

City of McDonough
Community Development Department
Public Notice:

Annexation/Rezoning/Zoning
Modification/Special Use Permit/
Land Use Permit Applicants:

In order to process your application in a timely manner it is required that you have a pre-consultation meeting with the Community Development Department/Planning and Zoning to review your completed application materials.

Note: Incomplete applications will not be accepted. Fees are required at the time of submission for all petition applications (see fee schedule attached). Fees are non-refundable.

Please contact the Community Development Department Secretary, Mrs. Tina Tebo, at (678) 782-6221 to arrange an appointment. Appointments are normally scheduled on the next available Wednesday (space permitting).

Thank you for your interest in the City of McDonough!

NOTE: A staff report is a tool for Planning and Zoning staff to provide their professional findings and assessments about land use issues. Staff recommendations are only to be used as an informational resource for the Mayor and Council to make a determination for approval or denial of an application.

Tracking #: _____

City of McDonough
Community Development, 3rd floor
136 Keys Ferry Street
McDonough, Georgia 30253
Phone: 678-432-4622/Fax: 678-432-4665

**ANNEXATION/ZONING/ZONING MODIFICATION
SPECIAL USE PERMIT/ LAND USE MAP AMENDMENT APPLICATION:**

Check all that may apply:

- ☐ **ANNEXATION:** County Zoning: _____ (Current) City Zoning: _____ (Proposed)
- ☐ **ANNEX/REZONING:** County Zoning: _____ (Current) City Zoning: _____ (Proposed)
- ☐ **REZONING:** City Zoning: _____ (Current) City Zoning: _____ (Proposed)
- ☐ **SPECIAL USE PERMIT:** City Zoning: _____ (Current) City Zoning: _____ (Proposed)
- ☐ **ZONING MODIFICATION:** City Zoning: _____ (Current) City Zoning: _____ (Proposed)

Acreage: _____ (+/-) District: _____ Land Lot(s): _____

Tax ID #: _____ (Please also provide a copy of the Tax Map from the HC Tax Assessors Office)

NOTE: If pursuing an Annexation Petition, then identify method being used:

- ☐ 100% annexation method (Requires signatures from all owners of all non-public land proposed for annexation).
☐ 60% annexation method (Requires application(s) of not less than 60% of property owners of the total land area which is contiguous to the existing City Limits by at least one-eighth).

NOTE: If pursuing an annexation petition, attach copy of zoning certification from Henry County Planning and Zoning Department. To obtain a zoning certification from Henry County Planning and Zoning Department, contact (770) 288-7526 for more information.

Is the subject property a part a previously platted subdivision? ☐ YES ☐ NO If yes: Please Attach Copy of Recorded and Approved Plat (available at the Henry County Courthouse, 1st floor, Records and Deeds).

Project Name: _____

Project Address: _____

Applicant(s) Name: _____

Applicant Address: _____

Applicant E-Mail Address: _____

Applicant Telephone Number: _____

Applicant Cell Number: _____

Applicant Facsimile Number: _____

Owner(s): _____ Phone: _____

Owner(s): _____ Phone: _____

Required Exhibits for All Applicants:

- ☐ Legal Description of Proposed Property per Application
- ☐ Copy of Deed
- ☐ Boundary Survey matching legal description (above)
- ☐ Site Plan(s) and Drawings: (1 copy: 24" x 36" & 5 copies 11" x 17")
- ☐ Applicant/Owner Campaign Disclosure Form (attached)
- ☐ Letter of Intent
- ☐ Owner's Letter of Authorization (if needed)
- ☐ Applicant's Letter of Authorization (if needed)
- ☐ Completed Façade Review Application (attached)
- ☐ HCWSA Letter
- ☐ Impact Statement Letter (Special Use Permits ONLY)
- ☐ Other as Required by Community Development Department Staff

STAFF ONLY*****

☐ FEE: \$ _____ Payment Method: Cash/Credit Card/Check/Money Order # _____

Identify Utilities Serving Site Under Petition:

- Water Service: _____
- Sanitary Sewer: _____
- Electricity: _____
- Telephone Service Provider: _____
- Cable Television Provider: _____

Note: Applicants Be Advised Utilities are On a First Come First Served Basis Availability with System Improvement Costs Borne by the Applicant.

A pre-construction conference is required with Henry County Water and Sewer Authority (HCWSA) for properties to be served by the County and a capacity letter required with the application request from HCWSA.

I (we) hereby certify that I (we) have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing work performed as a result of this application, if approved, will be complied with whether specified herein or not. The granting of an extension or annexation does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of related requirements.

I (we) certify that I (we) understand the approval of the annexation/rezoning/special land use permit does not constitute approval for any land disturbing activity, building activity, and/or occupancy of said property.

I (we) certify that I (we) understand that only those variances, if any, which have been requested in writing by the applicant and advertised in conjunction with the conditional zoning application are valid land use map amendments which Mayor and Council may from time to time approve.

I (we) certify that I (we) understand that site exhibits of the zoning application are not conditions of zoning and do not bind the City of McDonough to said exhibits nor shall these items be in any way construed as approved by the City of McDonough with the zoning application.

I (we) certify that I (we) understand a non-conforming use of said property expires within one (1) year of the approval of said petition request.

I (we) certify that said zoning may be reverted within one (1) year by Mayor and Council in accordance with 17.104.120, McDonough Zoning Ordinance.

I (we) certify that I (we) have not relied upon oral representations by City of McDonough employees in making said application and understand the same to be null and void.

**** I have received a copy of the Campaign Disclosure Report, Petition Fee Schedule, Façade Application and Special Land Use Permit description along with the application.**

Signature of Applicant (attach additional notarized signatures as needed):

Notary Signature/Date:

Signature of Owner (attach additional notarized signatures as needed):

Notary Signature/Date:

OWNER CAMPAIGN DISCLOSURE FORM:

Has the owner* made, within two (2) years immediately preceding the filing of this application for Annexation/Rezoning/Zoning Modification/Special Use Permit/Special Land Use Permit, campaign contributions aggregating \$250.00 or more or made gifts having in the aggregate a value of \$250.00 or more to a member of the City of McDonough Mayor and Council and/or the McDonough Planning Commission who will consider the application under petition herein?

*Owner means any individual or business entity (corporation, partnership, limited partnership, firm, enterprise, franchise, association, or trust or government entity) applying for rezoning or other action.

Check One: Yes ☐ No ☐

If checking "Yes," the applicant and the attorney representing the applicant must file a disclosure report with the City of McDonough Council within ten (10) days of the first filing of the associated Annexation and/or Rezoning and/or Special Land Use Permit request. Please provide the following information which will be considered as the required disclosure:

City Council Member/Planning Commission Member	Dollar Amount of Campaign Contribution & Date	Description of each Gift/Contribution of \$250 or Greater

I (we) certify that the foregoing information is true and correct, this _____ day of _____ (month), in the year _____.

Owner Signature

Owner Attorney Signature (if applicable)

Sworn to and subscribed before me this _____ day of _____ (month), in the year _____.

Georgia Notary Public Signature

Emboss Seal

APPLICANT CAMPAIGN DISCLOSURE FORM:

Has the applicant* made, within two (2) years immediately preceding the filing of this application for Annexation/Rezoning/Zoning Modification/Special Use Permit/Special Land Use Permit, campaign contributions aggregating \$250.00 or more or made gifts having in the aggregate a value of \$250.00 or more to a member of the City of McDonough Mayor and Council and/or the McDonough Planning Commission who will consider the application under petition herein?

*Applicant means any individual or business entity (corporation, partnership, limited partnership, firm, enterprise, franchise, association, or trust or government entity) applying for rezoning or other action.

Check One:

Yes ☐

No ☐

If checking "Yes," the applicant and the attorney representing the applicant must file a disclosure report with the City of McDonough Council within ten (10) days of the first filing of the associated Annexation and/or Rezoning and/or Special Land Use Permit request. Please provide the following information which will be considered as the required disclosure:

City Council Member/Planning Commission Member	Dollar Amount of Campaign Contribution & Date	Description of each Gift/Contribution of \$250 or Greater

I (we) certify that the foregoing information is true and correct, this _____ day of _____ (month), in the year _____.

Applicant Signature

Applicant Attorney Signature (if applicable)

Sworn to and subscribed before me this _____ day of _____ (month), in the year _____.

Georgia Notary Public Signature

Emboss Seal

Petition Fee Schedule
FEES ARE NON-REFUNDABLE (No Exceptions)
Note: Fee Waiver Requires Mayor and Council Action

The fees for annexation/rezoning/zoning modification/special use permit applications, etc. are based on the site acreage and further described below:

Number of Acres	Residential RA, R-200, R-100, R-85, R-75, R-60	Multi-Family RM-75, RTD	Office/Commercial/Industrial O-I, C-1, C-2, C-3, M-1, M-2	Mixed Use/PUD
0-5	\$375 + \$25 per acre	\$575 + \$25 per acre	\$675 + \$25 per acre	\$1,000 + \$50.00 per acre
6-10	\$525 + \$25 per acre	\$875 + \$25 per acre	\$1,075 + \$25 per acre	\$1,500 + \$50.00 per acre
11-20	\$875 + \$25 per acre	\$1,275 + \$25 per acre	\$1,475 + \$25 per acre	\$2,000 + \$50.00 per acre
21-50	\$1,075 + \$25 per acre	\$1,575 + \$25 per acre	\$2,075 + \$25 per acre	\$2,500 + \$25.00 per acre
51-100	\$1,575 + \$25 per acre	\$2,075 + \$25 per acre	\$3,075 + \$25 per acre	\$4,000 + \$25.00 per acre
100+	\$1,825 + \$25 per acre	\$3,075 + \$25 per acre	\$4,075 + \$25 per acre	\$4,500 + \$25.00 per acre
Mayor and Council Variance Petition (items not contained in Title 17)				
Planning Commission Appeal				
Board of Zoning Appeals Variance				
Administrative Variance				
Re-advertisement Fee				
Zoning Modification Petition Variance				
Special Use Permit				

SPECIAL USE PERMIT INFORMATION:

A Special Land Use Permit may be granted by Mayor and Council to allow certain uses, only those uses identified as Special Use Permit by the Zoning Ordinance, which are not permitted uses by right within the zoning district.

Applications will not be accepted for special land use permits where not identified and provided for by the zoning district.

Note: Consult the Community Development Department for verification of zoning and to ensure that conditional zoning does not preclude application for Special Land Use Permit.

Items which require a Special Land Use Permit are as follows:

- Senior Condominium Center (RCD; R-50)
- Churches and associated facilities excluding cemeteries (Please refer to Zoning Codes: 17.12 and Ordinance No. 08-12-29)
- Cemeteries (RA-200; R-100; R-85; R-75; RM-75) when parcel size is a minimum of ten (10) acres
- Schools (RA-200; R-100; R-85; R-75; RM-75; C-2)
- Public Buildings (RA-200; R-100; R-85; R-75; RM-75; C-2)
- Pawn Shops (C-3 Only)
- Personal service establishments such as Tattoo Studio, Piercing Establishments, Spa, and Massage Parlor (C-3 Only)
- Day Care (O-I when part of a planned office park with a parcel size minimum three (3) acres); (C-2 when property abuts an established or emerging Village Activity Center Node)

A special land use permit or SUP does not change the zoning designation of the property nor does it run with the land in perpetuity.

The SUP can be terminated at any time by an action of the Community Development Director and as per consultation with Mayor and Council as described in Title 17, McDonough Zoning Ordinance

The Community Development Department/Mayor and Council reserve the right to request additional application materials per site specific review of SUP application requests.

The fees for an SUP are the same as the annexation/rezoning fees which are further described in 17.92.40, Petition Fee Schedule, as attached.

- B. Notice requirements. The public hearing shall be noticed as required by state law. Any required signs shall state the time, place, purpose of the hearing the location of the property, the present zoning classification of the property and the proposed zoning classification of the property.

Section XVII.

BE IT ORDAINED by the Mayor and Council of the City of McDonough, Georgia, and it is hereby ordained by the authority of same, that Chapter 17.112 Special Uses, of Title 17 of the Code of Ordinances of the City of McDonough, Georgia is hereby deleted and replaced to read as follows:

CHAPTER 17.112 SPECIAL USES

Sections:

- 17.112.010 Purpose.
- 17.112.020 Standards of review.
- 17.112.030 Application requirements.
- 17.112.040 Approval.
- 17.112.050 Use following approval.
- 17.112.060 Permitted uses.


17.112.010 Purpose.

A Special Use Permit shall be required where a Special Use listed under a zoning district is desired for development. The City shall consider application for such Special Use subject to review and determination that the proposed use is consistent with the Comprehensive Plan, is located, designed and operated in a manner that is in harmony with neighboring development and does not adversely affect the public health, safety, and general welfare.


17.112.020 Standards of review.

In reviewing a Special Use Permit application, the city council shall consider the following:

- A. The potential adverse impacts on traffic;
- B. The potential adverse impacts on storm drainage;
- C. The potential adverse impacts on surrounding land values;
- D. The compatibility with surrounding land use activities;
- E. The adequacy of parking;

- 
- F. The location or proximity of other similar uses (whether conforming or non-conforming);
 - G. The adequacy of landscaping plans to ensure appropriate transition; and
 - H. Whether or not the public health, safety and welfare of the surrounding neighborhoods will be adversely affected.

17.112.030 Application requirements.



A request for a Special Use Permit shall be submitted to the Director, and shall include the following:

- A. All application requirements for a rezoning request as required by this Title;
- B. Special use permit form as required by the Director;
- C. An application fee in the amount specified for the zoning classification in Section 17.92.040;
- D. An Impact Statement identifying how the proposed use is compatible with the Standards of Review set forth above; and
- E. Any other information that may be requested by the City to fully evaluate and review the application and the potential impact of the proposed development.

17.112.040 Approval.

The process for submission and review of an application for a Special Use Permit shall be done in accordance with the process outlined in this title for amendments to the zoning map. If an application is approved and a Special Use Permit is granted, all conditions that may have been attached to the approval are binding to the property. All subsequent development and use of the property shall be in accordance with the approved plan and conditions. Changes to a Special Use or development of a site for the Special Use shall be treated as an amendment to the Special Use Permit and shall be subject to the same application and review process as a new application.

17.112.050 Use following approval.

The Special Use for which a Special Use Permit is granted shall commence operations or construction within 12 months of the date of approval by the city council. If, at the end of this 12 month period, the Community Development Director determines that active efforts are not proceeding toward operation or construction, the permit may be revoked by the city council.

17.112.060 Permitted uses.



City of McDonough
Community Development
136 Keys Ferry Street, 3rd Floor
McDonough, GA 30253
Phone (678) 432-4622
Fax (678) 432-4665

Exterior Architectural Façade Review

Code Section(s):

Chapter 15.68 – Façade Review

Applicable Development(s):

Single-Family Residential (attached/detached), Multi-Family Residential, Commercial, Office and Industrial.

Code Requirements:

Chapter 15.68, City Code, stipulates that the Community Development Department shall be the exclusive body for the review of all buildings proposed to be constructed or externally altered within the city.

The review shall consist of a review of the facades of all such buildings facing or viewable from a public street, building materials, landscaping, and architectural and building design and compatibility.

Permitting:

In order for a building permit to be processed, the exterior façade(s) of required buildings must have been issued approval in accord with Chapter 15.68.

Attached hereto is the application form to be completed and returned with the necessary supplemental documents.

Please contact Tina Tebo, Community Development Secretary at (678) 432-4622 or via e-mail at ttebo@mcdonough-ga.gov for additional questions or assistance.

Project Number: _____

Main Street District: YES/NO



City of McDonough
Community Development
136 Keys Ferry Street, 3rd Floor, McDonough, GA 30253
Phone (678) 432-4622/Fax (678) 432-4665

**Façade Review Application
Per Chapter 15.68, City Code**

Applicant's Name: _____

Company Name: _____

Mailing Address: (Number/Street/City/State/Zip):

Telephone Number (Area Code) Number: _____

Facsimile Number (Area Code/Number): _____

E-Mail Address: _____

Project Name: _____

Project Address: _____

Proposed Use: _____

APPLICATION REQUIREMENTS:

- ☐ Completed Façade Review Application
- ☐ Site Plan (prefer 11' x 17')
- ☐ Color Renderings (Front, Sides, Rear Elevations of the Existing and/or Proposed Structure(s))
- ☐ Provide a complete list and samples of materials to be used and Identify location on elevations. **NOTE: Samples may be color swatches of the material.**
- ☐ Written Permission from Property Owner
- ☐ Fee payable to the City of McDonough (\$50 Single-Family Residential OR \$250 Non-Single-Family Residential). **Fee(s) are non-refundable.**

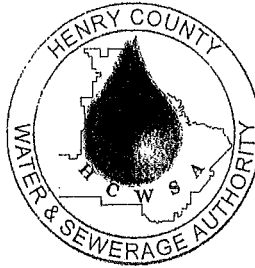
*******STAFF USE ONLY- DO NOT WRITE BELOW THIS LINE*******

FEE: \$_____ Payment Method: Cash/Credit Card/Check/Other #_____

Zoning: _____

Materials may be mailed to the attention of Mrs. Tina Tebo, Permit Coordinator at the above described address. For further information, contact Mrs. Tebo at (678) 782-6221.

Application for Water/Sewer Availability Letter



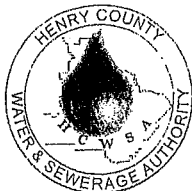
2005

Thank you for your interest in Henry County, Georgia. This packet includes the necessary documents required for processing water/sewer availability letters. Availability letters are required for rezoning(s), conditional use/exception, variance, and modifications to Zoning Conditions of properties that are heard by the Henry County Planning and Zoning Board and/or the Henry County Board of Commissioners (or respective cities that are within HCWSA service area). HCWSA 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 Henry County water sources.

PLEASE NOTE: ALL FEES ARE NON-REFUNDABLE. THERE ARE NO EXCEPTIONS.

SHOULD YOU NEED FURTHER ASSISTANCE, PLEASE FEEL FREE TO CONTACT OUR OFFICE BETWEEN 8:00 AM TO 5:00 PM, MONDAY THROUGH FRIDAY AT (770) 914-3688.

THE LOCATION OF ALL HCWSA RELATED BOARD MEETINGS IS:
1695 HIGHWAY 20 WEST
MCDONOUGH, GEORGIA 30253



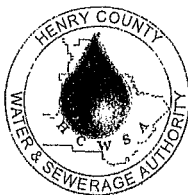
Henry County Water & Sewerage Authority Availability Letter Checklist/Summary

PLEASE COMPLETE THIS FORM WHEN REQUESTING WATER/SEWER AVAILABILITY LETTERS. ATTACH THE CHECKLIST TO THE APPLICATION AND SIGN. (THIS DOES NOT APPLY TO EXISTING SERVICE VERIFICATION LETTERS OR LETTERS FOR CONDITIONAL USE/EXCEPTION AND SOME VARIANCES).

**ALL DOCUMENTS ARE REQUIRED IN ORDER TO CONSIDER AVAILABILITY;
INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED**

REQUIRED ITEMS	COPIES	PROCEDURE	(INITIAL)
Application Form (<i>Originals only. No photocopies accepted.</i>)	01	1. Signed by owner and notarized . OR 2. Signed by owner's agent and notarized .	
Letter of Intent	01	The letter must clearly state the proposed use, development intent, and estimated time period for construction.	
Preliminary Site Plan/Layout (24 x 36 max.)	01	Must show minimum details: Buildings, road frontage, correct scale, north arrow, present zoning classification, topography, proposed lot layout, existing water and sewer line sizes and locations. If an extension of the water/sewer system is required, site plan must be accompanied with a preliminary routing of the off-site extension. <i>Preliminary profiles of the proposed sewer routing may be required.</i> The plan/layout must be dated and correspond with the submittal to the County or respective City. All plans/layouts must include a statement of whether or not the property is within a protected watershed district.	
Additional site plan/layout requirements	01	If property is within a protected watershed, include proposed minimum lot sizes, estimate of impervious surface, required stream buffers, and statement of whether or not the property is within the water quality critical area.	
Payment		Cash or check made payable to <i>Henry County Water & Sewerage Authority</i> in the amount of \$200.00 for Availability Letters. A deposit and additional costs will be required for developments requiring feasibility/basin studies.	
Letter from the Health Department (Only if property is not on sewer and located within a protected watershed district)	01	This letter is required only if the development is within a protected watershed district and the proposed minimum lot size is less than the requirements set forth in the Watershed Protection Ordinance. Letter must indicate that septic systems will be adequate for proposed lots and house/building sizes.	

The Engineering Manager may require additional information different from the above depending upon the type of development and/or system requirements. The terms and conditions of an availability letter are subject to all rules and regulations of Henry County Water & Sewerage Authority. This application is valid only for the real property referenced on this application. This application is not transferable or assignable to any party. Henry County Water and Sewerage Authority 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 Applicant will be required to repeat the application process. If the applicant is unable to commence development within 365 days, a written request for a six-month extension will be considered.



Henry County Water & Sewerage Authority

Engineering Department
1695 Highway 20 West McDonough, GA 30253
(770) 914-3688 (770) 914-3359 Fax

Application for Water/Sewer Availability Letter

Date: _____

Name of Applicant _____ Phone: _____ Mobile: _____

Address of Applicant: _____ Fax: _____

City: _____ State: _____ Zip: _____ E-mail: _____

Name of Agent _____ Phone: _____ Mobile: _____

Address of Agent: _____ Fax: _____

City: _____ State: _____ Zip: _____ E-mail: _____

THE APPLICANT NAMED ABOVE AFFIRMS THAT THEY ARE THE OWNER OR AGENT FOR THE OWNER OF THE PROPERTY DESCRIBED BELOW AND REQUESTS: (PLEASE CHECK THE PURPOSE OF LETTER REQUEST AND FILL IN ALL APPLICABLE INFORMATION LEGIBLY AND COMPLETELY).

VERIFICATION OF SERVICE: ☐ Conditional Use/Exception ☐ Variance ☐ In-law Suite/Addition ☐ Bank Loan

AVAILABILITY: ☐ General Availability ☐ Rezoning

Availability letters will require a minimum of three weeks from the date of payment and application submittal.

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, Nearest Intersection, Etc.)

Size of Tract: _____ acre(s), Land Lot Number(s): _____, District(s): _____

Property Tax Parcel Number: _____ - _____ - _____ Proposed number of lots: _____

Information beyond this point is not required for service verifications.

(Below: For properties within protected watershed districts only)

Gross Density: _____ units per acre Net Density: _____ units per acre

Estimated amount of impervious surface: _____ Minimum Lot Size: _____

Witness _____

Signature of Owner(s)/Agent(s) _____

Printed Name of Witness _____

Printed Name of Owner/s _____

Notary _____

Signature of Agent _____