

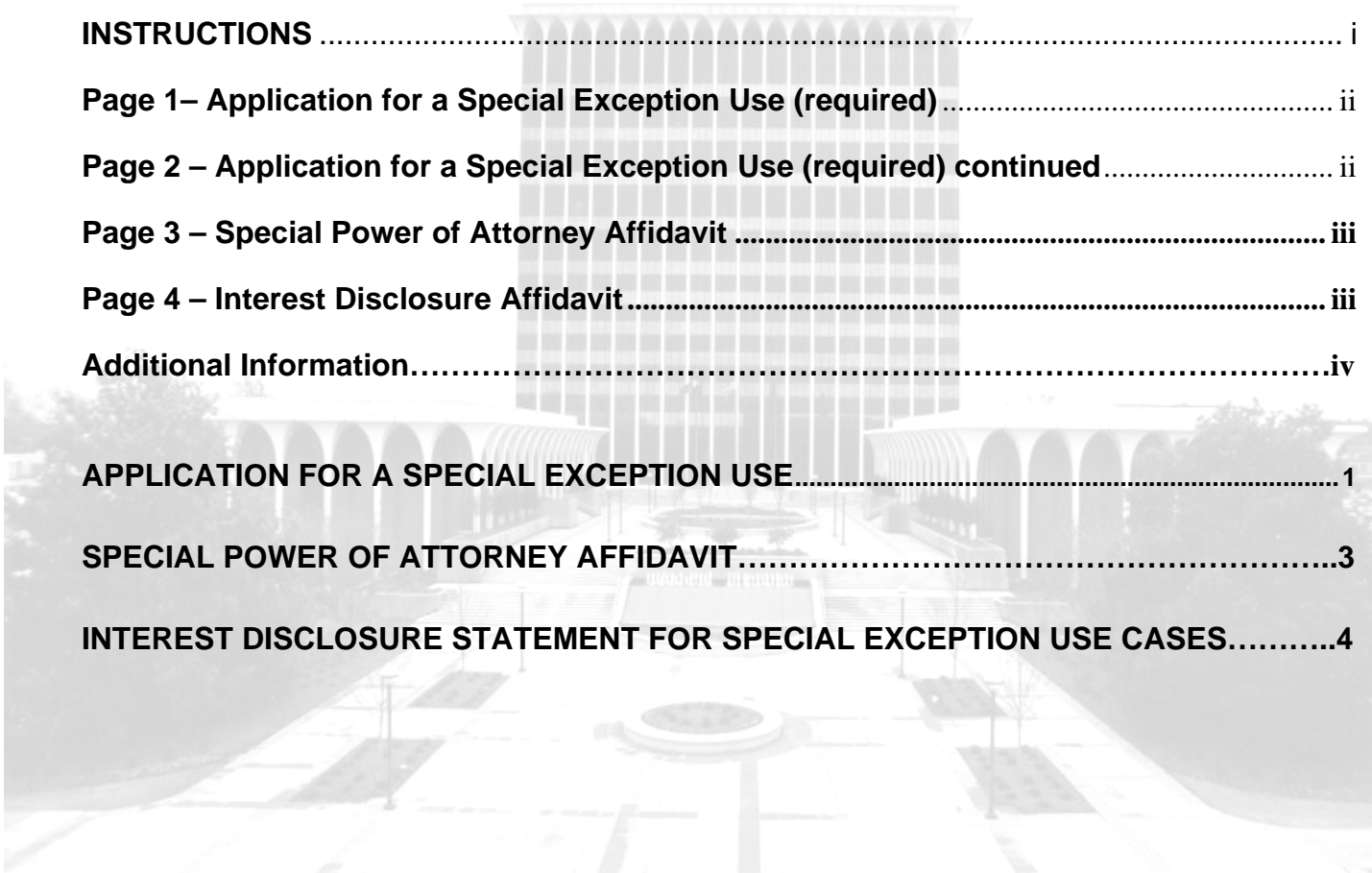


Columbus Consolidated Government
Planning Department
Development Resource Center
420 10th Street, P.O. Box 1340
Columbus, Georgia 31902



Application Package For Special Exception Use

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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.**

Page 1– Application for a Special Exception Use (required)

1. **Project Name:** Please give your special exception use 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 special exception use is requested. It is up to the applicant to formulate a case for the special exception use request. 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 Special Exception Use (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 special exception use 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 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, along with a photograph of the actual sign(s)).**

- (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 of special exception use request" signs within 10 days after final action by Council.

NOTICE OF SPECIAL EXCEPTION USE REQUEST

NAME: THE SPECIAL EXCEPTION COMPANY

TELEPHONE: 555-555-5555

ADDRESS: 123 SPECIAL EXCEPTION WAY

PRESENT ZONING: RMF1- Residential Multi-Family

PROPOSED USE: Personal Care Home

ADDITIONAL INFORMATION:

COLUMBUS CONSOLIDATED GOVERNMENT

PLANNING DEPARTMENT

PLANNING DIVISION: (706) 653-4116

Example of a Special Exception Use Sign

NOTICE TO REZONE AND SPECIAL EXCEPTION USE REQUEST

NAME: THE SPECIAL EXCEPTION COMPANY

TELEPHONE: 555-555-5555

ADDRESS: 123 Special Exception WAY

PRESENT ZONING: SFR1 - (Single Family Residential)

PROPOSED ZONING: SFR3 - (Single Family Residential)

PROPOSED USE: SFR/Zero Lot Line

ADDITIONAL INFORMATION: NEW SUBDIVISION

COLUMBUS CONSOLIDATED GOVERNMENT

PLANNING DEPARTMENT

PLANNING DIVISION: (706) 653-4116

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 (six copies for wireless communication facilities) 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

- 1) **The fee for a special exception use application is \$500.00.** 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 Metropolitan Planning Organization. The applicant or his/her appointed representative must be present at the Planning Advisory Commission meeting and the Public Hearing before City Council.
- 2) **Reapplication for Same Zoning District or Use.** If a petition for a zoning change is defeated, a new petition for a zoning change on all or any portion of the property described in the defeated ordinance for the same zone classification or special exception use shall not be heard until the lapse of one year from the date the ordinance was defeated.
- 3) **Reapplication for Different Zoning District or Use.** If a petition for a zoning change is defeated, a new petition for a zoning change on all or any portion of the property described in the defeated ordinance for a different zone classification or special exception use shall not be heard until the lapse of six months from the date the ordinance was defeated.
- 4) **Reapplication after Approval of Petition.** If a petition for a zoning change is approved, a new petition for a zoning change on all or any portion of the property described in the approved ordinance for a different zone classification or special exception use shall not be heard until the lapse of six months from the date the ordinance was approved.
- 5) **Reduction of Waiting Period.** The City Council may approve a reduction in the waiting period as provided below.
 - a. Reduction to Six Months.
For a case that was previously defeated, the City Council may reduce the waiting period to no less than six months from the date of denial upon a determination that new or extenuating circumstances justify such a reduction.
 - b. Waiver of Entire Period.
For a case that was previously approved or withdrawn, the City Council may waive the waiting period entirely upon a determination that new or extenuating circumstances justify such a waiver.

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COLUMBUS CONSOLIDATED GOVERNMENT
APPLICATION FOR
SPECIAL EXCEPTION USE APPLICATION



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 request a special exception use of the property described below and shown on the accompanying plans, which are made part of this application, as follows:

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(es), 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 Special Exception Use: 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: Ten (10) copies of the concept plan (six copies for wireless communication facilities) for the property requesting a special exception use 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 special exception use request.

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 Planning Department'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 SPECIAL EXCEPTION USE 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 request a special exception use for the 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: _____