SPECIAL EXCEPTION APPLICATION

Augusta GEORGIA

Department of Planning and Development

Planning Division

535 Telfair Street, Suite 300

Augusta, GA. 30901

706.821.1796

Only Completed Applications will be accepted

Revised 02.2017

Special Exception Application

An application to amend the official Zoning Map of Augusta, GA.

Application Date: _____

Applicant Information	Owner Information
Name: _____	**Name:** _____
Address: _____	**Address:** _____
City: _____	**City:** _____
State: _____ **Zip:** _____	**State:** _____ **Zip:** _____
Phone: _____	**Phone:** _____

Contact Person: _____ **Phone:** _____

Contact's e-mail: _____

I hereby request a Special Exception for the purpose of: _____
With the full acknowledgement that this exception is for the specified use only and cannot be changed without additional hearings before the Augusta Planning Commission and Augusta Commission.

Applicant is the: ☐ Owner ☐ Petitioner ☐ Contractor ☐ Purchaser ☐ Other

Property Address: _____

Present zoning _____

Map/ Parcel #: _____

Proposed Development: _____

I certify that I am the legal owner of the property for which this application is being made and that I have identified all individuals and business entities having an ownership interest in the real property in question on the space below.

Owner's Signature: _____ Date: _____

Petitioner's Signature: _____ Date: _____

Subscribed and affirmed before me in the county of _____, State of Georgia,

this _____ day of _____, 20 ____.

_____
(Notary's official signature)

_____
(Commission Expiration)

Notary Seal

Revised 02.2017

Standards Governing the Exercise of the Zoning Power

The following standards are used by staff to determine whether a proposed Special Exception will:

a) Will permit a use that is suitable in view of the use and development of adjacent and nearby property;

b) Adversely affect the existing use or usability of adjacent or nearby property:

c) Will result in a use which will or could cause an excessive or burdensome use of existing streets, transportation facilities, utilities, or schools:

d) Be in conformity with the policy and intent of the Comprehensive Land Use Plan:

Section 26-1 describes additional requirements specific to the proposed use considered for the Special Exception. Other considerations include by are not limited to:

Whether the property to be affected by a proposed exception has reasonable economic use as currently zoned;

Whether there are other existing or changing conditions affecting the use and development of the property which give supporting grounds for either approval or disapproval of the proposed exception.

In order to make an application to the Planning Commission you must submit the following: Completed application including all supporting documentation listed in this packet.

1. The following fees made payable to Augusta Planning and Development Department: $800.00
2. If you are not the property owner, you must attach a signed statement of consent from the property owner.
3. The Planning Commission meets on the first Monday of each month at 3:00 p.m. unless otherwise advertised due to a holiday. The calendar dates for said meetings are included in this application packet.
4. The Planning Commission is a recommending body and their decision is forwarded to the Augusta Commission for a final decision. The Augusta Commission meets on the third Tuesday of each month at 2:00 p.m. unless otherwise advertised.

Any use, other than churches or church related activities approved under 26-1 (A), established as a result of a Special Exception granted per Subsection 26-1 must be initiated within six (6) months of the granting, or the Special Exception shall no longer be valid. Special Exceptions for churches or church related activities granted per 26-1 shall initiate a use within five (5) years of the granting, or the Special Exception shall no longer be valid. The initiation of a use is established by the issuance of a valid business license by the Planning and Development Department or by other reasonable proof of the establishment of vested rights. If a Special Exception is granted and the use is initiated but later ceases to operate for a period of one (1) year, then the Special Exception shall no longer be valid.

_____

Signature of Applicant **Date**

_____

Print Name and Title

Disclosure of Campaign Contributions

Have you, within the two years immediately preceding the filing of this application, made campaign contributions aggregating **$250.00** or more to a local government official who will consider this application.

☐ Yes ☐ No

Applicant's Name: _____

Name and Official position of Government official	Contributions made: (List all which aggregate to $250 or more)	Date Contribution was Made: (in the last two years)

If necessary, attach additional sheets to disclose or describe all contributions.

Rezoning and Special Exception Checklist

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.

A pre-application meeting is required preceding submission of this application for an application to be deemed complete – call 706-821-1796

☐ **Pre-Application Meeting**

☐ Application Form

☐ Deed (Legal Description)

☐ Prepared Boundary Survey

☐ (4) Four Site Plans or concept plans 24" x 36" to scale
Requests involving a single family lot must provide a 11" x 17" scale plan
* Note: Additional site plan requirements may be deemed necessary

☐ Letter of Intent

☐ Conflict of Interest Certification / Campaign Contributions

☐ Application Fee – payable to Augusta Planning and Development Department

☐ Photographs

☐ Community Meeting (Strongly Recommended)

☐ Located within local Historic Preservation District (Summerville, Downtown or Olde Town)

Additional Exhibits that may be required (as necessary):

☐ Traffic Study

☐ Review Form for Development of Regional Impact

Signature of Staff Member accepting 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:** _____

Augusta Municipal Building
535 Telfair Street
2nd Floor Room 260 at 3:00pm
Pre-Meeting held in Room 291 at 2:00pm