REZONING APPLICATION

Thank you for your interest in the City of Harlem, Georgia. This packet includes the necessary documents needed for rezoning applications to be heard by the Planning and Zoning Commission and the City Council.

Please note: all fees are non-refundable. There are no exceptions.

The City of Harlem planning and zoning department will conduct pre-application meetings on Monday and Wednesday of each week. Please call the planning and zoning office to schedule an appointment (706) 556-0043.

The location of all city related meetings is:
320 North Louisville Street
Harlem, Georgia 30814

Procedures

A pre-application meeting with the Community Planning Coordinator before submission of any application is required. A scheduled appointment is required. *(No opinions or guidance can be given over the phone).* Staff will review the request and discuss all necessary code requirements that affect the request. Staff may also need to consult other city departments before accepting the application. The request will then be advertised in The Columbia County News-Times and a sign posted at least 15 days prior to the scheduled public meeting date (see the enclosed schedule).

No application will be accepted unless all necessary documentation is complete and a pre-application meeting has been held (There will be no exceptions.)

The Planning and Zoning Commission, on the 1st Tuesday of each month, shall hear requests. Upon recommendation by the Planning and Zoning Commission, the request will then go before the City Council on the 3rd Monday of the next available month's agenda, subject to the Planning & Zoning office's determination.

Notes

Per the Planning and Zoning Commission and the City Council's request, no more than six (6) items will be placed on a Planning and Zoning Commission or City Council's hearing, unless stated otherwise by the respective board.

Section 152.222 Deadline for withdrawal of petition.

Any petitioner shall have the right to voluntarily withdraw a petition for change of zoning by 12:00 noon on the date preceding the hearing date without Commission approval for resubmission. Any petition withdrawn after this time for any reason must have the consent of the Commission by proper resolution before resubmission and advertisement. (Ord. 381, passed 4-10-2006)

Section 152.223 of the Code of Harlem, Georgia outlines Resubmittal of Petitions.

Whenever a petition for change of zoning has been denied, no further petition for change of zoning for the same property for the same classification shall be heard for a period of two years from the date of the first hearing. (Ord. 381, passed 4-10-2006)

Contacts

Community Planning Coordinator
320 North Louisville Street / Harlem, GA 30814
tel. (706) 556-0043 fax. (706) 556-0604

Public Works Director
P.O. Box 99 / Harlem, GA 30814
tel. (706) 556-3500 fax. (706)556-3293

City of Harlem

Zoning Application Checklist

PLEASE COMPLETE THIS FORM WHEN ACCEPTING ALL REZONING APPLICATIONS.

ATTACH THE CHECKLIST TO THE APPLICATION AND SIGN.

☑	REQUIRED ITEMS*	COPIES	PROCEDURE
	Pre-Application Review Form (Meeting Notes)	1	Must be obtained from a current planner, prior to submitting your application. (**by appointment only)**
	Application Form	1	1. Signed and **notarized** by owner. 2. In lieu of owner's signature, applicant has signed and **notarized** a copy of a "Contract", "Power of Attorney" or "Lease"
	Applicant Disclosure Form	1	Required for all property owners, applicants, and agents filed with an application and must be **notarized**
	Letter of Ownership	1	Letter stating that the owner is aware of the zoning request and owns the property in question
	Letter of Intent	1	Must clearly state the proposed use and development intent
	Site Plans (24 x 36) and (11 x 17)	1 1	Must show minimum details: Buildings, setbacks, buffers, road frontage, correct scale, north arrow, present zoning classification, topographic information to show elevation and drainage, location and extent of required buffers and proposed lot layout
	Survey Plat (8 ½ x 11) Or (11 x 17)	1	Subject Property, prepared and sealed ***within the last five years*** by a professional engineer, landscape architect or land surveyor registered in the State of Georgia. Said survey plat shall: 1) indicate the complete boundaries of the subject property and all buildings and structures existing therein; 2) Include a notation as to whether or not any portion of the subject property is within the boundaries of the 100 year floodplain; and 3) Include a notation as to the total acreage or square footage of the subject property
	Letter from the City of Harlem Public Works Department re: Water and Sewer Availability	1	This letter must accompany the application at the time of submittal.

****ALL DOCUMENTS ARE REQUIRED IN ORDER TO ACCEPT APPLICATION.***

Land Use Officer: _____ Date: _____

PRE-APPLICATION FORM

DATE: _____

APPLICANT: _____

TYPE OF APPLICATION: _____

PROPERTY ADDRESS: _____

HISTORIC DISTRICT: Y___N____ SIZE OF TRACT:_____ PARCEL I.D.: _____

CURRENT ZONING: _____ PROPOSED ZONING: _____

COMP. PLAN PRELIMINARY CHARACTER AREA MAP DESIGNATION: _____

REQUEST/ITEMS DISCUSSED:

_____

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ADJACENT PROPERTIES ZONING:

NORTH: _____ SOUTH: _____ EAST: _____ WEST: _____

PREVIOUS REZONING REQUESTS IN THE AREA/INCLUDING SURROUNDING SUBDIVISIONS:

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ATTENDANTS:

_____ Signature (Owner/Agent)

_____ Signature

_____ Signature

_____ Signature (City of Harlem Staff)

PLEASE NOTE:

No application will be accepted unless all necessary documentation is complete and a pre-application meeting has been held (No exceptions).

City of Harlem

Rezoning Request Application

Name of Applicant _____ Phone: _____Date: _____
Address Applicant: _____ _____ Fax _____Pager/Cell #_____
City: _____ State: _____Zip: _____ E-mail: _____
Name of Agent_____ Phone: _____Date: _____
Address Agent: _____ Fax _____Pager/Cell #_____
City: _____ State: _____Zip: _____ E-mail: _____

THE APPLICANT NAMED ABOVE AFFIRMS THAT THEY ARE THE OWNER OR AGENT OF THE OWNER OF THE PROPERTY DESCRIBED BELOW AND REQUESTS

Request from _____to _____
(Present Zoning) (Requested Zoning)

For the Purpose of

_____
(Type of Development)

Address of Property: _____Nearest intersection to the property: _____
(Street Address, if Applicable)

Size of Tract: _____acre(s) Historic District: _____

Proposed # of lots: _____ Gross Density: _____units per acre Net Density: _____units per acre

Property Tax Parcel Number: _____ (**Required**)

_____ _____
Witness' Signature Signature of Applicant/s

_____ _____
Printed Name of Witness Printed Name of Applicant/s

_____ _____
Notary Signature of Agent

NOTARY STAMP:

(For Office Use Only)

Total Amount Paid $_____Cash_____ Check #_____Received by: _____ (*FEES ARE NON-REFUNDABLE)*

Application checked by: _____Date: _____ Map Number(s): _____

Pre-application meeting: _____ Date: _____

Recommendation of Planning and Zoning Commission: _____

City Council Decision: _____

City Manager's Signature: _____ Date: _____

Applicant Campaign Disclosure Form

(Must be completed by the applicant, the property owner, and the agent. Use as many forms as needed.)

Has the applicant* made, within two (2) years immediately preceding the filing of this application for rezoning, campaign contributions aggregating $250 or more or made gifts having in the aggregate a value of $250 or more to a member of the City of Harlem City Council or Planning and Zoning Commission Board who will consider the application?
Yes ☐ No ☐

If Yes, the applicant and the attorney representing the applicant must file the following information with the City of Harlem Planning & Zoning Commission within ten (10) days after this application is first filed:

City Council and/or Planning and Zoning Commissioner Member Name	**Dollar Amount of Campaign Contribution**	**Description of Gift $250 or greater given to Board Member**

We certify that the foregoing information is true and correct, this ____day of _____, _____.

_____ _____
Applicant's Name - Printed Signature of Applicant/Property Owner/Agent

_____ _____
Applicant's Attorney, if applicable - Printed Signature of Applicant's Attorney, if applicable

Sworn to and subscribed before me this_____ day of _____ , _____.

_____
Notary

* Applicant means any individual or business entity (corporation, partnership, limited partnership, firm enterprise, franchise, association, or trust) applying for rezoning, conditional use, or variance.

Application for
Water/Sewer Availability Letter

Thank you for your interest in the City of Harlem, Georgia. This packet includes the necessary documents required for processing water/sewer availability letters. Availability letters are required for rezoning of properties that are heard by the City of Harlem Planning and Zoning Commission and/or the City of Harlem City Council. The City of Harlem Public Works will verify that water and sewer service is, or will be, available to serve a particular development. The requested information in this package is used for determining the existing water/sewerage system capacity, planning for future water and sewerage system needs, and protection of the City of Harlem water sources.

PLEASE NOTE: ALL FEES ARE NON-REFUNDABLE. THERE ARE NO EXCEPTIONS. SHOULD YOU NEED FURTHER ASSISTANCE, PLEASE CONTACT OUR OFFICE BETWEEN 8:00 AM AND 5:00 PM, MONDAY THROUGH FRIDAY AT (706) 556-3500.

THE LOCATION OF ALL CITY OF HARLEM RELATED BOARD MEETINGS IS:
320 NORTH LOUISVILLE STREET
HARLEM, GEORGIA 30814

City of Harlem Public Works

Mr. Robert Fields, Director
P.O. Box 99 / Harlem, GA 30814
Office: (706) 556-3500

Availability Letter Checklist/Summary

PLEASE COMPLETE THIS FORM WHEN REQUESTING WATER/SEWER AVAILABILITY LETTERS. ATTACH THE CHECKLIST TO THE APPLICATION AND SIGN.

ALL DOCUMENTS ARE REQUIRED IN ORDER TO CONSIDER AVAILABILTY; INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED

☑	**REQUIRED ITEMS***	**COPIES**	**PROCEDURE**
	Application Form (Originals only. No photocopies accepted.)	1	Signed by owner and **notarized. OR** Signed by owner's agent and **notarized.**
	Letter of Intent	1	The letter must clearly state the proposed use, development intent, and estimated time period for construction.
	Preliminary Site Plan/Layout (24 x 36 max.)	1	Must show minimum details: Buildings, road frontage, correct scale, north arrow, present zoning classification, topography, proposed lot layout, existing water and sewer line sizes and locations. If an extension of the water/sewer system is required, site plan must be accompanied with a preliminary routing of the off-site extension. Preliminary profiles of the proposed sewer routing may be required. The plan/layout must be dated and correspond with the submittal to the City of Harlem.
	Payment		Cash or check made payable to the City of Harlem Public Works Department in the amount of **$200.00** for Availability Letters. A deposit and additional costs will be required for developments requiring feasibility/basin studies.

The Public Works Director may require additional information different from the above depending upon the type of development and/or system requirements. The terms and conditions of an availability letter are subject to all rules and regulations of City of Harlem Public Works Department. This application is valid only for the real property referenced on this application. This application is not transferable or assignable to any party. The City of Harlem Public Works reserves the right to discontinue processing applications at any time without prior notice for any reason, including limited, diminished, or lack of supply and/or demand considerations. If no development activity commences within 365 days from issuance of a letter, the letter shall be invalid, and the Applicant will be required to repeat the application process. If the applicant is unable to commence development within 365 days, a written request for a six-month extension will be considered.

City of Harlem Public Works

Mr. Robert Fields, Director
P.O. Box 99 / Harlem, GA 30814
Office: (706) 556-3500

Application for Water/Sewer Availability Letter

Date: _____
Name of Applicant _____ Phone: _____
Address of Applicant: _____ Fax: _____
City: _____ State: ____Zip: _____ E-mail: _____
Name of Agent_____ Phone: _____ Mobile: _____
Address of Agent: _____ Fax: _____
City: _____ State: ____Zip: _____ E-mail: _____

THE APPLICANT NAMED ABOVE AFFIRMS THAT THEY ARE THE OWNER OR AGENT FOR THE OWNER OF THE PROPERTY DESCRIBED BELOW AND REQUESTS: (PLEASE CHECK THE PURPOSE OF LETTER REQUEST AND FILL IN **ALL** APPLICABLE INFORMATION LEGIBLY AND COMPLETELY).

AVAILABILITY: ☐**General Availability** ☐**Rezoning** ☐**Conditional Use**

Availability letters will require a minimum of three weeks from the date of payment and application submittal.

Request from _____to _____
(Present Zoning) (Requested Zoning)
For the Purpose of
_____
(Type of Development)

Address of Property: _____
(Street Address, if Applicable)
Nearest intersection to the property: _____ Size of Tract: _____acre(s)

Property Tax Parcel Number: _____ Proposed # of lots: _____

_____ _____
Witness **Signature of Owner(s)/Agent(s)**

_____ _____
Printed Name of Witness **Printed Name of Owner/s**

_____ _____
Notary **Signature of Agent**