

## APPLICATION TO REZONE PROPERTY

*The Macon-Bibb County Planning and Zoning Commission recognizes that periodic changes to the zoning boundaries or classification of property may become necessary to ensure continued orderly development within this community in accordance with the purpose and intent of the Comprehensive Land Development Resolution. Changing the zoning classification of property is a legislative action that requires review and approval by the Planning and Zoning Commission at a public hearing. To facilitate a fair and timely hearing and to meet the legal requirements for public hearings and public notice, strict adherence to application requirements must be imposed. The applicant supplies much of the information used by both the staff and the Commission to review the proposal so it is imperative that the application and support documents be accurate and complete and submitted in compliance with the established deadlines. Please read the information contained in this application carefully and adhere to all the specified requirements. The Planning and Zoning staff cannot accept partial applications nor extend deadlines.*

### Minimum Application Requirements

#### Preapplication Conference

It is highly recommended that the applicant meet with the Planning and Zoning staff prior to submitting the rezoning application. The purpose of this meeting is to familiarize the applicant with the rezoning process and to discuss particulars of the rezoning proposals. All discussions remain confidential between the staff and applicant until such time as an application is filed and becomes public record. An appointment is required for this meeting so it should be scheduled well in advance of the deadline date.

#### Application Form

The attached application form and certifications must be completed. The information requested must be either typed or printed clearly.

#### Legal Description

A “metes and bounds” legal description of the property to be rezoned must be submitted. The description, that must be **typed and doubled spaced**, shall establish a point of beginning and from the point of beginning give each dimension bounding the property calling the directions (such as north, northeasterly, southerly, etc.) which the boundary follows around the property returning to the point of beginning. If there are multiple properties proposed for rezoning they must be combined into one legal description. If the properties are not contiguous a separate application and legal description must be submitted for each property. Two printed copies of the legal description and a digital copy of the legal description must be submitted with the application. The digital copy can be submitted on a CD or sent via email as a Microsoft WORD document.

#### Map/Plat

A map or plat, drawn to scale and clearly indicating the property to be rezoned must be submitted. At a minimum, the map/plat must include the property lines, dimensions, acreage, and location of the tract(s) to be rezoned. Adjoining properties, public rights of way, streets, highways, and utility easements must be clearly

identified. The maximum size of the map/plat shall be 24”x 36”. Two copies of the map/plat are required as well as a copied reduction that is no larger than 11”x 17”.

### **Site Plan**

The application shall be accompanied by a site plan with enough information shown so that the proposal is clearly depicted. At a minimum the plan shall include:

- ❑ All property lines, rights of way, and easements
- ❑ Locations, size, and use of all existing and proposed structures. Where applicable show density calculations, unit count, and square footage figures
- ❑ Graphically indicate required minimum setbacks from all property lines
- ❑ Existing and proposed streets, roads and driveways clearly identified and dimensioned
- ❑ Proposed parking areas showing location and arrangements of parking spaces, access to public streets, location of existing driveways on adjacent properties including those across the street from the proposed project. Indicate required and proposed numbers of parking spaces
- ❑ Proposed walls, fences, buffers, and landscaped areas
- ❑ Location of water courses, major drainage areas, limits of the 100 year floodplain, delineated wetland areas, and any other natural features that exist on the site.
- ❑ If applicable, graphically indicate proposed phasing

*PLEASE NOTE: The site plans shall be drawn to scale and shall be no larger than 24”x 36”. (Presentation drawings used by the applicant at the Commission hearing may be larger) Two copies of the site plan are required as well as a copied reduction that is no larger than 11”x 17”. Any other information submitted for Commission review must also be submitted in duplicate.*

### **Narrative Description of the Proposal**

A narrative explaining in **detail** the proposed use of the property and a thorough description of the development must be submitted. It should also include an explanation and a justification for the rezoning using the criteria for zoning amendments that are enumerated in Section 28.08 of the Comprehensive Land Development Resolution as a guide.

### **Additional Information**

Additional information may be required depending on the size and location of the property, or the zoning classification requested. Since the requirements for rezonings can vary, it is imperative that the applicant addresses the need for additional information at the preapplication meeting. Such information may include additional data for projects considered a “Development of Regional Impact”, traffic impact analysis, architectural drawings, photographs, or information required for planned development proposals as specified in Chapter 19 of the Comprehensive Land Development Resolution and described below.

## **Application Fee**

A fee must accompany each application. The fee includes a base fee plus a per acreage charge. All acreage is rounded up to the nearest acre (1.03 acres rounds up to 2.0 acres). Checks should be payable to Macon-Bibb County P&Z or MBPZ. The Zoning staff can provide you the latest applicable fee for your proposal.

## **After Rezoning Application is Filed**

When the rezoning application is filed the Planning and Zoning Staff will review it to ensure compliance with all of the above stated requirements. Once it has been accepted it will be scheduled for a public hearing and the staff will start the process of public notification. To facilitate the placement of the required rezoning sign on the property, the staff will place a wooden stake with a ribbon marker attached on the property in a conspicuous spot near the adjoining road. This should be done no less than 25 days prior to the zoning hearing.

The staff will have the required notice of the hearing published in the legal ads of the Macon Telegraph during a time period that is no more than 20 and no less than 15 days prior to the zoning hearing. The metes and bounds legal description that is submitted as part of the rezoning application is used in the legal ad to describe the property to be rezoned.

During this time the staff will also review the proposal, make site visits, confer with other city and county departments and prepare a staff report. The report, which is forwarded to the Planning and Zoning Commission, will present the staff's findings and will include a recommendation regarding the proposal. The report will be mailed to the applicant and will be available for public review approximately 6 days prior to the hearing.

## **Hearing Dates and Deadlines**

The Planning and Zoning Commission has public hearings every second and fourth Monday of each month. The submittal deadline for rezoning applications is 12 noon, 45 days prior to the public hearing at which it is to be considered. Since hearings and deadlines are subject to change because of holidays, the applicant should verify hearing and deadline dates with the Zoning staff.

## **Requirements for Planned Development Districts**

Creation of a Planned Development District is a two step process. The Planning and Zoning Commission must first rezone the land in question from its present zoning classification and approve a conceptual plan with development standards for the proposal. The second step is the final site plan that must be approved by the Commission as a conditional use application.

Rezoning applications for planned development districts must therefore include a conceptual plan with proposed development standards for the proposal. The conceptual plan shall consist of text, maps, drawings and any other information that the applicant may deem necessary to support the application. The application shall clearly describe how the proposed development of the site will meet the standards and purposes of the planned development district. At a minimum the conceptual plan shall include the following information:

- Property lines, rights of way and easements, existing topography, major vegetative growth, floodplains, significant water bodies, rock outcroppings and areas of historic significance.

- Location, use, number, and type of all buildings; square footage figures, density calculations, and unit counts; green spaces including developed landscaped areas and those to be preserved in their existing state; location of land to be dedicated to public use; points of access to the site; pedestrian and vehicular circulation ways and parking areas.
- Proposed phasing of the project if applicable
- A statement and analysis demonstrating the manner in which the proposed development will result in a more efficient and desirable development than could be accomplished by the use of conventional zoning categories.
- Statements relating to proposed restrictions, agreements or other documents indicating the manner in which any land intended for common or quasi-public use but not proposed to be in public ownership will be held, owned and maintained in perpetuity for the indicated purpose
- A list of proposed development standards consisting of lot area, yard setbacks, lot widths at building lines, building heights, maximum lot coverage of buildings, distances between all buildings, and parking requirements.
- Such other materials as the applicant may consider of importance in the evaluation of the plan or as the Commission may require in order to evaluate the proposed planned development with the requirements and purposes of the planned development district.

***PLEASE NOTE: Plans shall be drawn to scale and shall be no larger than 24"x 36". (Presentation drawings used by the applicant at the Commission hearing may be larger) Two full size copies and one copied reduction (11" x 17") of the site plan are required. Any other information submitted for the Commission's review must also be submitted in duplicate.***



### APPLICATION TO REZONE PROPERTY

**THIS SPACE FOR OFFICE USE ONLY**

MAP/ PARCEL NUMBER: \_\_\_\_\_ DISTRICT: \_\_\_\_\_ AGENDA DATE: \_\_\_\_\_

PROPOSED USE: \_\_\_\_\_

RECEIPT NUMBER: \_\_\_\_\_ AMOUNT: \$ \_\_\_\_\_ DATE: \_\_\_\_\_

APPLICATION ACCEPTED BY \_\_\_\_\_ LEGAL CHECKED BY \_\_\_\_\_

DATE OF PRE-APPLICATION MEETING \_\_\_\_\_

**Applicant Information**

***PLEASE NOTE: Applicant must be the owner of the property, contract purchaser, or developer of the proposal associated with the rezoning.***

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

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

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

E-Mail: \_\_\_\_\_

***PLEASE NOTE: When possible, any correspondence for an agenda item will be by email.***

**Applicant's Agent Information**

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

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

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

E-Mail: \_\_\_\_\_

***PLEASE NOTE: When possible, any correspondence for an agenda item will be by email.***

**Owner Information**

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

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

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

E-Mail: \_\_\_\_\_

***PLEASE NOTE: When possible, any correspondence for an agenda item will be by email.***

**Property Information**

Street address of property proposed for rezoning: Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Number of acres proposed for rezoning: \_\_\_\_\_

Current zoning classification of property: \_\_\_\_\_ Proposed zoning classification of property: \_\_\_\_\_

Current use of the property: \_\_\_\_\_

Proposed use of the property: \_\_\_\_\_

**Rezoning Certifications**

If a contract purchaser or developer of the proposed rezoning is filing this application, both of the certifications below must be completed. If the owner is filing the application, only the owner’s certification must be completed.

**APPLICANT’S CERTIFICATION**

I have been authorized by the owner of the property to make this application. I am aware that should the Macon-Bibb County Planning and Zoning Commission deny this application; no new rezoning application can be submitted for the same parcel until the expiration of at least 6 months from the date of final denial.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Type or print name and title

**OWNER’S CERTIFICATION**

I am the owner of the property considered for rezoning in this application. I am aware that should the Macon-Bibb County Planning and Zoning Commission deny this application; no new rezoning application can be submitted for the same parcel until the expiration of at least 6 months from the date of final denial.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Type or print name and title

**Please make checks payable to Macon-Bibb County Planning and Zoning Commission  
If you have any questions and or concerns please contact us at [info@mbpz.org](mailto:info@mbpz.org)**

**DISCLAIMER**

By signing above, the applicant certifies that this application and supporting documentation furnished in addition and pursuant to this application is true and correct to the best of my knowledge. While the staff of the Macon-Bibb County Planning and Zoning Commission will endeavor to ensure that this application is processed and reviewed in accordance with all rights for procedural due process guaranteed under the law, the applicant assumes full responsibility for the reliability of the information which is required by this application. Any inaccuracies in the information presented by the applicant may hinder the review of the application and may diminish the ability for the applicant’s request to be assessed properly. Granting of the requested zoning classification does not grant the applicant all development rights prescribed within the zoning district. Subsequent permitting, site plan review, and plat review may limit the ability to construct allowable land uses or to construct allowable land uses to the maximum intensity and/or density of the approved zoning district. All proposed development shall be subject to regulations contained in the Comprehensive Land Development Resolution and any other applicable local, state, and federal regulations.