



Special Permit (Use or Administrative) Application

- **UDO Section.** 25B-55-6, 25B-55-7, and 25B-55-8
- **Permit Expiration.** Does not expire unless time limits are placed upon the approved application through the approval process.
- **When Permit is Required.** A Special Use Permit or a Special Administrative Permit allow certain uses in designated zoning districts only upon approval by the Mayor and Council or the Zoning Administrator respectively. A Special Permit may not be approved in a given zoning district unless it is listed as a Special Use Permit or a Special Administrative Permit for the subject district in Section 25B-25-1, Table of Permitted and Prohibited Uses.
- **Application Requirements.**
 - The name, address, telephone number, and email address of the owner, and the same information from the applicant, if different.
 - The street address and tax parcel identification number of the property to be reclassified.
 - The applicant's interest in the property, if the applicant is not the owner.
 - A narrative description of the intent of the proposed special permit.
 - Full payment of the \$300.00 (non-refundable) application fee.
 - The current and proposed zoning and Comprehensive Plan character area map classification.
 - Indication of which special permit type is being requested: special use permit or special administrative permit.
 - A written statement addressing the standards for review of Special Permits in Sec. 25B-55-6(5).

Type of Permitting Applying For

Special Use Permit _____

Special Administrative Permit _____

June 23, 2021

Property Owner Information

Name: _____

Mailing Address: _____

Telephone: _____ Email: _____

Applicant Information

Name: _____

Mailing Address: _____

Telephone: _____ Email: _____

Site Information

Address / Location: _____

Tax Parcel #: _____

Nearest Road Intersection: _____

Current Zoning Classification: _____

Comprehensive Plan Character Area Map Designation _____

Size of Property (Square Feet or Acre(s)): _____

Please provide a detailed description of the intent and purpose of the Special Permit being applied for.

Please provide a written statement addressing your ability to meet the following criteria (a) through (h) as captured in Sec. 25B-55-6(5) which can be referenced below.

Special Permit Criteria to be Applied. The following criteria shall be applied by the Director in evaluating and deciding any application for a special administrative permit, and by the Director, the board of planning and zoning appeals, and the mayor and council in evaluating and deciding any application for a special use permit. No application for a special permit shall be granted unless satisfactory provisions and arrangements have been made concerning each of the following criteria, all of which are applicable to each application:

- (a) Whether or not the proposed plan is consistent with all of the requirements of the zoning district in which the use is proposed to be located, including required parking, loading, setbacks and transitional buffers.
- (b) Compatibility of the proposed use with land uses on adjacent properties and other properties within the same zoning district, including comparisons of the size, scale and massing of proposed buildings in relation to the size, scale and massing of adjacent and nearby lots and buildings.
- (c) Adequacy of the ingress and egress to the subject property, and to all proposed buildings, structures, and uses thereon, including the traffic impact of the proposed use on the capacity and safety of public streets providing access to the subject site, as well as impacts on pedestrian movements and safety.
- (d) Consistency with the City's water and sewer systems, including the feasibility and impacts of serving the property with public infrastructure.
- (e) Adequacy of other public facilities and services, including stormwater management, schools, parks, sidewalks, and utilities, to serve the proposed use.
- (f) Whether or not the proposed use will create adverse impacts upon any adjacent or nearby properties by reason of noise, smoke, odor, dust, or vibration, or by the character and volume of traffic generated by the proposed use.
- (g) Whether or not the proposed use will create adverse impacts upon any adjoining land use by reason of the manner of operation or the hours of operation of the proposed use.
- (h) Whether or not the proposed use will create adverse impacts upon any environmentally sensitive areas or natural resources.

Special Permit Application Property Owner Authorization

Property Owner Information

Name: _____

Mailing Address: _____

Telephone: _____ Email: _____

Authorization

I swear that I am the owner of the property located at (property address):

Which is the subject matter of the attached application, as is shown in the records of Troup County, Georgia. I hereby authorize the applicant named below to act as the applicant in the pursuit of a Special Permit for the subject property.

Name of Applicant / Agent: _____

Applicant's / Agent's Address: _____

Applicant's Telephone: _____ Email: _____

Signature of Owner: _____

Print Name of Owner: _____