



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 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

Land Development Fees		
Residential Zoning (R1A, R1-B, R-2, R-3, R-4, PUD, MUD, and CP)		
Acreage	Fee	Ordinance
0-5 acres	\$550 + \$25 per acre	108-352.
6-10 acres	\$550 + \$25 per acre	108-352.
11-20 acres	\$750 + \$25 per acre	108-352.
21-50 acres	\$1,250 + \$25 per acre	108-352.
51-100 acres	\$1,750 + \$25 per acre	108-352.
100+ acres	\$3,000 + \$25 per acre	108-352.
Non-Residential Rezoning (P-1, B-1, B-3, I-1)		
0-5 acres	\$600 + \$25 per acre	108-352.
6-10 acres	\$1,000 + \$25 per acre	108-352.
11-20 acres	\$1,400 + \$25 per acre	108-352.
21-50 acres	\$2,000 + \$25 per acre	108-352.
51-100 acres	\$3,500 + \$25 per acre	108-352.
100+ acres	\$5,000 + \$25 per acre	108-352.
(No rezoning application shall exceed \$20,000)		
Variance	\$615 + \$25 per acre	108-377.
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



City of Harlem

Re-Zoning Application Checklist

PLEASE COMPLETE THIS FORM WHEN ACCEPTING ALL REZONING APPLICATIONS.

ATTACH THE CHECKLIST TO THE APPLICATION AND SIGN.

<input checked="" type="checkbox"/>	REQUIRED ITEMS*	COPIES	PROCEDURE
	Pre-Application Review Form (Meeting Notes)	1	Must be obtained from the Community Development Director prior to submitting your application. (by appointment only)
	Application Form	1	1. Signed and notarized by owner, or 2. Signed and notarized by an applicant having a signed and notarized copy of a "Contract", "Power of Attorney" or "Lease"
	Applicant Disclosure Form	1	Required for all property owners, all applicants, and all agents filed with the application and all forms must be notarized .
	Letter of Ownership	1	Letter from the property owner(s) stating awareness of the zoning request and acknowledging ownership of the property in question.
	Letter of Intent	1	The Applicant must clearly state the proposed use and development intent
	Mandatory Housing Ratio Analysis	1	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.
	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	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.***

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).**

City of Harlem
Rezoning Request Application

Name of Applicant _____ Phone: _____ Date: _____
Address Applicant: _____ Fax _____ 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, 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:

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.



320 North Louisville Street
Post Office Box 99
Harlem, Georgia 30814
(706) 556-3448
E-mail: cityofharlem@harlemga.org

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

 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 AVAILABILTY; INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED

<input checked="" type="checkbox"/>	REQUIRED ITEMS*	COPIES	PROCEDURE
	Application Form (Originals only. No photocopies accepted.)	1	Signed by owner and notarized. OR Signed by applicant or 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.



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.
Director of Water Utility Services
Board of Commissioners of Columbia County

Date

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.