



CITY OF FOREST PARK
785 Forest Parkway
Forest Park, Georgia 30297
Planning, Building and Zoning
(404) 608-2303

REZONING APPLICATION

Important Notice:

Please read the application carefully. The Planning, Building & Zoning Department will not accept an incomplete application. Submittal of partial or incomplete applications will not be accepted. This request is subject to all Planning, Building and Zoning requirements under the jurisdiction of the City of Forest Park. If you have any further questions concerning these requirements, please contact the City of Forest Park Planning, Building and Zoning Department for clarification.

Rezoning Application Checklist

Please submit the following materials in addition to this application:

1. **Authorization(s) of property owner(s);**
2. **Notarized authorization(s) of attorney** (only if an attorney is filing the application on behalf of a property owner);
3. **Letter of intent;**
4. **A copy of a survey plat of the property to be rezoned;**
5. **A written legal description** (in metes and bounds);
6. **A conceptual site plan.** This plan must be drawn to scale and must depict the proposed use of the property. This must include the following:
 - A scale and north arrow;
 - The proposed land use and building outline as it would appear (should the rezoning application be approved);
 - The present zoning classification of all adjacent parcels;
 - The gross square footage of all proposed buildings;
 - The proposed location of all driveways and entry/exit points for vehicular traffic, using arrows to depict direction of movement;
 - The location of all required off-street parking and loading spaces, including number of spaces and driveway dimensions;
 - Required yard setbacks (appropriately dimensioned);
 - The location and extent of required buffer areas, depicting extent of natural vegetation, as well as the type and location of additional vegetation (if required).
7. **File notarized application and all required materials with the City of Forest Park Planning, Building and Zoning Department.**
8. **Pay application fee.** The rezoning application fee is \$250. The fee is due upon submission of this application. Please make check payable to The City of Forest Park.

Applicant Information

Applicant: _____

Address of Property: _____

Email Address: _____ Phone: _____

Property Owner (if different from above): _____

Mailing Address (if different from above): _____

Email Address: _____ Phone: _____

Size of Property: Square Footage: _____ Acres: _____

Present Zoning Classification: _____ Proposed Zoning Classification: _____

Present Land Use: _____

Proposed Land Use: _____

I hereby make application to the City of Forest Park to rezone the above referenced property. I do hereby swear or affirm that the information provided here and above is true, complete, and accurate. I understand that any inaccuracies may be considered just cause for invalidation of this application and any action taken on this application. I understand that the City of Forest Park reserves the right to enforce all ordinances regardless of any action or approval of this application. Furthermore, I understand that it is my/our responsibility to conform with all the City of Forest Park's ordinances in full. I hereby acknowledge that all requirements of the City of Forest Park shall be adhered to. I attest that I have read and understand this application or have had it read to me (if I could not read it myself). I understand that it is a felony to make false statements or writings to the City of Forest Park pursuant to O.C.G.A. 16-10-20 and I may be prosecuted for a violation thereof.

SIGNATURE: _____ Date: _____

PRINT NAME: _____

Sworn to and subscribed before me

This _____ day of _____, 20____.

Notary Public

Letter of Intent*

This image shows a full page of blank white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page, providing a template for writing or drawing. There are no margins, text, or other markings present.

Authorization of Property Owner

I CERTIFY THAT I AM THE OWNER OF THE PROPERTY LOCATED AT:

City of Forest Park, Clayton County, Georgia

WHICH IS THE SUBJECT MATTER OF THIS APPLICATION. I AUTHORIZE THE APPLICANT NAMED BELOW TO ACT AS THE APPLICANT IN PURSUIT OF A REZONING OF THE PROPERTY.

Name of Applicant: _____

Applicant Address: _____

Applicant Phone: _____

Owner Signature

Owner Name (please print)

Sworn to and subscribed before me

This _____ day of _____, 20_____.

Notary Public

Authorization of Attorney

Date: _____

THIS SERVES TO CERTIFY THAT AS AN ATTORNEY-AT-LAW, I HAVE BEEN AUTHORIZED BY THE OWNER(S) TO FILE THE ATTACHED APPLICATION FOR REZONING OF THE PROPERTY LOCATED AT:

City of Forest Park, Clayton County, Georgia

Name of Attorney

Address

Phone

Email

Disclosure of Campaign Contributions & Gifts

Application filed on _____, 20____ for action by the City Council on the following rezoning:

Address to be rezoned

All individuals, business entities, or other organizations having a property or other interest in said property that is the subject of this application are as follows:

_____, _____, _____

The undersigned below has complied with the Official Code of Georgia Section 36-67A-1, et. Seq., Conflict of Interest in Zoning Actions, and has submitted or attached the required information on this form as provided.

Have you, as the applicant, or anyone associated with this application or property, within the two (2) years immediately preceding the filing of this application, made campaign contributions aggregating \$250.00 or more to a member of the Forest Park City Council?

Yes: _____ No: _____

If yes, please complete the following section (attach additional sheets if necessary):

Name and Official Position of Government Official	Contributions (only those which aggregate to \$250.00 or more)	Date of Contribution (Within the last two (2) years)

I do hereby certify that the information provided herein is both complete and accurate to the best of my knowledge.

Applicant Signature

Type or Print Name and Title

Applicant Representative Signature

Type or Print Name and Title

Notary Signature

Date

(Affix Seal Here)

The Zoning Amendment Process

- A zoning amendment is typically sought when a property owner wishes to use land in a way that is not permitted by the current zoning of the property. In such cases, the property owner must file an application to rezone the property to a zoning classification that allows for the desired use.
- The applicant submits a zoning amendment application to the Planning, Building and Zoning Department. In addition to this application, the applicant must include all necessary documentation (see application checklist) and pay the application fee of \$250.00.
- Planning, Building and Zoning staff will then evaluate the request and compose a staff report for the zoning amendment proposal. During this process, staff will visit the site and make an on-site assessment of the property and the surrounding area to determine the impact of the rezoning on the adjoining properties. Staff will also review the compatibility of the rezoning with the Future Lane Use Map as outlined in the adopted Comprehensive Plan.
- The public hearing dates will be set and published in the legal section of the Clayton News Daily to run for two consecutive weeks. The first notice will appear at least fifteen (15) days in advance and no more than thirty (30) days prior to the public hearing date.
- The subject property will be posted with informational signs. These signs include information about the property's current zoning, the proposed zoning amendment, and the time, date, and location of the public hearing. Signs shall be posted at least fifteen (15) days prior to the hearing date. These signs shall be placed where it can be seen from a public road, when possible.
- Notification of the zoning amendment request and the public hearing dates will be sent to the neighboring property owners.
- Planning, Building and Zoning staff will complete the staff report and will prepare the recommendation to the Planning Commission.
- The Planning Commission will hold a public hearing (see calendar) and will recommend one of the following to the zoning amendment: approval, conditional approval, or denial.
- This recommendation will be forwarded to the Mayor and City Council for consideration.
- The zoning amendment request* and the Planning Commission's recommendations are placed before the Mayor and City Council for a final determination.

*Only one reading is required for the zoning approval or denial.