

APPLICATION FOR AMENDMENT OF  
THE OFFICIAL ZONING ORDINANCE

No. \_\_\_\_\_  
Fees \$ \_\_\_\_\_

TO: The City of Royston Planning Commission

Application is hereby made for amendment of the official zoning ordinance, and if granted, the applicant agrees to conform to all laws, ordinances and resolutions regulating same.

Name of Applicant: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Amendment to: Zoning Map \_\_\_\_\_ Text Section \_\_\_\_\_

Describe the proposed Amendment: (Use an additional sheet if necessary)

\_\_\_\_\_  
\_\_\_\_\_

If and amendment to the Zoning Map:

What is the size of the property? \_\_\_\_\_ Tax Map No. \_\_\_\_\_

What is the present use? \_\_\_\_\_

What is the proposed use? \_\_\_\_\_

Why are you requesting this amendment? \_\_\_\_\_

\_\_\_\_\_

I hereby certify that the above information is true and correct.

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

1. Include on a separate sheet a site plan of the project which includes the following:
  - a) Actual dimensions of the property:
  - b) Location and type of existing structures
  - c) The zoning and use of surrounding property
  - d) Letter of Intent for the Property
2. Action on the Request: (To be completed by the Zoning Administrator)
  - a) Health dept. review received on \_\_\_\_\_
  - b) Submitted to the Planning Commission on \_\_\_\_\_ Agenda No. \_\_\_\_\_
  - c) Planning Commission action:  
\_\_\_\_\_  
\_\_\_\_\_

## Zoning Ordinance Amendment

### Section 6. Application Requirements

Application materials specified in this section shall be required for the following petitions: amendments to the official zoning map, conditional use permits, variances and appeals.

1. An application form furnished by the zoning administrative officer
2. A legal description of the property to be considered in the application. The legal description shall be by metes and bounds unless an alternative legal description (such as a tax plat map) is accepted by the zoning administrator. Boundary surveys of the property should be submitted with the application whenever available;
3. A letter of intent that describes general characteristics of the proposed development such as type and timeframe of development, background information in support of such application, and any other information deemed pertinent by the applicant. For variance applications, the letter of intent shall address the criteria specified in section 10 of this ordinance. For zoning map amendment applications, the letter of intent shall address the standards specified of intent shall address the standards specified in section 9 of this ordinance.
4. Applications for variances, conditional use permits and map amendment to commercial or industrial zoning districts shall require a site plan with all information specified. Unless otherwise noted in the approval, the site plan submitted in support of an approved application shall be considered a part of the approval and must be followed.
5. A fee for said application as established by the governing body from time to time
6. Applications which require action by the governing body from time to time disclosure of any conflicts of interest as specified in O.C.G.A 36-67A-1 et seq., "Conflict of Interest in Zoning Actions."

### **Section 7. Site Plan Requirements**

All site plans required by this ordinance shall, at a minimum, contain the following information:

1. Title of the proposed development and the name, address and telephone number of the property owner.
2. The name, address and telephone number of the architect, engineer or other designer of the proposed development.
3. Scale, date, north arrow, and general location map showing relationship of the site to streets or natural landmarks.
4. Boundaries of the subject property, all existing and proposed streets, including right-of-way and street pavements widths; buildings; watercourses; parking and loading areas, and other physical characteristics of the property and posed development.