Annexation & Rezoning Application

Planning & Zoning

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

SCHEDULED PLANNING & ZONING MEETINGS FOR 2015

TIME: 5:30 P.M.

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

§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 114.1 of the City of Warner Robins Zoning Ordinance

Annexations and/or Rezoning Apps:

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.

114.1.2. Text amendment applications shall include the following:

(1) Name and address of the applicant;

(2) Current provisions of the text to be affected by amendment;

(3) Proposed wording of text change;

(4) Letter of Intent explaining what is proposed and reason for request; and

(5) Disclosure of Campaign Contributions and Conflict of Interest Certification, see Sections 114.1.15 and 114.1.16.

114.1.3. Land Use Plan amendment applications shall include the following:

(1) A current legal description of the property proposed for amendment. If the property proposed for amendment includes multiple parcels, provide a separate legal description for each individual parcel, together with a composite legal description for all parcels.

(2) All permitted land uses for the identified area under the existing Land Use Plan;

(3) All changes to existing land use designations that are proposed by the application;

(4) All land uses immediately adjacent to the subject property under the existing Land Use Plan;

(5) Letter listing all reasons for the amendment application;

(6) Applicant's and/or Owner's Certification;

(7) Names and addresses of the owner(s) of the land or their agent(s), if any, authorized to apply for an amendment;

(8) Verification by Houston County that all property taxes owed have been paid (for all parcels subject to this application);

(9) A Certificate of Title (for all parcels subject to the application);

(10) A map indicating the subject property(ies) and the adjacent properties, identified by tax parcel number; and

(11) An initiating party shall also file any other information or supporting materials that are required by the Mayor and Council, Planning & Zoning commission and/or the Planning and Zoning staff.

114.1.4. Zoning Map Amendment applications require the following:

114.1.4.1. A pre-application conference is required for all zoning map amendment petitions. All applicants must meet with a member of the Planning and Zoning staff to discuss the application procedures, the public hearing process, and any other information which may be pertinent to the proposed request. Applications will not be accepted until a pre-application conference has been held. Conferences may be handled via telephone at the discretion of staff.

114.1.4.2. Unless waived by the zoning enforcement officer, each application submitted by a person other than the City shall include all the following information about the subject property:

(1) Legal description;

(2) Survey plat showing acreage, compiled by a licensed surveyor;

(3) Current zoning of the subject property and abutting properties and description of all existing uses of abutting properties;

(4) A statement of intent explaining the requested zoning change, the proposed use and any special or unusual parts of the rezoning request;

(5) A description of suitability for development under existing and proposed zoning and a description of all existing uses and structures;

(6) The duration of vacancy or non-use if the property is vacant and unused at the time the application is submitted;

(7) A site plan drawn to scale showing the proposed use, including at a minimum information on proposed improvements, including parking and traffic circulation areas of required landscaping, storm water, detention structures, amenities, buildings and buffers;

(8) For any applications for commercial industrial uses, the site plan shall also identify the maximum gross square footage of structures, the minimum square footage of landscaped area, the maximum height of any structure, the minimum square footage of parking and drive areas, and the proposed number of parking spaces, landscaping and buffers, storm water retention structures;

(9) For any application for single-family residential uses, the site plan shall also identify the maximum number of residential dwelling units, the maximum height of any structure, the minimum square footage of landscaped area, the maximum gross square footage of structures, and the proposed number of parking space;

(10) For any application for multi-family residential uses, the site plan shall also identify the maximum height of any structure, location of amenities and buffer areas; and

(11) Any other information may be reasonably required by the zoning enforcement officer, Planning and Zoning Commission or Council.

114.1.5. All applications for amendments shall be accompanied by payment of a non-refundable fee as established by the City of Warner Robins Fee Schedule. The Mayor and Council shall establish a schedule of fees, charges, and expenses and a collection procedure for building permits, certificates of occupancy, appeals, and other matters pertaining to the Zoning Ordinance. The schedule of fees shall be posted in the Planning and Zoning Department and may be altered or amended only by the Mayor and Council.

114.1.16. *Disclosure of Campaign Contributions and/or Gifts (O.C.G.A. §36-67A-3).* When any applicant for any zoning action, or any supporter or opponent of any zoning action who has contacted the City to express an opinion or who wishes to speak at a public hearing or submit written opinion, has made within two (2) years immediately preceding the filing of that application campaign contributions totaling two hundred and fifty dollars ($250.00) or more to an official of the City of Warner Robins or to a member of the Warner Robins Planning and Zoning Commission it shall be the duty of said person to file a disclosure report with the City. In the case of the applicant, filing shall be within ten (10) days after the application is made, and in the case of a supporter or opponent, filing shall be at least five (5) days before the first public hearing. Such disclosure report shall include the name and official position of the official to whom the campaign contribution and/or gift was made and the dollar amount, date, and description of each campaign contribution and/or gift made during the two (2) years immediately preceding the fling of the application.

114.1.17. *Conflict of Interest (O.C.G.A. §36-67A- 2).* Any City official who has property interest in real property affected by a zoning action which the City will consider or has a financial interest in any business entity which as a property interest in any real property affected by a zoning action which the City will consider, or has a member of the family having any such interest, shall immediately disclose the nature and extent of such interest, in writing, to the Council. Such City Official shall disqualify himself from attending, participating in or voting on the zoning action. Disclosures made in accordance with this Section shall be public record and available for public inspection during normal business hours. Terms used here are defined below.

(1) Business interest: Any corporation, partnership, limited liability company, limited partnership, limited liability partnership, firm, enterprise, franchise, association, or trust.

(2) Financial interest: All direct ownership interests of total assets or capital stock of any business entity of ten percent (10%) or more.

(3) City official: The Mayor, Council member, or any member of the Planning and Zoning Commission

(4) Member of the family: The spouse, parent, sibling or child of a City official.

(5) Property interest: The direct ownership of real property, including any percentage of ownership.

114.1.18. *Procedure Relative to Ex Parte Contact with Mayor and Council.* The Planning and Zoning Commission is not subject hereto. To maintain transparency and to avoid an appearance of impropriety in the decision-making process, there shall be no unsolicited substantive ex parte (individual) communication with the Mayor or Council members by an applicant or his/her representative(s) or by supporters of or opposition to the rezoning, unless the Mayor or Councilperson agrees to such. Unsolicited e-mails, letters, and faxes to the Mayor and Council as a whole, copied to the zoning enforcement officer are permissible. They will be made a part of the record. The applicant and his/her representative(s) and supports and opponents are to limit their unsolicited verbal contacts with City officials and employees to the zoning enforcement officer and to the City Attorney if the proposed contact is from legal counsel. Mayor and Council members will accept verbal presentations in the advertised public hearing and meetings, and via express solicitation or agreement in other instances. If an individual Mayor or Council member shall direct that person to the zoning enforcement officer, and City Attorney and advise the person of upcoming public hearing(s), and disclose such to the Mayor and Council at the public hearing.

114.1.22. If a site development plan or preliminary plat has not been submitted to the zoning enforcement officer within twelve (12) months of the date of approval of the rezoning application, then the planning and zoning commission may review each case to determine if there are circumstances clearly justifying such delays. If justifying circumstances do not exist, the planning and zoning commission may recommend to the Mayor and Council that the Zoning Map be amended to change the land to its prior zoning classification.

City of Warner Robins

www.wrga.gov
(478) 302-5517 phone/(478)929-6944 fax
700 Watson Boulevard/202 N. Davis Drive/PMB 718
Warner Robins, GA 31093

LAND USE PETITION CHECKLIST & APPLICATION FORM

INSTRUCTIONS

A properly completed application and fees are due at the time of submittal. The submittal deadline is at least forty-five (45) days before any hearing by the Planning and Zoning Commission. **An incomplete application will not be accepted.** Original signatures are required for the application.

APPLICATION MATERIALS

Required Items	Number of Copies	Check
Legal Description of property	*One (1)	
Property Information Form	*One (1) Copy	
Is property contiguous if **Annexation**	To be included on Property Info Form	
Current and requested zoning of property ***Houston Co. (478) 542-2018** ***Peach Co. (478) 825-5924**	To be included on Property Info Form	
Survey plat and/or Site Plan utilizing GSP points/city boundaries/land uses/contiguous roads & streets	*One (1) Full-Size *One (1) 8 ½"x 11"	
Describe existing uses of abutting properties	May be included on Survey plat and/or Letter of Intent	
Current use of the property and any existing buildings on property	May be included on Survey plat/Site Plan	
Letter of Intent	***One (1) Copy**	
Duration of vacancy/non-use of property	May be included in Letter of Intent	
Disclosure Form	*One (1) Copy	
Tax Verification Form	*One (1) Copy	
Certificate of Title Form	*One (1) Copy	
Lender's Acknowledgement and Consent to **Annex** (if applicable)	*One (1) Copy	
Property Owner's Certification Form	*One (1) Copy **IF APPLICABLE**	
Agent's Authorization Form	*One (1) Copy **IF APPLICABLE**	
Property Deed	*One (1) Copy **IF APPLICABLE**	
Check with Utility Department (478)929-1937 reference service availability and **obtain letter**	To be Completed at Time of Submittal and included with application	
$100.00 Application Fee	To be Given at Time of Submittal	

THE FOLLOWING ITEMS MAY BE REQUIRED

Traffic Impact Study	*One (1) Copy	
Development of Regional Impact Review Form (DRI) if applicable	*One (1) Copy	
Environmental Site Analysis Form	*One (1) Copy	
Noise Study Report	*One (1) Copy	
Impact Analysis Form	*One (1) Copy	

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CONTACT INFORMATION

COMPANY: _____

CONTACT PERSON: _____

MAILING ADDRESS: _____

CITY:_____ **STATE:** _____ **ZIP:**_____

OFFICE PHONE: _____

CELL PHONE: _____

EMAIL: _____

Property Information

Property Owner/Applicant:_____

Location/Address: _____

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

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

Survey Prepared by:_____ Dated_____

Recorded in Plat Book#:_____ Page#:_____

Present Zoning:_____ Requested Zoning:_____

Adjacent Zonings: North_____ South_____ East_____ West_____

Applicant's Request: (Itemize the Proposal)

_____

_____

_____

_____

_____

Current Use(s) of Property:_____

_____

_____

Proposed Use(s) of Property:_____

_____

_____

Infrastructure Information:

Is water available to this site? ___Yes ___No Jurisdiction:_____

Is sewer service available? ____Yes ___No Jurisdiction:_____

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 _____

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 COMISSION 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 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 COMISSION 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

City of Warner Robins
Community Development
Annexation and/or Rezoning Application

VERIFICATION OF CURRENT PAID PROPERTY TAXES

THE UNDERSIGNED BELOW IS AUTHORIZED TO MAKE THIS APPLICATION. THE UNDERSIGNED CERTIFIES THAT ALL CITY OF WARNER ROBINS/HOUSTON COUNTY PROPERTY TAXES BILLED TO-DATE FOR THE PARCEL LISTED BELOW HAVE BEEN PAID IN FULL TO THE TAX COMMISSIONER OF HOUSTON COUNTY, GEORGIA. IN NO CASE SHALL AN APPLICATION OR REAPPLICATION BE PROCESSED WITHOUT SUCH PROPERTY VERIFICATION.

***Note: A SEPARATE VERIFICATION FORM MUST BE COMPLETED FOR EACH TAX PARCEL INCLUDED IN THE APPLICATION.**

PARCEL I.D. NUMBER _____ - _____ - _____
(Map Reference Number) District Land Lot Tax Parcel #

_____
Signature of Applicant Date

_____
Type or Print Name and Title

TAX COMMISSIONERS USE ONLY

(PAYMENT OF ALL PROPERTY TAXES BILLED TO DATE FOR THE ABOVE REFERENCED PARCEL HAVE BEEN VERIFIED AS PAID CURRENT AND CONFIRMED BY THE SIGNATURE BELOW)

_____ _____
NAME TITLE

_____
DATE

LENDER'S ACKNOWLEDGEMENT

This acknowledgement must be signed and returned to the City of Warner Robins, Community Development Department in order to submit an application for Annexation into the City limits.

****

Please accept this as notification that the City of Warner Robins has received an annexation application from the undersigned Applicant(s). We request your permission as the holder of the Security Deed in order to proceed with the process.

Please sign and complete the requested information below:

ANNEXATION CONSENTED TO BY THE UNDERSIGNED LENDER, HOLDER OF AN OPEN SECURITY DEED FOR THE UNDERSIGNED PROPERTY OWNER(S).

Date of Security Deed: _____

Recorded in Deed Book: _____ **Page#:**_____

_____

Property Description (Address/Land Lot & Block/Street Name/Acreage

_____

Lender

_____ _____

Lender Signature **Date**

_____ _____

Property Owner/Applicant #1 **Date**

_____ _____

Property Owner/Applicant #2 **Date**

_____ _____

Property Owner/Applicant #3 **Date**

Applicant(s) and Lender hereby affirm that the information contained in this acknowledgement is true and correct to the best of my/our knowledge.

DISCLOSURE REPORT FORM

WITHIN THE (2) YEARS IMMEDIATELY PRECEDING THE FILING OF THIS PETITION HAVE YOU, AS THE APPLICANT OR OPPONENT FOR THE PETITION , OR AN ATTORNEY OR AGENT OF THE APPLICANT OR OPPONENT FOR THE PETITION, MADE ANY CAMPAIGN CONTRIBUTIONS AGGREGATING $250.00 OR MORE OR MADE GIFTS HAVING AN AGGREGATE VALUE OF $250.00 TO THE MAYOR OR ANY MEMBER OF THE CITY COUNCIL.

CHOOSE ONE: _____**YES** (if YES, complete points **1** through **4**) _____ **NO** (if NO, complete only point **4**)

****

1. **CHOOSE ONE:** _____**Party to Petition** (If party to petition, complete sections 2, 3 and 4 below)

_____ **In Opposition to Petition** (If in opposition, precede to sections 3 and 4 below)

****

2. List all individuals or business entities which have an ownership interest in the property which is the subject of this petition:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____

****

3. CAMPAIGN CONTRIBUTIONS:

Name of Government Official	Total Dollar Amount	Date of Contribution	Enumeration and Description of Gift Valued at $250.00 or more

****

4. The undersigned acknowledges that this disclosure is made in accordance with the Official Code of Georgia, Section 36-67A-1 et. seq. Conflict of interest in zoning actions, and that the information set forth herein is true to the undersigned's best knowledge, information and belief.

Name (print) _____

Signature _____ Date _____

114.1.16. *Disclosure of Campaign Contributions and/or Gifts (O.C.G.A. §36-67A-3).*
114.1.17. *Conflict of Interest (O.C.G.A. §36-67A- 2).*

CERTIFICATE OF TITLE MUST BE FROM A TITLE COMPANY OR ATTORNEY AND BE ON OFFICIAL LETTERHEAD AND BE LESS THAN 6 MONTHS OLD AT TIME OF SUBMITTAL.

EXAMPLE

Date:

City of Warner Robins
Planning & Zoning Commission
202 N. Davis Drive
PMB 718
Warner Robins, GA 31093

CERTIFICATE OF TITLE

I hereby certify that I have carefully examined the title to the hereinafter described property and in my opinion, good and marketable fee simple title is vested in _____, free and clear of all liens and encumbrances, except as follows:

DESCRIPTION: All that tract or parcel of land situate, lying and being in Land Lot_____ of the _____ Land District of Houston County, Georgia, being known and designated as:

(Subdivision Name, Lot Number, Section, Address) , as shown on a plat of survey of said subdivision prepared by _____, dated _____, a copy of which is of record in Plat Book _____, Page _____, Clerk's Office, Houston Superior Court. Said plat and the recorded copy thereof are hereby made a part of this description by reference thereto for all purposes.

MORTAGES AND/OR DEEDS OF TRUST: **(Please include the name(s) of the Trustee(s) under all Deeds of Trust)**

LIENS:

RESTRICTIONS:

RIGHTS OF WAY:

TAXES: (Need to verify that taxes have or have not been paid for current fiscal year)

This Title Certificate does not certify against any potential, but unrecorded liens or any state of facts which would be disclosed by a modern and accurate survey of the above and noted property.

Very Truly Yours,