



Special Exception Application

Planning & Zoning

Community Development Department 700 Watson Blvd * 202 N Davis Drive PMB 718
Warner Robins, Georgia 31093

SPECIAL EXCEPTION APPLICATION CHECK SHEET

- Completed Application
- Property Information Form
- Infrastructure Information
- Traffic Generation Information
- Authorization Notarized
- Survey Plat and/or Tax Parcel Map and/or Site Plan
- Surrounding Property Owners' Signature Form
- Applicant and/or Owner Certification Form
- Letter of Intent

SCHEDULED PLANNING & ZONING MEETINGS FOR 2015

TIME: 5:30 P.M.

<u>MEETING DATES</u>	<u>CUT OFF DATE</u>
<u>JANUARY 13</u>	<u>11/28/14</u>
<u>FEBRUARY 10</u>	<u>12/29/14</u>
<u>MARCH 10</u>	<u>1/26/15</u>
<u>APRIL 14</u>	<u>3/2/15</u>
<u>MAY 12</u>	<u>3/30/15</u>
<u>JUNE 9</u>	<u>4/27/15</u>
<u>JULY 14</u>	<u>5/29/15</u>
<u>AUGUST 11</u>	<u>6/29/15</u>
<u>SEPTEMBER 15 (THIRD TUESDAY)</u>	<u>8/3/15</u>
<u>OCTOBER 13</u>	<u>8/27/15</u>
<u>NOVEMBER 10</u>	<u>9/28/15</u>
<u>DECEMBER 8</u>	<u>10/26/15</u>
<u>(2016) JANUARY 12</u>	<u>(2015)11/30/15</u>

§114.1.1. An application to amend the text of this Ordinance, the Land Use Plan or the Official Zoning Map shall be submitted in writing to the zoning enforcement officer at least forty-five (45) days before any hearing by the Planning and Zoning Commission. Any application that does not include all of the components required in Sections 114.1.2, 114.1.3 and/or 114.1.4 shall be considered incomplete; submission date shall be considered the date upon which the application is accepted as complete by the Planning and Zoning staff.

This schedule is subject to change.

APPLICABLE STANDARDS of Sections 112.1.3 and 114.2 of the City of Warner Robins Zoning Ordinance

Sec. 112.1.3 & 114.2 Special Exceptions

112.1.3. To hear and decide special exceptions to the terms of these regulations upon which said commission is required to pass under these regulations. In granting a special exception, the commission shall determine that:

- (1) The use meets all required conditions.
- (2) The use is not detrimental to the public health or general welfare.
- (3) The use is appropriately located with respect to transportation facilities, water supply, fire and police protection, waste disposal, and similar services.
- (4) The use will not violate neighborhood character nor adversely affect surrounding land uses.

114.2. **Special Exceptions* (including Home Occupation) or Variances.*

The zoning enforcement officer shall submit to the Planning & Zoning commission each application for special exception. Following each submission, the Planning & Zoning commission may authorize the zoning enforcement officer to issue such special exception. However, at request of the zoning enforcement officer or when required by the Planning & Zoning commission, the following procedures for issuance of a special exception shall be followed: After examination, review, and a public hearing thereon, the Planning & Zoning commission may grant special exceptions to the terms of these regulations upon which said commission is required to pass under these regulations; and in addition, grant minor variances and variances from the terms of these regulations where it will not be contrary to the public interest.

114.2.1. An application must be submitted in writing to the zoning enforcement officer and must be accompanied with site plans, sketches, or any other such information which may be required for review as set forth in Section 114.2.3 and Section 114.2.9.

114.2.2. The public hearing requirements set forth in Section 114.1.11 apply.

114.2.3. Each application for a Special Exception must be submitted to the zoning enforcement officer at least forty-five (45) days before any hearing by the Planning and Zoning Commission. Unless waived by the zoning enforcement officer, each application shall include all the following information about the subject property:

- (1) Name and address of the applicant, and name and address of the owner or operator of the proposed structure or use, if different from the applicant;
- (2) Nature of proposed use, including without limitation, type of activity proposed, manner of operation, number of occupants and/or employees, hours of operation, number of vehicle trips, water and sewer use and similar matters;
- (3) Vicinity map, location of the proposed use or structure, and its relationship to existing adjacent uses or structures, and use of adjacent property;
- (4) Area, dimensions and details of the proposed structure(s) or use(s), including without limitation, existing and proposed parking, landscaped areas, height and setbacks of any proposed buildings, and location and number of proposed parking/loading spaces and access ways;
- (5) Identification and location of all existing and proposed utilities; and
- (6) Any other pertinent information that the zoning enforcement officer, planning and zoning commission or Council may require, including without limitation, the application contents required by a Pre-Application

conference.

114.2.4. A Special Exception shall be approved only when it is determined based on the evidence presented at the public hearing that all of the following conditions have been met:

- (1) The proposed use will not be detrimental to adjacent properties or the general neighborhood, the proposed use will not significantly adversely affect public health, safety, morality and welfare, and the proposed use as designed will minimize adverse effect to the surrounding neighborhood.
- (2) Applicable standards in Article VIII have been met.
- (3) The proposed use is consistent with the Comprehensive Plan, and the conditional use is compatible with the community development pattern.
- (4) A rezoning to allow the requested use as permitted use would not be appropriate.
- (5) The proposed use will not be injurious to the natural environment or the other property in the immediate vicinity, or unconstitutionally diminish property values within the surrounding neighborhood.
- (6) Off-street parking and loading, and access thereto will be adequate.
- (7) Public facilities and utilities are capable of adequately serving the proposed use, and the use would not lead to a major negative change in existing levels of public service, or fiscal stability.
- (8) The use will not be an extension of a use which will cause a damaging volume of (a) agricultural, (b) commercial, (c) industrial, or (d) higher density residential use into a stable neighborhood of well-maintained single-family homes, nor likely lead to decreasing surrounding property values, neighborhood deterioration, spreading of blight or additional requests of similar nature which would expand the problem.
- (9) The use would not significantly increase congestion, noise or traffic hazards.
- (10) Granting this request would not have a "domino effect," in that it becomes the opening wedge for further rapid growth, urbanization or other land-use change beyond what is indicated in the Comprehensive Plan.

114.2.5. The application shall be sent to the Planning & Zoning commission for review, public hearing and an approval/denial thereof. The Planning & Zoning commission shall have 30 days in which to make a decision.

114.2.5.1. Whenever a proposed special exception involves an application for home occupation, a day care center, group home or a personal care home, the Planning & Zoning commission will make a recommendation to Mayor and Council. The Mayor and Council shall take action on the said proposed amendment within forty-five (45) days after the date of the public hearing held by the Planning and Zoning commission. The Mayor and Council shall review the reports prepared by the Planning and Zoning staff and the Planning and Zoning Commission. Mayor and Council may approve or deny the application, approve with modifications or conditions, approve an alternate district or land use category to address the request or defer the decision to a specified meeting date. An action by Mayor and Council to defer the application shall include a statement of the date and time of the next meeting at which the application will be considered. Such statement shall constitute public notice and no further notice, as outlined in Sections 114.1.8-9, is required. The Mayor and Council shall have the authority to resubmit the proposed amendment for reconsideration by the commission. In the event of a resubmission, the commission shall issue its final recommendation to the Mayor and Council within thirty (30) days.

114.2.6. Whenever a proposed special exception involves an application for home occupation, a day care center, group home, or a personal care home, then the applicant shall provide the zoning enforcement officer with the signature and addresses of all residents and/or property owners contiguous to the applicant's property, including the owners of property lying directly across the adjacent rights-of-way. The signatures are to show that these potentially affected property owners have received notice of the special exception application and the upcoming public hearing. When, in the opinion of the zoning enforcement officer, the proposed use would directly affect the integrity of the existing neighborhood by reason of increased traffic or the possible overloading of other public facilities, then the zoning enforcement officer is authorized to require the signatures and addresses of additional area property owners as deemed necessary to adequately inform the neighborhood of the application.

114.2.7. Whenever a proposed special exception involves an application for home occupation, a day care center, group home, or a personal care home, or when, in the opinion of the zoning enforcement officer, the proposed use

would directly affect the integrity of the neighborhood, a sign containing information as to the proposed request, and the date and time of the public hearing before the planning and zoning commission shall be posted in a conspicuous location on the property not less than fifteen (15) nor more than forty-five (45) days prior to the date of the public hearing. The cost of each such sign shall be paid by the applicant in accordance with the schedule of fees set forth by Mayor and Council.

114.2.8. Whenever a proposed special exception involves an application for a home occupation and the applicant is not the owner of the property then said application shall be accompanied by the written permission of the owner.

114.2.16. Any application for special exceptions or variances may be withdrawn prior to action by the Planning & Zoning commission at the discretion of the applicant upon written notice to the zoning enforcement officer.

114.2.17. An applicant shall not initiate action for a special exception or variance involving the same parcel of land more often than once every twelve (12) months.

Property Information

Property Owner/Applicant: _____

Address/Location _____

Tract#: _____ Parcel#: _____ Land Lot(s): _____ Land District#: _____

County: _____ Tax Parcel#: _____ Total Acres: _____

Survey Prepared by: _____

Recorded in Plat Book#: _____ Page#: _____

Present Zoning: _____

Applicant's Request:

Authorization:

Upon receipt of the completed application package, the Community Development Department shall notify the applicant of scheduled date, times, and locations of the public meetings/hearings. The applicant or a representative must be present to answer any questions that may be asked. In the event that an application is not complete, the case may be delayed or postponed at the discretion of the department.

This form is to be executed under oath. I, _____, do solemnly swear and attest, subject to criminal penalties for false swearing, that the information provided in this Application for Public Hearing is true and correct and contains no misleading information.

This ___ day of _____ 20__.

Print Name _____

Applicant Signature _____



CITY OF WARNER ROBINS SPECIAL EXCEPTION APPLICATION

APPLICANT INFORMATION

NAME: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

PHONE: _____ EMAIL: _____

OWNER INFORMATION

NAME: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

PHONE: _____ EMAIL: _____

ATTORNEY/AGENT INFORMATION

NAME: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

PHONE: _____ EMAIL: _____

CONTACT PERSON: _____

PHONE NUMBER: _____

EMAIL ADDRESS: _____

PROPERTY OWNER'S CERTIFICATION

THE UNDERSIGNED BELOW IS THE OWNER OF SAID PROPERTY AND IS AUTHORIZED TO MAKE THIS APPLICATION. THE UNDERSIGNED IS AWARE THAT NO APPLICATION OR REAPPLICATION AFFECTING THE SAME LAND SHALL BE ACTED UPON WITHIN 12 MONTHS FROM THE DATE OF LAST ACTION BY THE PLANNING AND ZONING COMMISSION AND/OR MAYOR AND COUNCIL UNLESS WAIVED BY THE PLANNING AND ZONING COMMISSION AND/OR MAYOR AND COUNCIL. (§114.2.17)

Signature

Date

Type or Print Name

Business and/or Cellphone number

Signature of Notary Public

Date

PROPERTY OWNER'S AGENT AUTHORIZATION

THE UNDERSIGNED BELOW, OR AS ATTACHED, IS THE OWNER OF THE PROPERTY CONSIDERED IN THIS APPLICATION. THE UNDERSIGNED DOES DULY AUTHORIZE THE APPLICANT NAMED BELOW TO **ACT AS AGENT** IN THE PURSUIT OF THIS VARIANCE PETITION.

AGENT INFORMATION:

Signature Date

Type or Print Name Date

Mailing Address

Business and/or Cellphone number

THE UNDERSIGNED IS AWARE THAT NO APPLICATION OR REAPPLICATION AFFECTING THE SAME LAND SHALL BE ACTED UPON WITHIN 12 MONTHS FROM THE DATE OF LAST ACTION BY THE PLANNING AND ZONING COMMISSION AND/OR MAYOR AND COUNCIL UNLESS WAIVED BY THE PLANNING AND ZONING COMMISSION AND/OR MAYOR AND COUNCIL. (§114.2.17)

Signature of **Property Owner** Date

Signature of **Property Owner** Date

Personally appeared before me

who swears the information contained in this authorization is true and correct to the best of his/her knowledge and belief.

Notary Public Date

STATEMENTS FROM ADJACENT AFFECTED PROPERTY OWNERS:

I, _____, owner of property located at
_____, am aware of the attached petition.

Signed : _____ Phone # _____

I, _____, owner of property located at
_____, am aware of the attached petition.

Signed : _____ Phone # _____

I, _____, owner of property located at
_____, am aware of the attached petition.

Signed : _____ Phone # _____

I, _____, owner of property located at
_____, am aware of the attached petition.

Signed : _____ Phone # _____

I, _____, owner of property located at
_____, am aware of the attached petition.

Signed : _____ Phone # _____

I, _____, owner of property located at
_____, am aware of the attached petition.

Signed : _____ Phone # _____