaration

Neighborhood groups notified of pending petitions, as needed

Maps prepared for files

Application fee deposited

Zoning signs posted to coincide with published legal ad

Pictures of petitions taken for files

Staff meeting to discuss all upcoming cases

Staff reports compiled based on outcome of site visit and staff meeting

AUGUSTA GEORGIA PLANNING COMMISSION MEETING

Agenda compiled

Agenda and certified letters for all cases compiled and mailed

Addendum, if needed, compiled on meeting day

Planning Commission meeting conducted

PC letters compiled and mailed – approved / denied / postponed

Minutes compiled

AUGUSTA GEORGIA COMMISSION MEETING

Recommendations to AC: Consent & regular agenda compiled and sent to Clerk of Commission

Ordinances compiled and sent to Clerk of Commission

NovusAgenda (Electronic agenda system) sent to Clerk of Commission

AC meeting held, final decisions made

Final decisions of Commission related to Planning & Development

Final decision letters compiled and sent to petitioners after AC meeting

Zoning Restrictions Agreement sent with AC letter, where applicable

MAPPING AND RECORDING CHANGES

Zoning changes made in WinGap

Zoning decisions sent to License and Inspections Department, Tax Assessor, CSRA-RDC

Mapping Updated

GIS reminded to update maps monthly

Files prepared for scanning and filing