

PLANNING AND DEVELOPMENT DEPARTMENT

For the Cities of Jefferson and Talmo, Georgia

147 Athens Street
Jefferson, GA 30549

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MEMORANDUM

TO: Conditional Use Applicants
RE: Instructions and Guidelines for Filing a Conditional Use Application

This memo and the attached information is intended to help you file a complete application for a conditional use. Before you file your application, it is recommended that you meet with the Planning Staff if possible, to ensure you have the materials necessary to file a complete application. If an incomplete application is submitted, it will not be processed and will be returned to you.

COMPLETE APPLICATION CHECKLIST

Your application will not be determined complete unless it contains all of the following:

	Application fee (refer to fee schedule)
	Application form furnished by the Zoning Administrator, including signed and notarized signature of property owner and campaign contributions disclosure form
	Legal description of the property (metes and bounds)
	Survey plat of the property
	Site analysis and topographic map at an appropriate scale, including information on significant man-made and natural features and streams, wetlands, flood plains, and features to be retained, moved or altered
	Letter of intent describing the proposed use of the property or other action requested
	Written analysis of how the proposed action compares to decision criteria specified for deciding on the subject type of application (see application attachment)
	Site plan of the property at an appropriate engineering scale showing the proposed use and relevant information regarding proposed improvements (see Section 21.2.8, "Plan Requirements")
	Statistics regarding the proposed development (see Section 21.2.9, "Development Statistics Required")
	Description of any special conditions voluntarily made a part of the request
	Other information required by the Zoning Administrator

Site plans, when submitted, should meet requirements of the Land Use Management Code.

EXAMPLE OF A COMPLETE METES AND BOUNDS LEGAL DESCRIPTION

The following example of a complete metes and bounds legal description is provided:

All that tract or parcel of land lying and being in the 245 G.M.D., Jackson County, Georgia as shown on a plat of survey of same by Venable & Associates, Inc. Surveyors, dated November 15, 1988, said plat being recorded in Plat Book 34, Page 83, Office of the Clerk of Superior Court of Jackson County, Georgia, on July 17, 1990, said tract being more particularly described as follows:

To find the POINT OF BEGINNING, proceed from the centerline of Borders Street at its intersection with Athens Street (a.k.a. U.S. Highway 129 Business), said Street having a 60 foot right-of-way, thence 198 feet more or less along the western right-of-way of said Street to an iron pin found, said point being the POINT OF BEGINNING; thence from the POINT OF BEGINNING North 79 degrees 47 minutes East a distance of 168.97 feet to an iron pin found; thence North 80 degrees 55 minutes East a distance of 39.14 feet to an iron pin found; thence North 04 degrees 23 minutes West a distance of 105.94 feet to an iron pin found; thence South 80 degrees 15 minutes West a distance of 208.73 feet to an iron pin found at the western right-of-way of Athens Street (a.k.a. U.S. Highway 129 Business), said Street having a 60 foot right-of-way; thence South 04 degrees 46 minutes East along the western right-of-way of said Street a distance of 106.81 feet to an iron pin found, said pin being the POINT OF BEGINNING;

Said tract of land containing 0.51 acre, more or less.

When multiple properties are involved, it is desirable that the legal descriptions be combined into one metes and bounds legal description. Separate legal descriptions can be acceptable, subject to acceptance by the Zoning Administrator.

**SUMMARY OF THE CONDITIONAL USE PROCESS
(KEEP THIS AND PLAN TO ATTEND THE PUBLIC HEARINGS)**

- After a complete application is received, it will be scheduled for public hearings first before the Planning Commission and then before the City Council. Those dates are:

_____ Jefferson-Talmo Planning Commission
(6:00 p.m. at the Jefferson Civic Center, 65 Kissam Street, Jefferson)

_____ Public Hearing and Work Session of City Council of _____
(verify time and location) _____

_____ Vote of the City Council of _____
(verify time and location) _____

PLAN TO ATTEND THESE MEETINGS OR BE REPRESENTED BY AN AGENT

- Applicant posts signs on property
- Planning Staff prepares a staff report. Upon completion of the report, prior to the public hearing before the Planning Commission, you will receive a copy of the report. Review that report and contact the planning staff if you have any questions. The staff report will not provide a “recommendation” but it will contain certain findings which may or may not support your request.
- Attend the public hearing of the Planning Commission and speak in favor of the application. You should familiarize yourself with the procedures that will be followed during the public hearing. For procedures governing the public hearing, see Chapter 21.3 of the Land Use Management Code. Note: The entire code is accessible on line by going to: <http://www.cityofjeffersonga.com/id125.html> (when in MuniCode, scroll to the bottom and select Appendix A, Land Use Management Code, then Chapter 21.3).
- The planning commission will make a recommendation after the hearing. You will receive notice from the Planning Department on the recommendation made by the commission.
- Attend the public hearing and work session of the City Council. The same public hearing procedures apply.
- Attend the meeting of the City Council at which the rezoning case will be voted upon.
- You will receive notice from the Planning Department on the decision made by the City Council.
- If you have further questions, need to withdraw the application, or make additions to the application, please contact the Planning Department.