



Columbus Consolidated Government
 Planning Department
 Development Resource Center
 420 10th Street, P.O. Box 1340
 Columbus, Georgia 31902



Application Package For Rezoning/Text Amendments

INSTRUCTIONS	i
Page 1– Application for a Rezoning/Text or Conditions Amendment (required)	i
Page 2 – Application for a Rezoning/Text or Conditions Amendment (required) continued	i
Page 3 – Special Power of Attorney Affidavit	iii
Page 4 – Interest Disclosure Affidavit.....	iii
Additional Information.....	iii
APPLICATION FOR A REZONING/TEXT AMENDMENT.....	1
SPECIAL POWER OF ATTORNEY AFFIDAVIT	3
INTEREST DISCLOSURE STATEMENT FOR ZONING CASES	4
REZONING TYPES FORM.....	5
DEVELOPMENT OF REGIONAL IMPACT THRESHOLDS.....	6

INSTRUCTIONS

All items contained in this application package must be completed and submitted with the supplemental items identified in the reference manual. A pre-application conference with staff is recommended to insure that all information is submitted with the application. Additional information may be requested during the pre-application conference and during the application review process. **Please attach additional pages where necessary to identify all requested information clearly. Deadline dates are the second and fourth Mondays of the month.**

Page 1– Application for a Rezoning/Text or Conditions Amendment (required)

1. **Project Name:** Please give your rezoning request an identifiable name.
2. **Property Location:** Information listed here shall enable the property to be located on the ground with the aid of a map. A general location description using street names and addresses are usually sufficient.
3. **Legal Description of Property:** Written legal description of the property. Full metes and bounds description is required rather than plat information (e.g.-Copy of the deed). In the boxes below this section, please show the existing and proposed zoning for the property, along with the number of acres.
4. **Current Use of Property:** The property's existing land use.
5. **Proposed Use of Property:** The intended use of the property.
6. **Reason For Request:** A request to amend the zoning atlas should be based upon the Comprehensive Plan and must have sound reasons that indicate why the current zoning should be changed. It is up to the applicant to make the case for the change. Check the boxes that apply on how your request satisfies each of the following statements. You may also attach additional sheets to explain your answers.

Page 2 – Application for a Rezoning/Text Amendment (required) continued

7. **Listing of Application Contacts:** The names and addresses of all owners, agents, consultants, should be listed here. Please check the box of the contact to which correspondence will be sent.
8. **Post of Public Notice on Property:** Please identify the number sign(s) posted and where they are located on the concept plan. An application will not be processed until the signs are posted and certified by the applicant.
 - (1) At the time a petition for a zoning change is filed with the Columbus Consolidated Government Planning Department, the petitioner shall post a sign or signs of wood or metal, a minimum of 48 vertical inches by 72 horizontal inches in size, and with lettering of a minimum of three inches in height in black letters on a white background, except that the **existing and the proposed zoning districts shall be in red letters.**
 - (a) The sign shall list the name of the applicant, telephone number, address of property, present zoning, proposed zoning, proposed use of the property and the telephone number of the Department of Planning.
 - (b) A sign shall be placed within one foot of the public right-of-way along street frontage of the property at 500-foot intervals for which the zoning change has been requested.
 - (c) If the property has 500 feet or less frontage, only one sign is required.
 - (d) If the property has no street frontage, the sign shall be placed within one foot of the right-of-way of the street or road at each location from which access will be gained to the property.
 - (2) The petitioner shall notify the Director of Planning in writing that the signs have been erected and where they are located (to be shown on this application). **Pictures of the rezoning sign are required to complete the application.**
 - (3) The signs shall remain posted until final action has been taken by the Council or the application has been withdrawn.

(4) The petitioner shall remove all “notice to rezone” signs within 10 days after final action by Council.

NOTICE TO REZONE

NAME: THE ZONING COMPANY

TELEPHONE: 555-555-5555

ADDRESS: 123 ZONING WAY

PRESENT ZONING: RE5

PROPOSED NEW ZONING: RE10

PROPOSED USE:

ADDITIONAL INFORMATION:

COLUMBUS CONSOLIDATED GOVERNMENT

PLANNING DEPARTMENT

PLANNING DIVISION: (706) 653-4116

Example of a Rezoning Sign

9. **Owner(s) Signature:** The property owner(s) must sign and date the application. If the owner does not sign the application, a power of attorney must be submitted indicating as such; see page 3.
10. **Concept Plan:** An application for a rezoning shall be accompanied by ten copies of the concept plan as required by the Columbus Consolidated Government.
 - (a) The applicant, a professional engineer, a registered land surveyor, a landscape architect, a land planner or any other person familiar with land development activities may prepare a concept plan.
 - (b) The concept plan shall be drawn to scale on a boundary survey of the tract or on a property map showing the approximate location of the boundaries and dimensions of the tract based on the legal description of the property.
 - (c) The concept plan shall show, as appropriate to the zoning or special exception use requested, the information indicated below.
 - 1) Location of existing roads and driveways, including widths, location of existing parking areas and other such details as may be pertinent to the review and recommendation of the petition.
 - 2) Name and address of the property owner.
 - 3) Name, address and telephone number of the applicant. Date of survey, north point and graphic scale, source of datum, date of plan drawing and revision dates, as appropriate.
 - 4) Proposed use of the property.
 - 5) Location (Land District and Land Lot) and size of the property in acres or in square feet if less than an acre.
 - 6) Location sketch of the property in relation to the surrounding area with regard to well-known landmarks such as arterial streets and railroads.
 - 7) Sketches may be drawn in freehand and at a scale sufficient to show clearly the information required, but not less than one inch equal to 2,000 feet.
 - 8) U.S. Geological Survey maps may be used as a reference guide for the location sketch.
 - 9) Zoning district classification of the subject property and all adjacent properties, and zoning district boundaries as appropriate.
 - 10) Man-made features within and adjacent to the property, including existing streets and names, city and county political boundary lines, and other significant information such as location of

bridges, utility lines, existing buildings to remain and other features as appropriate to the nature of the request.

- 11) The proposed project layout including the information listed below:
 - a. For subdivisions, approximate lot lines and street right-of-way lines, along with the front building setback line on each lot.
 - b. For multifamily and nonresidential development projects, the approximate outline and location of all buildings and the location of all minimum building setback lines, outdoor storage areas, solid waste disposal facilities, buffers, curb cuts, parking areas and driveways.
- 12) A statement as to the source of domestic water supply.
- 13) A statement as to the provision for sanitary sewage disposal.
- 14) The approximate location of proposed storm water detention facilities.
- 15) Such additional information as may be useful to permit an understanding of the proposed use and development of the property.

Page 3 – Special Power of Attorney Affidavit

If the property owner(s) is giving authorization to the applicant to act on their behalf, this form must be signed and notarized.

Page 4 – Interest Disclosure Affidavit

This form is required to be signed by the applicant and to be notarized, which states whether the applicant has or has not made contributions aggregating \$250.00 or more to member(s) of the Columbus Consolidated Government’s City Council.

Additional Information

The fee for a rezoning/text amendment application is below. If the fee is paid by check or money order, please make it payable to the Columbus Consolidated Government. The fee shall not be refundable after the application has been submitted. No application will be processed until all items on the form have been completed to the satisfaction of the Columbus Consolidated Government. The applicant or his/her appointed representative must be present at the Planning Advisory Commission meeting and the Public Hearing before City Council.

Fee Schedule*

Master Planned Development Overlays.....	\$1,200
Major Rezoning.....	\$1,000
Minor Rezoning.....	\$700
Text Amendment.....	\$500
Development of Regional Impact.....	\$300
Condition Change.....	\$500

*Please see Page 5 regarding zoning type. Please check the box(s) that apply to your type of rezoning submission.



COLUMBUS CONSOLIDATED GOVERNMENT
APPLICATION FOR
REZONING



TO THE CITY COUNCIL OF THE COLUMBUS CONSOLIDATED GOVERNMENT

1. Project Name: _____

2. Property Location: _____

3. Legal Description of Property: _____

✓ The undersigned, being all of the owner(s), contract purchasers, or the respective duly authorized agents thereof, do hereby petition to change the zoning of the property described below and shown on the accompanying plans, which are made part of this application, as follows:

From: (Existing Zone)	To: (Proposed Zone)	Acres:	Total Acres

- OR -

. The undersigned propose(s) to amend the text of the UDO or the conditions of Zoning Case #: _____ . Please attach a written statement describing the requested amendment to this particular zoning case.

4. Current Use of Property: _____

5. Proposed Use of Property: _____

6. Reason for Request: Please check below all that apply on how your request satisfies each of the following requirements (You may attach additional sheets to explain your answers):

- . Comprehensive Plan:
The proposed use(s) is compatible with the purpose and intent of the comprehensive plan.
- . Consistency:
The proposed use(s) is consistent with the purpose and intent of the zoning district.
- . Suitability:
The proposed use(s) is suitable in view of the zoning and development of adjacent and nearby properties.
- . Affect on Existing Uses and Properties:
The proposed use(s) will not adversely affect the existing use(s) or usability of adjacent or nearby properties.
- . Use of Current Zoning:
There are substantial reasons why the property cannot or should not be used as it is currently zoned.
- . Impact of Proposed Zoning or Use:
The proposed use(s) will not cause an excessive or burdensome use of public facilities or services, including, but not limited to, streets, schools, water, or sewer utilities and police or fire protection.
- . New or Changing Conditions:
The proposed use is supported by new or changing conditions not anticipated by the comprehensive plan or reflected in the existing zoning on the property or surrounding properties.
- . Public and Private Property Rights:
The proposed use reflects a reasonable balance between the promotion of the public health, safety, morality or general welfare and the right to unrestricted use of property.

7. Listing of Application Contacts: The name(s), mailing address(s), and telephone number(s) of owner(s), authorized agents(s), contract purchaser/lessee, and consultant(s) as applicable are:

. Owner of Property

Name: _____
Mailing: _____
Address: _____
Phone: _____
Email: _____

. Authorized Agent(s)

Name: _____
Mailing: _____
Address: _____
Phone: _____
Email: _____

. Contract Purchaser/Lessee

Name: _____
Mailing: _____
Address: _____
Phone: _____
Email: _____

. Engineer

Name: _____
Mailing: _____
Address: _____
Phone: _____
Email: _____

Please check the box next to the contact to which correspondence should be sent.

8. Posting Notice of Rezoning/Amendments: A total of ____ sign(s) has/have been posted on _____, _____, 20____ and is/are located as shown by the concept plan.

9. Concept Plan Required: One (1) copy of the concept plan for the property to be rezoned must also accompany this application when submitted. Please refer to the instructions for further information.

I have read this application, understand its intent, and freely consent to its filing. Furthermore, I have the power to authorize and hereby grant permission to Columbus Consolidated Government officials and other authorized government officials on official business to enter the property as necessary to process this application.

Signed this ____ day of _____, 20____.

Signature of Owner

(If anyone other than the owner is signing, a power of attorney must be attached.)

SPECIAL POWER OF ATTORNEY AFFIDAVIT

STATE OF GEORGIA
COUNTY OF MUSCOGEE

This _____ day of _____, 20____,

I, _____ the owner of

_____ make, constitute, and appoint

(Describe land by parcel identification number [PIN])

_____, my true and lawful attorney-in-fact, and in

(Name of Agent(s))

my name, place and stead giving unto said _____ full

power and authority to do and perform all acts and make all representation necessary, without any limitation whatsoever, to make application for said rezoning.

The right, powers, and authority of said attorney-in-fact herein granted shall commence and be in full force and effect on _____, _____, 20____, and shall remain in full force and effect thereafter until actual notice, by certified mail, return receipt requested is received by the Columbus Consolidated Government's office of the Columbus Consolidated Government stating that the terms of this power have been revoked or modified.

Owner

STATE OF GEORGIA:

County of _____

Subscribed and sworn to before me this _____ day of _____, 20____ in my county and state aforesaid, by the aforementioned principal.

NOTARY PUBLIC

My Commission Expires: _____

COLUMBUS CONSOLIDATED GOVERNMENT
INTEREST DISCLOSURE STATEMENT FOR ZONING CASES
DISCLOSURE OF CAMPAIGN CONTRIBUTIONS
(Required by Title 36, Chapter 67-A. Official Code of Georgia Annotated)

Reference Application filed on _____, _____, 20____.
(Month) (Day)

To rezone real property described as follows:

(Please Check One)

. Within the two years immediately preceding the above filing date, the applicant has made campaign contributions aggregating \$250.00 or more to member(s) of the City Council of the Columbus Consolidated Government who will consider the application and is listed below. List (1) the name and official position of the local government official and (2) the dollar amount, description, and date of each such campaign contribution (Attached additional pages as necessary):

_____	_____
_____	_____
_____	_____

. Within the last two years preceding the above filing date, the applicant has made no contributions aggregating \$250.00 to any members of the City Council of the Columbus Consolidated Government. I hereby depose and say that statements herein are true, correct, and complete to the best of my knowledge and belief.

Signature of Applicant

STATE OF GEORGIA:

County of _____

Subscribed and sworn to before me this _____ day of _____, 20____ in my county and state aforesaid, by the aforementioned principal.

NOTARY PUBLIC

My Commission Expires: _____

Rezoning Types (please check appropriate request):

Master Planned Development Overlays

- Planned Unit Development (PUD)
- Planned Commercial Development (PCD)
- Planned Mixed-Use Development (PMUD)
- Planned Industrial/Manufacturing Development (PID)

Major Rezoning

Qualifications:

Inconsistent with Comprehensive Plan

Inconsistent with any element of the Columbus-Phenix City Transportation Plan

One entrance on a major arterial

Initiates a Development of Regional Impact (DRI) review

A project that would include any of the following uses:

More than 100 dwelling units

More than 100 hotel rooms

More than 100,000 square feet of gross floor area in office use

More than 25,000 square feet of gross floor area in commercial sales or services use

More than 150,000 square feet of gross floor area in warehouse, wholesale, or industrial use

Minor Rezoning

A rezoning amendment that is not a major zoning change.

Text Amendment

An amendment to the Unified Development Ordinance.

Development of Regional Impact (DRI)

Any application that would result in a zoning change that meets or exceeds any of the thresholds listed on Page 6, or as otherwise adopted by the Georgia Department of Community Affairs, shall be considered a development of Regional Impact (DRI).

Condition Change

An amendment to a rezoning condition.

Developments of Regional Impact (DRI)

Any application that would result in a zoning change that meets or exceeds any of the thresholds listed on Page 6, or as otherwise adopted by the Georgia Department of Community Affairs, shall be considered a development of Regional Impact (DRI).

1. *Office.* New office use greater than 400,000 gross square feet.
2. *Commercial.* New commercial use greater than 300,000 gross square feet.
3. *Wholesale and Distribution.* New wholesale and distribution use greater than 500,000 gross square feet.
4. *Hospital and Health Care Facilities.* New hospitals and health care facilities greater than 300 new beds or generating more than 375 peak hour vehicle trips.
5. *Housing.* New housing greater than 400 new lots or units.
6. *Industrial.* New industrial use greater than 500,000 gross square feet, or employing more than 1,600 people, or covering more than 400 acres.
7. *Hotels.* New hotels greater than 400 rooms.
8. *Mixed Use.* Mixed use with a total gross square footage greater than 400,000 or covering more than 120 acres.
9. *Airports.* Any new airport, new runway or runway extension.
10. *Attractions and Recreational Facilities.* Attractions and recreational facilities greater than 1,500 parking spaces or a seating capacity of more than 6,000.
11. *Post-Secondary Schools.* New post-secondary school with capacity of more than 2,400 students or expansion of this type school by at least 25% of capacity.
12. *Waste Handling Facilities.* New waste handling facilities or expansion of an existing facility by 50 percent or more and located within ½ mile of a jurisdictional boundary.
13. *Quarries, Asphalt or Cement Plants.* New quarries, asphalt or cement plants or facilities or expansion of existing facility by more than 50 percent and located within ½ mile of a jurisdictional boundary.
14. *Wastewater Treatment Facilities.* New wastewater treatment facility or expansion of existing facility by more than 50 percent and located within ½ mile of a jurisdictional boundary.
15. *Petroleum Storage Facilities.* New petroleum storage facilities with storage greater than 50,000 barrels, if within 1,000 feet of any water supply; otherwise, storage greater than 200,000 barrels; and located within ½ mile of a jurisdictional boundary.
16. *Intermodal Terminals.* New intermodal terminals facilities.
17. *Truck Stops.* A new facility with more than 3 diesel fuel pumps, or containing a ½ acre of truck parking or 10 truck parking spaces.
18. *Other Development Types.* Any other development types not identified above, including parking facilities of at least 1,000 parking spaces.