

# INSTRUCTIONS FOR FILING AN APPLICATION FOR REZONING

CITY OF CARTERSVILLE, GA

Completed applications must be submitted to the City of Cartersville Planning & Development Department, located at 10 N. Public Square, 2<sup>nd</sup> Floor. Cartersville, GA 30120.

## Requirements

- 1. Completed Application:** Include all signatures. If multiple owners are involved in the rezoning petition, each owner must fill out an individual application, though only a single filing fee is required per property. The application and all associated documents must be submitted no later than the established filing deadline date. Associated documents should include or demonstrate:
  - a. Existing conditions
  - b. Proposed conditions or project
  - c. Confirmation of availability of all public utilities
  - d. Project meets the proposed zoning district development standards
  - e. Project meets the access requirements of the City's development regulations.
  
- 2. Boundary Survey/Plat:** Include a copy of the boundary survey/plat which shall include the metes and bounds description. Please indicate property lines with dimensions, location of buildings and other structures, north arrow, scale, street numbers, lot and/or parcel numbers, and locations of setback lines or other dimensional requirements.
  
- 3. Campaign Disclosure:** The Campaign Disclosure Report For Rezoning Actions (attached) must be included with the application.
  
- 4. Adjacent Property Owners:** Provide a list of all current owners of record for properties located immediately adjacent to or directly across a public street or railroad right-of-way from the subject property. (Form attached). See also Item 6 below.
  
- 5. Filing Fee:** A non-refundable filing fee of **\$400.00** must accompany the completed application.
  
- 6. Public Notice Fee (Optional):** The applicant may choose to have city staff prepare and manage the public notification process outlined in **item 7** below. If this option is requested, there is an additional, non-refundable fee of **\$75.00** which covers the cost of the newspaper ad, and the costs of printing, printing supplies, postage and proof of mailing.

- 7. Public Notification:** The applicant is responsible for the following **public notification** process unless the applicant has requested that staff manage this process as outlined in **item 6** above:
- a. Not less than fifteen (15) days and not more than forty-five (45) days prior to the scheduled date of the public hearing being the final action by the City Council and not less than ten (10) days prior to the Planning Commission meeting, a **notice of public hearing** shall be published in the legal notice section of the Daily Tribune newspaper within the City of Cartersville. Such notice shall state the application file number, and shall contain the location of the property, its area, owner, current zoning classification, and the proposed zoning classification. Such notice shall include both the Planning Commission and the City Council meeting dates. (See attached Notice of Public Hearing).
  - b. The applicant shall notify each property owner adjoining the property for which the annexation is sought by mailing to each property owner a **notice of public hearing** by first class mail, with proof of mailing obtained from the Post Office. A copy of the notice and proof of mailing shall be provided to the Zoning Administrator. If mailing via USPS, it is recommended to use a Certificate of Mailing form or send via Certified Mail. The Certificate of Mailing form is PS3877 and can be found on the U.S. Post Office website.

# Application for Rezoning

City of Cartersville

Case Number: \_\_\_\_\_

Date Received: \_\_\_\_\_

## Public Hearing Dates:

Planning Commission \_\_\_\_\_ 1<sup>st</sup> City Council \_\_\_\_\_ 2<sup>nd</sup> City Council \_\_\_\_\_  
5:30pm 7:00pm 7:00pm

Applicant _____ (printed name)	Office Phone _____
Address _____	Mobile/ Other Phone _____
City _____ State _____ Zip _____	Email _____
Representative's printed name (if other than applicant)	Phone (Rep) _____
	Email (Rep) _____
Representative Signature _____	Applicant Signature _____
Signed, sealed and delivered in presence of:	My commission expires:
_____	
Notary Public	

* Titleholder _____ (titleholder's printed name)	Phone _____
Address _____	Email _____
Signature _____	
Signed, sealed, delivered in presence of:	My commission expires:
_____	
Notary Public	

Present Zoning District _____	Requested Zoning _____
Acreage _____ Land Lot(s) _____	District(s) _____ Section(s) _____
Location of Property: _____ (street address, nearest intersections, etc.)	Parcel ID No. _____
Reason for Rezoning Request: _____	
_____	
(attach additional statement as necessary)	

**\* Attach additional notarized signatures as needed on separate application pages.**



**Public Notice**  
**Effective July 1, 2023**

- The Cartersville Daily Tribune News is a 3 day per week newspaper- Tuesday, Thursday and Saturday.
- Legal ads run on Thursday.
- The legal ad submittal deadline is Monday, 5pm, to run on Thursday of that same week.
- The cost for publishing the ad that is required to run one time, is \$45.00. A publication affidavit may be provided for a cost of \$12. These items must be paid in its entirety when you submit the ad to the newspaper. They accept Visa, Mastercard, American Express, cash and checks.
- Contact the newspaper to confirm hours of operation and to answer any questions about the ad submittal.

**Cartersville Daily Tribune News**

P.O. Box 70 • 120 S. Gilmer St. Suite 100  
Cartersville, GA 30120 • Phone 770-382-4545  
A Division of Cleveland Newspapers, Inc.  
Fax No. 770-382-2711  
Email: classifieds@daily-tribune.com

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**Public Notice Information**

The attached public notice form entitled “Advertisement of Public Hearing” shall be completed and published once in the Legal Notices section of the City of Cartersville Daily Tribune newspaper by the applicant no less than fifteen (15) days prior to the scheduled Planning Commission meeting and no more than forty-five (45) days prior to the second reading and public hearing by the City Council.

This public notice form shall be mailed to all adjoining property owners as well as property owners directly across a street from the property with which the hearing is concerned no less than fifteen (15) days prior to the scheduled Planning Commission meeting and no more than forty-five (45) days prior to the second reading and public hearing by the City Council.

Proof that the public notice was advertised in the newspaper and proof that notice was served upon all adjoining property owners (Certificate of Mailing) shall be provided to the Zoning Administrator prior to the date of the Planning Commission meeting.

**NOTICE OF PUBLIC HEARING**

The City of Cartersville Planning Commission will hold a public meeting on \_\_\_\_\_ at 5:30 p.m. in the City Hall Council Chambers, 3<sup>rd</sup> Floor, City Hall at 10 North Public Square, Cartersville, Georgia.

The Planning Commission will review an application by \_\_\_\_\_ requesting rezoning for property located at \_\_\_\_\_ in Land Lot(s) \_\_\_\_\_ of the \_\_\_\_\_ District, \_\_\_\_\_ Section, from the \_\_\_\_\_ zoning district to the \_\_\_\_\_ zoning district.

Said property contains \_\_\_\_\_ acres.

The Cartersville City Council will hold the first reading on \_\_\_\_\_ at 7:00 p.m. in the City Hall Council Chambers to consider the recommendation of the Planning Commission on the above mentioned application. The Cartersville City Council will have a second reading and final action on said application on \_\_\_\_\_ at 7:00 p.m. in the City Hall Council Chambers.

Please contact the City of Cartersville Planning & Development Department at City Hall, 2<sup>nd</sup> Floor, 10 North Public Square, Cartersville, Georgia 30120 or (770) 387-5600 to receive information on the filing thereof.

If you have interest in the proposed rezoning as stated above, you are encouraged to attend the meetings as stated herein.

CITY OF CARTERSVILLE

Case # \_\_\_\_\_

**LIST OF ADJACENT PROPERTY OWNERS**  
**(Not required if City mails public notices)**

The following are all of the individuals, firms, or corporations owning property on the sides, rear, and in front of (across street from) the property sought to be rezoned:

	<u>NAME</u>	<u>ADDRESS</u>
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____
6.	_____	_____
7.	_____	_____
8.	_____	_____
9.	_____	_____
10.	_____	_____
11.	_____	_____
12.	_____	_____
13.	_____	_____
14.	_____	_____
15.	_____	_____

Attach additional names if necessary.

(Indicate property owned by the above persons on plat accompanying this application.)

All meetings are held in the City Hall Council Chambers  
 10 N. Public Square  
 3rd Floor City Hall

Filing Deadline		Deadline for Newspaper to receive Public Notice - Monday 5pm		(1) Public Notice To Run In Newspaper:		(2) Public Notice Mailing to Adjacent Property Owners and Public Notice Sign Installed by City by Monday;		Planning Commission 5:30 PM		City Council 1st Reading 7:00 PM		City Council 2nd Reading 7:00 PM	
October	20	<b>(3) November</b>	<b>17</b>	November	22	<b>(4) November</b>	<b>27</b>	December	12	December	21	January	4
<b>(4) November</b>	<b>27</b>	December	18	December	21	December	25	January	9, 2024	January	18, 2024	February	1
December	27, 2023	January	22, 2024	January	25	January	22	February	6	February	15	March	7
January	19, 2024	February	19	February	22	February	26	March	12	March	21	April	4
February	16	March	18	March	21	March	25	April	9	April	18	May	2
March	22	April	22	April	25	April	22	May	7	May	16	June	6
April	19	May	20	May	23	May	27	June	11	June	20	<b>July</b>	<b>2 (Tues)</b>
May	17	June	17	June	20	June	24	July	9	July	18	August	1
June	21	July	22	July	25	July	22	August	6	August	15	September	5
July	19	August	19	August	22	August	26	September	10	<b>(5) September</b>	<b>19</b>	October	3
August	16	September	23	September	26	September	23	October	8	October	17	November	7
September	20	October	21	October	24	October	28	November	12	November	21	<b>(6) December</b>	<b>5</b>
October	18	November	18	November	21	November	25	December	10	December	19	January	2, 2025
<b>(7) November</b>	<b>22</b>	December	23	December	26	December	23	January	7, 2025	January	16, 2025	February	6, 2025

- (1) Notice to run at least 10 days prior to PC meeting. Per Zoning Ord. Sec. 22.3.1
- (2) Notices mailed and sign installed at least 15 days prior to PC meeting. Per Zoning Sec. 22.3.2.
- (3) Deadline is 12pm for submittal
- (4) Nov. 27th 2023 is the Monday AFTER the Thanksgiving holiday.
- (5) September 19th may be a 9am meeting if Civic Youth Day is held.
- (6) December 5th Council meeting will be held at 9 AM due to Christmas Parade.
- (7) Nov. 27th, 2024 is the Friday before the Thanksgiving holiday.

Revised 3-25-24