



APPLICATION

[SPECIAL EXCEPTION USE]

CITY OF COLUMBUS, GEORGIA
DEPARTMENT OF PLANNING
420 10TH Street
COLUMBUS, GEORGIA 31901

Last Updated: June 2019

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APPLICATION INSTRUCTIONS

The accompanying application package must be completed in full in order to be accepted. 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.

Application for a Special Exception Use

- 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.
- 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.
 - A.** 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 (3") inches in height in black letters on a white background, except that the **existing and the proposed zoning districts shall be in red letters.**

APPLICATION INSTRUCTIONS

1. 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.
 2. 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.
 3. If the property has 500 feet or less frontage, only one sign is required.
 4. 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.
- B.** 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). **Pictures of the rezoning sign are required to complete the application.**
- C.** The signs shall remain posted until final action has been taken by the Council or the application has been withdrawn.
- D.** The petitioner shall remove all “notice of special exception use request” signs within 10 days after final action by Council.

<p style="text-align: center;">NOTICE OF SPECIAL EXCEPTION USE REQUEST</p> <p>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) 225-4421</p>

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 8.

APPLICATION INSTRUCTIONS

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.

APPLICATION INSTRUCTIONS

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.

APPLICATION INSTRUCTIONS

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.

Interest Disclosure Statement

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 \$1000.00*. 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 Columbus Consolidated Government Planning Department. 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 Special Exception Use—If a petition for a special exception use is defeated, a new petition for a special exception use on all or any portion of the property described in the defeated ordinance shall not be heard until the lapse of one year from the date the ordinance was defeated.

3. Reapplication for Different Special Exception Use—If a petition for a special exception use is defeated, a new petition for a special exception on all or any portion of the property described in the defeated ordinance for a different 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 special exception is approved, a new petition for a special exception use on all or any portion of the property described in the approved ordinance for a different 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.

***All credit/debit cards transactions will incur a processing fee of 2.5% + \$1.00.**

SPECIAL EXCEPTION USE APPLICATION

Application Date: _____

Case Number: _____

Planning District: _____

Council District: _____

Existing Land Use: _____

Future Land Use: _____

Overlay / Historic Districts: _____

Applicant Information

Name: _____

Mailing Address: _____

Email: _____

Phone Number: _____

Fax Number: _____

Owner Information

Name: _____

Mailing Address: _____

Email Address: _____

Phone Number: _____

Property Information

Project Name: _____

Present Zoning: _____

Proposed Zoning: _____

Property Location: _____

Parcel ID Number: _____

Current Use: _____

Proposed Use: _____

Total Acres: _____

SPECIAL EXCEPTION USE APPLICATION

Engineer Information

Name: _____

Company: _____

Address: _____

Email: _____

Phone Number: _____

Fax Number: _____

Legal Description: _____

Posted Notice of Rezoning: A total of _____ sign(s) have been posted on _____, _____, 20____ and are located as shown by the concept plan.

Concept Plan Required: One (1) copy of the concept plan for the property to be rezoned must also accompany this application when submitted. Please refer to the instruction for further information.

I have read this application, understand it intention, and freely consent to its filing. Furthermore, I have the power to authorize and hereby grant permission to the 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 the Applicant

Print Name

INTEREST DISCLOSURE STATEMENT

Nothing in Title 36 of O.C.G.A. (36-67A-3) shall be construed to prohibit a local government official from voting on a zoning decision when the local government is adopting a zoning ordinance for the first time or when a local government is voting upon a revision of the zoning ordinance initiated by the local government pursuant to a comprehensive plan as defined in Chapter 70 of this title.

- No, I have not made any campaign contributions to City officials voting on this application exceeding \$250 in the past two (2) years.

- Yes, I have made campaign contributions to City Officials voting on this application exceeding \$250 in the past two (2) years.

To whom: _____

Value of contribution: _____

Date of contribution: _____

I have read and understand the above and hereby agree to all that is required by me as the applicant.

Signature of the 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 on: _____

SPECIAL POWER OF ATTORNEY AFFIDAVIT

This ____ day of _____, 20____, I _____
the owner of _____ (Tax Identification Number)
make, constitute, and appoint _____ (Name of Agent), my
true and lawful attorney-in-fact, and in my name, place and stead giving unto said
_____ (Name of Agent) full power and authority to do and
perform all acts and make all representation necessary, without any limitation whatsoever, to
make application said rezoning.

The right, powers, and authority of said attorney-in-fact herein granted shall commence and be
in full force and effect of this ____ day of _____, 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 stating that the terms of this power
have been revoked or modified.

Signature of the Applicant

STATE OF GEORGIA:

County of _____

Subscribed and sworn to before me this ____ day of _____, 20____ in my
county and state aforesaid, by the aforesaid principal.

Notary Public

My Commission Expires on: _____

SPECIAL EXCEPTION USE APPLICATION CHECKLIST

Notes

- Completed Application
 - Applicant Information
 - Owner Information
 - Property Information
 - Engineering Information
 - Legal Description
 - Signs
 - Site / Concept Plan
 - Reasons for Request
- Interest Disclosure Form
- Special Power of Attorney
- Sign Pictures
- Fee Paid