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 decided by the Harlem City Council. Please note: all fees are non-refundable. There are no exceptions. The City of Harlem Community Development Department will conduct pre-application meetings by appointment. Please call the Community Development office to schedule an appointment at (706) 556-0043.

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

2022
<table>
<thead>
<tr>
<th>Acreage</th>
<th>Fee</th>
<th>Ordinance</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-5 acres</td>
<td>$550 + $25 per acre</td>
<td>108-352.</td>
</tr>
<tr>
<td>6-10 acres</td>
<td>$550 + $25 per acre</td>
<td>108-352.</td>
</tr>
<tr>
<td>11-20 acres</td>
<td>$750 + $25 per acre</td>
<td>108-352.</td>
</tr>
<tr>
<td>21-50 acres</td>
<td>$1,250 + $25 per acre</td>
<td>108-352.</td>
</tr>
<tr>
<td>51-100 acres</td>
<td>$1,750 + $25 per acre</td>
<td>108-352.</td>
</tr>
<tr>
<td>100+ acres</td>
<td>$3,000 + $25 per acre</td>
<td>108-352.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Non-Residential Rezoning (P-1, B-1, B-3, I-1)</th>
<th>Fee</th>
<th>Ordinance</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-5 acres</td>
<td>$600 + $25 per acre</td>
<td>108-352.</td>
</tr>
<tr>
<td>6-10 acres</td>
<td>$1,000 + $25 per acre</td>
<td>108-352.</td>
</tr>
<tr>
<td>11-20 acres</td>
<td>$1,400 + $25 per acre</td>
<td>108-352.</td>
</tr>
<tr>
<td>21-50 acres</td>
<td>$2,000 + $25 per acre</td>
<td>108-352.</td>
</tr>
<tr>
<td>51-100 acres</td>
<td>$3,500 + $25 per acre</td>
<td>108-352.</td>
</tr>
<tr>
<td>100+ acres</td>
<td>$5,000 + $25 per acre</td>
<td>108-352.</td>
</tr>
</tbody>
</table>

(No rezoning application shall exceed $20,000)

| Variance if work has already begun            | $1,230                  | 100-3.        |
| Conditional Use                               | $615 + $25 per acre     | 108-400.      |
| Modification to zoning conditions             | $615 + $25 per acre     | 100-3.        |
| Zoning - Minor modification to zoning conditions | $150            | 100-3.        |
| Zoning - Plan revision - major                | $615                    | 100-3.        |
| Zoning - Plan revision - minor (Administrative)| $100                    | 100-3.        |
| Zoning - Ancillary dwelling variance (Administrative)| $100            | 100-3.        |
| Zoning verification letter                    | $25                     | 100-3.        |
**Procedures**

A pre-application meeting with the Community Development Director before submission of any application is required. A scheduled appointment is required. *(No opinions or guidance can be provided over the telephone).* 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. Following submission of a complete application, the request will then be advertised in The Columbia County News-Times and a sign posted at the rezoning site at least 15 days prior to the scheduled public meeting date (see the attached meeting 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.

Sec. 108-355. – 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.

Sec. 108-354. – 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.

**Contacts**

Community Development Director
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
## Re-Zoning Application Checklist

**PLEASE COMPLETE THIS FORM WHEN ACCEPTING ALL REZONING APPLICATIONS.**
**ATTACH THE CHECKLIST TO THE APPLICATION AND SIGN.**

<table>
<thead>
<tr>
<th>REQUIRED ITEMS*</th>
<th>COPIES</th>
<th>PROCEDURE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pre-Application Review Form (Meeting Notes)</td>
<td>1</td>
<td>Must be obtained from the Community Development Director prior to submitting your application. <em>(by appointment only)</em></td>
</tr>
<tr>
<td>Application Form</td>
<td>1</td>
<td>1. Signed and <strong>notarized</strong> by owner, or 2. Signed and <strong>notarized</strong> by an applicant having a signed and <strong>notarized</strong> copy of a “Contract”, “Power of Attorney” or “Lease”</td>
</tr>
<tr>
<td>Applicant Disclosure Form</td>
<td>1</td>
<td>Required for all property owners, all applicants, and all agents filed with the application and all forms must be <strong>notarized</strong>.</td>
</tr>
<tr>
<td>Letter of Ownership</td>
<td>1</td>
<td>Letter from the property owner(s) stating awareness of the zoning request and acknowledging ownership of the property in question.</td>
</tr>
<tr>
<td>Letter of Intent</td>
<td>1</td>
<td>The Applicant must clearly state the proposed use and development intent</td>
</tr>
<tr>
<td>Mandatory Housing Ratio Analysis</td>
<td>1</td>
<td>The Applicant must clearly state the number of apartments or single-family homes being developed for permanent rental purposes so that compliance with Mandatory Housing Ratios can be determined.</td>
</tr>
<tr>
<td>Site Plans (24 x 36) and (11 x 17)</td>
<td>1</td>
<td>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</td>
</tr>
<tr>
<td>Survey Plat (8 ½ x 11) Or (11 x 17)</td>
<td>1</td>
<td>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</td>
</tr>
<tr>
<td>Letter from the City of Harlem Public Works Department re: Water and Sewer Availability</td>
<td>1</td>
<td>This letter must accompany the application at the time of submittal.</td>
</tr>
</tbody>
</table>

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

Community Development Director: 

_________________________________________ Date: ____________________
PROPERTY RE-ZONING
PRE-APPLICATION FORM

DATE: ________________

APPLICANT: _______________________________________________________________________

PROPERTY ADDRESS: __________________________________________________________________

HISTORIC DISTRICT: Y__N___ SIZE OF TRACT: _______ PARCEL I.D.: ____________

CURRENT ZONING: ________________________ PROPOSED ZONING: ________________________

COMPREHENSIVE PLAN PRELIMINARY CHARACTER AREA MAP DESIGNATION:
____________________________________________________________________________________

REQUEST/ITEMS DISCUSSED:
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

ADJACENT PROPERTIES ZONING:

NORTH: _______ SOUTH: _______ EAST: _______ WEST: _______
PREVIOUS REZONING REQUESTS IN THE AREA/INCLUDING SURROUNDING SUBDIVISIONS:

_____________________________________________________________________________________________________________________________________________________
_____________________________________________________________________________________________________________________________________________________
_____________________________________________________________________________________________________________________________________________________
_____________________________________________________________________________________________________________________________________________________
_____________________________________________________________________________________________________________________________________________________
_____________________________________________________________________________________________________________________________________________________
_____________________________________________________________________________________________________________________________________________________
_____________________________________________________________________________________________________________________________________________________

NOTE: IF THE OWNER IS NOT THE APPLICANT, A NOTARIZED CONTRACT, POWER OF ATTORNEY, OR LEASE MUST BE SUBMITTED AT THE PROPERTY RE-ZONING PRE-APPLICATION MEETING.

ATTENDANTS:

____________________________________ Signature (Owner/Applicant/Agent)

____________________________________ Signature (Owner/Applicant/Agent)

____________________________________ Signature (Owner/Applicant/Agent)

____________________________________ 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).*
The Applicant named above affirms that they are the owner, applicant, 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 Owner/Applicant/s

Printed Name of Witness                  Printed Name of Owner/Applicant/s

Notary                  Signature of Agent

NOTARY STAMP:

Sec. 108-354. - 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 one year from the date of the first hearing.

(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: ____________________________
**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 Henry County Board of Commissioners within ten (10) days after this application is first filed:

<table>
<thead>
<tr>
<th>City Council and/or Planning and Zoning Commissioner Member Name</th>
<th>Dollar Amount of Campaign Contribution</th>
<th>Description of Gift $250 or greater given to Board Member</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td></td>
<td></td>
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</tr>
</tbody>
</table>

We certify that the foregoing information is true and correct, this ___ day of _____________, ________.

______________________________  ______________________________________
Applicant’s Name - Printed     Signature of Applicant/Property Owner/Agent

______________________________  Signature of Applicant’s Attorney, if applicable
Applicant’s Attorney, if applicable - Printed

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.
Build to Rent Single Family Homes Development Declaration Package

This application applies to Single Family Build to Rent developments which are recognized by the City of Harlem as a community of single-family residences offered for rental only in a professionally-managed, high-amenitized community, including single-family detached homes and townhouses.

Pursuant to City of Harlem Ordinances, this Declaration Package has been established in accordance to certain Findings of Facts by the Harlem City Council. This Declaration Package shall be submitted to the City of Harlem Community Development Director. After review, a recommendation shall be submitted to the Harlem City Manager regarding the final execution of the Declaration.

1. This Declaration shall only apply to developments of five (5) or more Single-Family Build to Rent residential structures.
2. Abandonment of any Declaration items shall constitute a violation of Zoning Conditions and shall result in a Modification of Zoning Condition Hearing before the Harlem Planning Commission.
3. This Section is applicable to the R-1A Residential District, the R-1B Residential District, the PUD Planned Unit Development District, the MUD Sustainable Community Mixed Use District, the CP-R Conservation Preservation Residential Zone and the TNY Tiny Home District.
4. The entity owning the Build-to-Rent development or the Horizontal Apartment development shall maintain at all times accurate and up-to-date organizational information with the City of Harlem, including all registrations with the Georgia Secretary of State.
5. The City Manager may direct Emergency Repairs in those situations where the management company has not corrected property maintenance deficiencies that adversely impact public health, safety and welfare.

Attachments to the Single-Family Homes Development Declaration (please attach):

Attachment A: Statement regarding the intent to operate a Build-to-Rent or Horizontal Apartment development.
Attachment B: The number of units of the development that will be permanently managed by the management company.
Attachment C: List of public infrastructure will be privately maintained.
Attachment D: Name of the local Registered Agent individual or company to which legal actions would be directed.
Attachment E: Description of the property management process to be used, including the management company and local property manager.
Attachment F: Declaration that the development shall or shall not consist of individual residential lots each with its own water meter and sewer tap.

Attachment G: List of Access procedures for emergency situations and emergency response personnel.

Attachment H: Description of the management entity to perform the actions and responsibilities of a Home Owners Association (HOA) / Property Owners Association (POA) and a list of those actions.

Attachment I: Description of Covenants to be enforced by the management entity.

Attachment J: Description of nuisances to be referred to the Harlem Code Official.

Attachment K: Certification of compliance with the Georgia Rental Law.

Attachment L: The process to be used for tenant evictions.

Attachment M: Description of the process by which accessory buildings, structures, and uses shall be constructed in the development.

Attachment N: Description of the process by which Home Occupations can secure an Occupational Tax Certificate.

Submission Package to: David Jenkins, Community Development Director

________________ 320 N Louisville Street / P.O. Box 99
Decision Harlem, GA 30814

_________________________  ___________________________
Signature of Applicant     Date

_________________________
Printed Name of Applicant

NOTARY

Development of the Build-to-Rent Community or Horizontal Apartment Community shall not proceed until the Declaration is signed in agreement by the development entity and the City Manager and the document recorded with the Columbia County Clerk of Superior Court.

_________________________  ___________________________
Signature, Harlem City Manager     Signature, Title

_________________________
Date

City of Harlem
320 N Louisville Street
Harlem, GA 30814
HARLEM MANDATORY HOUSING RATIOS
Applicable to Harlem Developments

1357 Total Housing Units on June 15, 2021
   Source: 2015-2019 American Community Survey 5-Year Estimates
   95 Units at Amesbury Station
   25 Units at Independent Living Horizons (Parcel 043 022U)
   25 Units at Harlem Oaks (Parcel 032 123)
   24 Units at Peachtree Village (Parcel 032 111)
   18 Units at 185 W Forrest Street - Parcel H01 077A
   7 Units at 255 W Forrest Street - Parcel H03 108
   4 Units at 185 W Forrest Street - Parcel H01 077B

These housing units are hereby certified as being multifamily-attached or Single-Family Build
to Rent housing units as described in Sec. 108-4. – Mandatory housing ratios and as such are
included in development calculations as required by Sec. 108-4. – Mandatory housing ratios.

A copy of the Sec. 108-4. – Mandatory housing ratios ordinance, the 2015-2019 American
Community Survey 5-Year Estimates source document, and parcel information is attached to
this document as supporting references.

Certified September 7, 2021 by vote of the Harlem Planning Commission.
Confirmation of Water/Sewer Public Effects

Thank you for your interest in the City of Harlem, Georgia. The City of Harlem has water and sewer service provided by the Columbia County Water Utility Department. This relationship has proven very beneficial to the balance of private property rights and environmental protection.

This packet includes the information necessary for the City of Harlem Planning Commission to evaluate Item (9) of Sec. 108-353. Relevant factors in rezoning evaluations. This factor reads:

(9) Public effects. The population density pattern and possible increase or overtaxing of the load on public facilities including, but not limited to, schools, utilities, and streets.

Columbia County Water Utility 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 and Columbia County water resources.

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) 556-0043.

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 AVAILABILITY; INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED

<table>
<thead>
<tr>
<th>REQUIRED ITEMS*</th>
<th>COPIES</th>
<th>PROCEDURE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application Form (Originals only. No photocopies accepted.)</td>
<td>1</td>
<td>Signed by owner and <strong>notarized. OR</strong> Signed by applicant or owner’s agent and <strong>notarized.</strong></td>
</tr>
<tr>
<td>Letter of Intent</td>
<td>1</td>
<td>The letter must clearly state the proposed use, development intent, and estimated time period for construction.</td>
</tr>
</tbody>
</table>
City of Harlem Application for Water/Sewer Availability

Date: _____________
Name of Owner/Applicant _____________________________ Phone: _____________

Company: ____________________________________________________________________________
Address: _________________________________________________      Fax: _____________________
City: ____________________ State: ____Zip: ___________   E-mail: ___________________________

Name of Agent: __________________________ Phone: _______________ Mobile: ________________
Address of Agent: _____________________________________ Fax: ________________
City: ________________ State: ____Zip: ___________ E-mail: __________________________

THE OWNER/APPLICANT NAMED ABOVE AFFIRMS THAT THEY HAVE LEGAL INTEREST IN 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
Request from _____________________ to ________________________________________________
(Present Zoning)     (Requested Zoning)
For the Purpose of ________________________________________________________________________________
(Type of Development)

Address of Property: ________________________________________________
(Street Address, if Applicable)

Project Development Schedule:  Project Begin Date: ____________________________
Project End Date: ____________________________
Project Phasing Details: ____________________________________________

Nearest intersection to the property: ____________________________ Size of Tract: ________ acre(s)

Property Tax Parcel Number: ______________________________________ Proposed # of lots: ________

Estimated Daily Water Demand: ____________________________ gallons per day

Estimated Daily Sewer Demand: ____________________________ gallons per day

Witness Signature ____________________________________________

Signature of Owner(s)/Applicant(s) ____________________________

Printed Name of Witness ______________________________________

Printed Name of Owner(s)/ Applicant(s) _______________________

Notary ____________________________________________

Signature of Agent ________________________________________
Certification of Columbia County Water Utility

Columbia County Water Utility Department is in receipt of a City of Harlem Application for Water/Sewer Availability application from _______________________ (applicant/agent) of ______________________________ (company) dated____________________________.

From the information provided in this application:

__________ The Application for Water/Sewer Availability is granted in full.

__________ The Application for Water/Sewer Availability is denied in full.

__________ The Application for Water/Sewer Availability is deferred until _______________________.

NOTES: __________________________________________________________  
__________________________________________________________  
__________________________________________________________

__________ The Application for Water/Sewer Availability is granted with the following conditions and schedule:

________________________________________________________________________  
________________________________________________________________________  
________________________________________________________________________  
________________________________________________________________________  
________________________________________________________________________

______________________________  ________________________________
Stacey W. Gordon, P.E.     Date

Director of Water Utility Services
Board of Commissioners of Columbia County

Columbia County Water Utility may require additional information different from the above depending upon the type of development and/or system requirements. 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 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 Owner/Applicant/Agent will be required to repeat the application process. If the Owner/Applicant/Agent is unable to commence development within 365 days, a written request for a six-month extension will be considered.