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CHECKLIST FOR SUBMITTING REZONING REQUEST

In order to have a request heard by the City Commission , the property owner(s) or agent for the owner(s) must file a complete application, in accordance with the City Zoning Ordinance. A complete application consist of the following:

- _____ APPLICATION FORM (attached)
- _____ APPLICATION FEE (see attached fee schedule) *\$ 200*
- _____ ACCURATE SURVEY, 3 COPIES
- _____ DEED, 2 COPIES
- _____ TAX MAP, 2 COPIES
- _____ GENERAL LAYOUT PLAN, 4 COPIES (see attached requirements)

Additional Information will be required for:

PLANNED COMMERCIAL
PLANNED DEVELOPMENT
RESTRICTED NEIGHBORHOOD COMMERCIAL

You may submit any additional material or information you may wish to, photographs of the site, signatures of support of surrounding property owners, etc. that you may want to submit.

City of Brunswick
Building Officials
700 Gloucester St.
Brunswick, Ga. 31520
(912) 267-5519

INFORMATION ON HOW AN APPLICATION IS PROCESSED

Once a completed application is filed, an advertisement for a public hearing will appear in the Brunswick News, at least fifteen (15) days prior to the scheduled hearing, stating the date and place of the public hearing and the proposed request.

A sign will be placed on the subject property, at least fifteen (15) days prior to the scheduled hearings and the request. Notice of public hearing will be mailed to property owners of record within two hundred (200) feet of the property sought to be rezoned.

Following the Zoning Board of Appeals meeting, the recommendation will be forwarded to the City Board of Commissioners.

If the application is withdrawn after the City Commission has taken final action, there is a (6) month waiting period before resubmitting is allowed for any of the subject property involved in the request.

The request is then advertised for public hearing by the City Board of Commissioners, which is published in the Brunswick News, at least fifteen (15) days prior to the scheduled hearing.

If the application is denied by the City Board of Commissioners, an application shall not be initiated for an amendment/ request affecting the same parcel or parcels of property, or any part thereof, by a property owner or owners for a period of one (1) year.

GENERAL LAYOUT REQUIREMENTS

A General Layout Plan shall be included with the application when requesting a change to the following zoning classifications:

General Commercial	Local Commercial
Limited Medical	Basic Industrial
Office Commercial	General Industrial
Highway Commercial	R-9
Limited Industrial	R-6
General Residential	Medical District

The General Layout Plan shall be at a scale of less than 1"= 100" containing the following:

- A) Dimensions of the property
- B) Location and dimensions of existing & proposed structure and use
- C) Access drives
- D) Setbacks
- E) Easements
- F) Right of way
- G) Marshland boundaries
- H) Proposed or existing water, sewer and drainage facilities
- I) Buffers
- J) Off- street parking
- K) Water courses and lakes
- L) Loading areas, signage and outdoor lighting (commercial/industrial)
- M) Recreational areas (multi-family)
- N) Proposed number of dwelling units and net acres)multi-family)

Requests for Planned Development, Planned Commercial and Restricted Neighborhood Commercial will require additional information as outlined in the zoning ordinance.

CITY ZONING APPLICATION

**APPLICATION
NUMBER** _____

Reference Number/File _____

REQUEST

Existing Zoning _____

Use _____

Requested Zoning _____

Use _____

PROPERTY OWNER (S)

Name _____

Address _____

Telephone _____ (work and/or home) Fax _____

_____ Individual

_____ Partnership

_____ Sole Proprietor

_____ Firm

_____ Corporation

_____ Association

Corporation- Submit list of Officers, Directors and major stockholders name, address and title.

Partnership- Submit list of all partners name, address, and title.

GENERAL INFORMATION

Location or Legal Property Description _____

Property Address (GIS Approved) _____

Tax Map and Parcel Number _____ Zoning Plate Map _____

Size of Property _____

Property Frontage _____ Feet Paved or Unpaved _____

Public Water or Individual Wall ? _____

Public Sewer or Individual Septic Tank? _____

REASON FOR REQUEST

Would be in harmony with the neighborhood because:

Would not be detrimental to property or persons in the area because:

Other comments:

DISCLOSURE

Identify all Members of the City Board of Commissioners, Zoning Board of Appeals and Employees of City of Brunswick Community Development
Who:

- (1) Has a property interest in the real property affected by this request
- (2) Has a financial interest (direct ownership interest of the total assets or capital stock of a business entity where such ownership interest is more than 10%) in any business entity which has a property interest in the real property affected by the request
- (3) Has a member of the family (spouse, mother, father, brother, sister, or daughter) having property financial interest as herein defined, in the real property affected by the request.

SIGNATURES

I/we the owner(s) of the property involved in this application do hereby authorize the following person to act as agent on my/our behalf.

Agent Information: _____

Name: _____

Mailing Address: _____

Phone: _____

Fax: _____

I/we the owner(s) submit this application and certify that the information is correct and true to the best of my knowledge.

Signature of Owner(s)
