

The Planning Commission of the Unified Government of Cusseta-Chattahoochee
County, Georgia

**Request to Amend the Zoning Map
(Rezoning and Conditional Uses)**

1. **Location of Property:** _____
2. **Please Attach Legal Description of Property** (typed, double-spaced, metes and bounds description) and three (3) copies of plat showing north arrow, land lot and district, the dimensions, acreage and location of the tract(s) prepared by a land surveyor or engineer whose state registration is current and valid. The engineer's or land surveyor's seal shall be affixed to the plat.
3. **Map and Parcel Number** (as shown on Tax Assessor's Map): _____
4. **Zoning Classification: Current** _____ **Proposed** _____
5. **Current Use of Property:** _____
6. **Proposed Use of Property:** _____
7. **Reason for Request: (Check only one)**

_____ If the request change is to extend an existing zoning district to include this property, explain below why the proposed change should be made.

_____ If the requested change is not to extend an adjacent zoning district, explain below why this property should be placed in a different zoning district than all adjoining property. (How does this property differ from adjoining property and why should it be subject to different restrictions than those applying to adjoining property?)

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8. **Name, address, and phone number of property owner** (If applicant is not the Property owner, please complete the authorization on the next page):

9. **Name, address, and phone number of applicant (s) (If different from property Owner):**

10. **Posting of rezoning Sign: On _____ (date), a notification Sign was posted in a conspicuous place on the property requested for rezoning. (See attached page for sign specification)**

11. **Signature of Applicant:** _____

Date Signed: _____

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Authorization of Property Owner

I affirm that I am the owner, as shown in the records of the Cusseta –
Chattahoochee County, Georgia .Of the property which is the subject of
the attached application.

I Authorize the person listed as the applicant to pursue the rezoning of this
property.

Signature of Owner (s): _____

Sworn to and subscribed before me this _____ **day of**
_____, **20**_____.

Notary Public, County of _____

My Commission Expires: _____

Office Use only:

Date Application Accepted: _____

Amount Paid: _____

Payment made Via: _____ Cash _____ Check

FOR OFFICE USE ONLY

**Planning Commission
Recommendation:** _____

Planning Commission Chairman

Date

Board of Commissioners Action: _____

Chairman, Board of Commissioners

Date

Rezoning and/or Conditional use Application Instructions

- 1. Location of Property:** Information listed here shall enable the property to be located on the ground with the aid of a map. Street names and addresses are usually sufficient.
- 2. Legal Description of Property:** Written legal description. A full metes and bounds description is required (this information is normally found in the deed to the property). Three copies of a plat are also required.
- 3. Map and Parcel Number:** Please refer to the tax maps maintained by the Cusseta-Chattahoochee County Tax Assessors to obtain the map and parcel number.
- 4. Zoning Classification – Current/Proposed:** The current zoning Classification (obtained from the official zoning map) and the proposed zoning classification that the applicant feels is more appropriate than the current classification.
- 5. Current Use of Property:** The property's existing land use.
- 6. Proposed Use of Property:** The intended use of the property.
- 7. Reason for Request:** A request to amend the zoning map 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.
- 8. Name and Address of Property Owner:** List the names and current address of all property owners.
- 9. Name and Address of Applicant:** if the applicant is not the property owner, list the names and address of all the applicants.
- 10. Posting of Rezoning Sign:** The applicant is responsible for posting a rezoning sign in a conspicuous place on the property requested for rezoning. The sign must be posted the same day the rezoning application is filed. The sign must conform to the following specifications:

Sign Dimension: 4 feet by 8 feet

Wording of Sign: Please see following template:

NOTICE TO REZONE

**Name of Applicant or Owner:
Present Zoning District:
Proposed Zoning District
Date and Time of The Cusseta – Chattahoochee County, Planning
Commission Public Hearing:
Date and Time of The Cusseta – Chattahoochee County Board of
Commissioners Public Hearing:**

**BOTH PUBLIC HEARINGS WILL BE HELD AT THE CUSSETA-
CHATTAHOOCHEE COUNTY, GEORGIA COURTHOUSE**

**If the application is for conditional use, the sign must read as
follows:**

NOTICE OF CONDITIONAL USE REQUEST

**Name of Applicant Owner:
Present Zoning District:
Proposed Use of Property:
Date and Time of The Cusseta-Chattahoochee County, Georgia Planning
Commission Public Hearing:
Date and Time of Cusseta-Chattahoochee County, Georgia
Commissioners Public Hearing:**

**BOTH PUBLIC HEARINGS WILL BE HELD AT THE CUSSETA-
CHATTAHOOCHEE COUNTY, GEORGIA COURTHOUSE**

**If the application is for both a rezoning and a conditional use, the
sign must read as follows:**

NOTICE TO REZONE AND OF CONDITIONAL USE REQUEST

**Name of Applicant or Owner:
Present Zoning District:
Proposed Zoning District:
Proposed Use of Property:
Date and Time of Cusseta-Chattahoochee County Planning Commission
Public Hearing:
Date and Time of Cusseta-Chattahoochee County Commissioners Public
Hearing:**

**BOTH PUBLIC HEARINGS WILL BE HELD AT THE CUSSETA-
CHATTAHOOCHEE COUNTY , GEORGIA COURTHOUSE**

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11. Signature of Applicant: The applicant must sign and date the application.

Authorization of Property Owner: If the application is made by someone other than the property owner, the "Authorization of Property Owner" section must be completed. The property owner (s) must sign the authorization and the section must be notarized

Additional Information:

The fee for the rezoning application is \$75.00. If the fee is paid by check or money order, please make check payable to the "Cusseta-Chattahoochee County Unified Gov't. The fee is not refundable after the application has been submitted.

All applications must include a plat, drawn to scale, showing north arrow; land lot and district; to include the dimension, acreage, and location. The plat must be prepared by an engineer or land surveyor's whose state registration is current and valid; The engineer's and/or land surveyor's seal must be affixed to the plat.

No application will be processed until all items on the form have been completed and meet the satisfaction of the Planning Commission and The Unified Government of Cusseta-Chattahoochee County, Georgia

Applicant/Representative must be present at both hearing The Planning Commission and The Board of Commissioners public Hearing.

ORDINANCE 1999-2

MOBILE HOME AD VALOREM TAX COLLECTION

SECTION 1. Decal Required.

- (a) All persons owning a mobile home(s) based in the County on January 1 of each year shall obtain from Tax Commissioner a decal on or before May 1, as provided in section 48-5-492, Official Code of Georgia Annotated. This requirement pertains to all mobile homes, including those exempt from taxation by homestead exemption or other provisions of state law.
- (b) Such decal shall be affixed to the mobile home(s) by the owner in such a manner as to cause them to be easily visible for inspection.
- (c) Owners of mobile home(s) locating in the County after January of any year shall be required to report their mobile home(s) to the office of the Tax Commissioner within ten (10) working days

SECTION 2. Reports by Mobile Home Park Operators.

- (a) For the purpose of this ordinance, **Mobile Home Park** is defined as a parcel of land that has been improved to allow the placement of more than two (2) mobile homes for the purpose of providing living accommodations. Mobile homes may be owned by the park owner or mobile home space tenant.
- (b) Every owner and operator of a mobile home park is required to give the Tax Commissioner an inventory of all mobile homes based in the park a of October 1 of each year. The Tax Commissioner will make available an inventory of records as of October 1.

MOBILE HOME AD VALOREM TAX cont'd

SECTION 2. Reports by Mobile Home Operators

- (c) Every owner, manager and operator of a mobile home park is required to report to the Tax Commissioner any mobile home removal from park prior to said home being removed, if known to the park manager, operator or owner.
- (d) Every owner, manager and operator of a mobile home park shall furnish to the Tax commissioner an updated lot map of each park, and any changes shall be reported by January 1 of each year.
- (e) Every owner, manager and operator of a mobile home park is required to notify the Tax Commissioner of any change in ownership or of name of any mobile home park within 30 days of such change.

SECTION 3. Enforcement.

Any member of the Board of Tax Assessors is hereby appointed and designated as enforcement officer(s) and shall have the power to issue and serve citations and/or summons for violations of this ordinance.

Section 4. Penalties.

- (a) (1) It shall be unlawful to fail to attach and display on a mobile the decal as required by O.C.G.A. 48-5-492
- (2) Any person who violates paragraph (1) of this subsection shall be guilty of a misdemeanor and, upon conviction thereof, shall be punished by a fine of not less than \$25.00 nor more than \$200.00 except that up on receipt of proof of purchase of a decal prior to the date of the issuance of a summons, the fine shall be \$25.00.
- (b) (1) It shall be unlawful for any person to move or transport any mobile home which is required to and which does not have attached and displayed thereon the decal provided for **O.C.G.A. 48-5-492**.
- (2) Any person who violates paragraph (1) of this subsection shall be guilty of a misdemeanor and shall be punished by a fine of not less than \$200.00 nor more than \$1000.00 or by imprisonment for not more than 12 months, or both.

*The Planning Commission of the Unified Government of Cusseta-Chattahoochee
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Penalties cont'd

- (c) Violation of subsection (a) or (b) of this Code section may be prosecuted in the magistrate court of Cusseta-Chattahoochee County in the manner prescribed for the enforcement of county ordinances set forth in Article 4 of Chapter 10 of Title 15.

SECTION 5. Repeal.

All ordinances or parts of ordinances in conflict with this ordinance with this ordinance are hereby repealed.

SECTION 6. Effective Date.

This ordinance shall be effective upon its adoption.

*The Planning Commission of the Unified Government of Cusseta-Chattahoochee
County, Georgia*

**SO ORDAINED this 5th day of October, 1999 by a unanimous vote of
the Board of Commissioners.**

**BOARD OF COMMISSIONER
OF CHATTAHOOCHEE COUNTY**

**BY: _____
Chairperson
Dallas P. Jankowski**

Attest:

Ann Sills, Assistant Clerk
Ann Sills, Clerk

CERTIFICATE OF OCCUPANCY

OWNER _____ **PERMIT #** _____

This is to certify that the building located at _____

**For which a permit has been issued, has been completed according to the
plans on file in the Board of Commissioner's Office of the Unified
Government of Cusseta – Chattahoochee County, Georgia, and that the
proposed use of the building, to wit, as a _____ which
complies with all the building laws and the Zoning Ordinances of the
Unified Government of Cusseta-Chattahoochee County, Georgia.**

Dated this _____ **day of** _____ **2004.**

**Larry F. Dillard, Chairman –
Board of Commissioners
The Unified Government of Cusseta – Chattahoochee County, Georgia**

PERMIT FOR TEMPORARY POWER SERVICE

**AGREEMENT FROM BOARD OF COMMISSIONERS OF THE UNIFIED
GOVERNMENT OF CUSSETA-CHATTAHOOCHEE COUNTY GEORGIA**

NOTICE:

This temporary power service connection is for recreational (hook-up). No wastewater or other liquid effluent shall be discharged or allowed to accumulate on the ground surface.

No owner, authorized agent, or contractor shall start any construction or install any building or structure before proper permits are obtained from the Planning Commission Office of the Unified Government of Cusseta-Chattahoochee County, Georgia

LOCATION AND DESCRIPTION OF USE FOR TEMPORARY SERVICE:

MAP AND PARCEL #: _____

APPLICANT'S NAME: _____

APPLICANT'S ADDRESS: _____

PROPERTY OWNER'S NAME: _____

I hereby certify that the owner of the above referenced property has granted me permission to use the land for the following purpose: _____

And to locate a temporary power service for this use.

Signature of Applicant

Date

APPLICATION ACCEPTED BY: 	APPROVED FOR ISSUANCE BY:
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*The Planning Commission of the Unified Government of Cusseta-Chattahoochee
County, Georgia*

AUTHORIZATION OF ATTORNEY

APPLICATION FOR REZONING AND VARIANCE

**I CERTIFY THAT AS AN ATTORNEY AT LAW, I HAVE BEEN AUTHORIZED
BY THE OWNER TO FILE THE ATTACHED APPLICATION**

SIGNATURE OF ATTORNEY

TYPED NAME

ADDRESS

CITY STATE, ZIP CODE

TELEPHONE #

*The Planning Commission of the Unified Government of Cusseta-Chattahoochee
County, Georgia*

**CUSSETA-CHATTAHOOCHEE COUNTY, GEORGIA E-911
ADDRESSING VERIFICATION LETTER**

327 BROAD STREET

PO BOX 299

CUSSETA, GA 31805

PHONE: (706) 989-3421 FAX (706) 989-3736

e-Mail: cccplanning@aol.com

Date:

Name:

Old Address:

New Address:

City:

Zip:

Thank You

**Earetha Tymes
E-911 System
Planning Commission, Secretary**