



Pulaski County
Application Instructions
for
ZONING CHANGES

Public Notice Requirements:

Section 6.2.3 of the Regulations require that you provide the following notice for each of your Rezoning requests and/or Conditional Use requests. The Building Inspector will notify you, via email, of the time and location that the Planning Commission will hold their public hearing for your application as well as the time and location that the County Commissioner will consider your request. **It is the applicant's responsibility to check their email in a timely manner to ensure adherence to timely posting and notification requirements.**

- At least 15 days prior to the Planning Commission's public hearing, you must post a sign on the property where you are requesting a zoning change. This sign must be placed in a conspicuous location along each street frontage of the property. (If the property has no street frontage, the sign is to be placed on each street where you will have access to the property.)
- Each sign must be at least 17" x 24" in size and state the following (See Ordinance 2020-1, Amending Section 2.3 of the Pulaski County, Georgia Ordinances):
 - State date of Planning and Zoning public hearing;
 - State date of County Commissioner meeting where request will be considered;
 - The present zoning classification of the property; and
 - The nature of your request (i.e. "Rezoning to R-3" or "Conditional Use for a Church")
- At least 10 days prior to the Planning Commission's public hearing, you must mail a notice to all persons owning property located adjacent to or across the street from the property that is the subject matter of the zoning change.
 - The notice that you mail is to state the time, location and purpose of the hearing that is to be held by the Planning Commission as well as the time and location of the County Commissioners meeting that is to be held for approval.
 - A copy of this letter along with a list of the intended recipients must be submitted to the Building Inspector.

County Actions:

The Building Inspector will assign a number to the application and date it when he/she receives the application. If it is determined that your application is incomplete it will be returned to you.

The action recommended by the Planning Commission at their public hearing, along with any comments, will be noted on the application form by the City Manager and forwarded to the County Commissioner.

The final action taken by the County Commissioner will be indicated on the application form, along with any conditions that the Commissioner imposes on the property if approved, and a copy will be given to you as official notice of the County Commissioner's final action.

NOTE: Any application for rezoning of a particular parcel of property that is denied by the Sole County Commissioner may not again be considered for rezoning until the expiration of at least six (6) months immediately following the defeat of the zoning request.



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ZONING CHANGES**

Instructions for Applicant:

Complete this form and the appropriate attachments in order to apply for a **Rezoning** or approval of a **Conditional Use** on a property.

Fill in the top boxes and have your signature notarized. Deliver the application and all attachments to the City/County Building Inspector at City Hall, 56 Broad Street, Hawkinsville GA 31036. You can reach the Building Inspector at 478-892-3240 to discuss your application or if you have any questions.

- Fill in your name, address, telephone number, email, the property location and current zoning category.
- Check the appropriate box as to whether you are the property owner, an attorney representing the property owner, or representing the owner in some capacity.
- If you do not personally own a majority interest in the property, have the owner(s) prepare an Owner's Authorization giving you permission to file the application, and attach it to the application (see the Owner's Authorization Form that is in this application package).
- Check the appropriate box showing what you are applying for: a **Rezoning** (show the zoning district that you are requesting), a **Conditional Use** (list the specific use from the table under Section 2.6 for the zoning district you have or are applying for), or a change in a condition that was imposed by the City Commission when the property was previously rezoned or had a Conditional Use approved.

**NOTE: File a separate application for each Rezoning request naming a different zoning district.
However, Conditional Use request can be combined with Rezoning requests on the same property.**

- **Check the boxes for all of the items that you have attached:**
 - Application fee: attach a check or money order for the appropriate fee made out to the City of Hawkinsville.
DO NOT ATTACH CASH.
 - Attach a Pulaski County Application Form.
 - Attach an owner's authorization if you are not the owner filing the request.
 - Attach a Site Plan
 - Attach a completed Campaign Contribution Disclosure form, listing ALL owners of the property. Also indicate contributions or gifts you or your attorney have made over the past two years that in the aggregate total \$250 or more to any Hawkinsville elected official or Planning Commissioner.

Applicant: _____ Telephone No.: _____

Applicant's Address: _____

Applicant's Email: _____

Property Location: _____ Current Zoning: _____

Applicant is: Property Owner Attorney for Property Owner (Attach Owner's Authorization)

Type of Application

Rezoning to: _____

Conditional Use:

Change in Conditions of Approval

Attachments

Application Fee

Site Plan

Campaign Contribution Disclosure Form

Other: _____

Signature of Applicant (to be notarized)

Sworn to and subscribed before me this
_____ day of _____, 20__

Notary Public

***** DO NOT WRITE IN THE BOXES BELOW *****

Planning Commission Recommendation

Approval as submitted

Approval with Conditions

Denial

Other

Date: _____ Review Checklist is attached

Comments:

Final Action by County Commissioner

Approved

Approved with Conditions

Denied

Date: _____

Conditions of Approval:

Application Withdrawn Date: _____

By City Manager Without Prejudice

By County Commissioner With Prejudice - Can't be re-filed for 6 months

Application Number

Z - _____

Received: _____

This is to certify that (I am We are I am the Corporate Secretary of a Corporation) the owner of a majority interest in the property that is the subject of the attached application.

By execution of this form, (I am We are I am the Corporate Secretary of a Corporation) authorizing _____ as the applicant, acting on behalf of the owner, to file for and pursue a request for the checked item(s) below at the property located at _____:

Check each that applies:

- Rezoning
- Conditional Use
- Appeal from Administrative Action
- Interpretation
- Hardship Variance
- Flood Protection Variance
- Special Exception
- Project Approval
- Development Permit
- Final Subdivision Plat Approval

Please print the following information:

Owner(s) : _____

Owner(s) Address: _____

Owner(s) Phone: _____

Owner Signature

Sworn to and subscribed before me this _____ day of _____, 20__

Notary Public

Owner Signature

Sworn to and subscribed before me this _____ day of _____, 20__

Notary Public

Attach additional sheets as needed.

Corporations -- attach copy of corporate resolution approving authorization.

The following information is provided in accordance with the Georgia Conflict of Interest in Zoning Actions Act, O.C.G.A. 36-67A-1 *et seq.* **Attach additional sheets as needed.**

The property that is the subject of this application is owned by:

- Individual(s)
- Corporation
- Partnership
- Limited Partnership
- Joint Venture

All persons, corporations, partners, limited partners, or joint ventures' party to ownership of the property that is the subject of the attached application are listed below:

The name and address of the applicant submitting this application is:

Within the two years preceding the date of this application, the applicant has made campaign contributions or gifts aggregating \$250 or more to the County Commissioner or any member of the Planning Commission:

Name of Official	Amount of Contribution or Gift	Date of Contribution or Gift

The name and address of the attorney representing the applicant submitting this application is:

Within the two years preceding the date of this application, the attorney representing the applicant has made campaign contributions or gifts aggregating \$250 or more to the County Commissioner or any member of the Planning Commission:

Name of Official	Amount of Contribution or Gift	Date of Contribution or Gift