



215 N Broad St Monroe GA 30655
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REZONE/ANNEXATION APPLICATION FORM

PERMIT NUMBER _____

I. LOCATION _____
COUNCIL DISTRICT _____
MAPNUMBER _____
PARCEL NUMBER _____

II. PRESENT ZONING _____ REQUESTED ZONING _____

III. ACREAGE _____ PROPOSED USE _____

IV. OWNER OF RECORD _____

ADDRESS _____

PHONE NUMBER _____

The following information must be supplied by the applicant. (attach additional pages if needed)

V. ANALYSIS:

1. A description of all existing uses and zoning of nearby property

2. Description of the extent to which the property value of the subject property is diminished by the existing zoning district classification _____

3. The existing value of the property contained in the petition for rezoning under the existing zoning classification _____

4. The value of the property contained in the application for rezoning under the proposed zoning Classification _____

5. A description of the suitability of the subject property under the existing zoning classification

6. A description of the suitability of the subject property under the proposed zoning classification of the property _____

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7. A description of any existing use of property including a description of all structures presently occupying the property _____

8. The length of time the property has been vacant or unused as currently zoned _____

9. A detailed description of all efforts taken by the property owner(s) to use the property or sell the property under the existing zoning classification _____

Applications found to be incomplete or incorrect will be rejected. See the attached calendar for deadline dates. It is the responsibility of the applicant and not the staff to ensure that a complete and accurate application is submitted.

LEGAL DESCRIPTION OF PROPERTY

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Wherefore, applicant prays that the procedures incident to the presentation of this petition be taken, and the property be rezoned accordingly.

Owner of property (signature) _____
Address _____
Phone Number _____

Attorney/Agent (signature) _____
Address _____
Phone Number _____

Personally appeared before me the above applicant named _____ who on oath says that he/she is the _____ for the foregoing, and that all the above statements are true to the best of his/her knowledge.

_____ (Notary Public) _____ (Date)

My Commission Expires _____

**PETITION REQUESTING ANNEXATION
CITY OF MONROE, GEORGIA**

Date: _____

TO THE HONORABLE CITY COUNCIL OF THE CITY OF MONROE, GEORGIA

1. The undersigned, as owner of all real property of the described herein, respectfully request that the City Council annex this territory to the City of Monroe, Georgia, and extend the City boundaries to include the same.
2. The territory to be annexed abuts the existing boundary of Monroe, Georgia, and the description of such territory area is as follows:

Address/Location of Property: _____

Tax Map Number: _____

See Attached Legal Description and Boundary Survey.

3. It is requested that this territory to be annexed shall be zoned _____ for the following reasons: _____

WHEREFORE, the Petitioners pray that the City Council of the City of Monroe, Georgia, pursuant to the provisions of the Acts of the General Assembly of the State of Georgia, Georgia Laws, do by proper ordinance annex said property to the City Limits of the City of Monroe, Georgia.

Respectfully Submitted,

Owners Address: _____

What method of sewage disposal is planned for the subject property?

_____ Sanitary Sewer

_____ Septic Tank

The following information must be included in the application material requesting an annexation or zoning change from _____ to _____ located at _____, containing _____ acre(s), property owner being _____ filed on _____.

CHECK LIST - APPLICATION MATERIAL

- ___ Application Fee (\$100.00 Application Fee Single Family Rezoning)
(\$300.00 Application Fee Multi Family Rezoning)
(\$200.00 Application Fee Commercial Rezoning)
(Application fee For Annexation is the same as a Rezone)
- ___ The completed application form (one original with original signatures)
- ___ Special Conditions made part of the rezoning/annexation request
- ___ Legal Description
- ___ Survey plat of property showing bearings and distances and:
 - ___ abutting property owners
 - ___ the zoning of abutting property
 - ___ the current zoning of the subject property
- ___ Development Plan (two full size and one 11x17)
- ___ Site plan of the property at an appropriate scale
 - ___ the proposed use
 - ___ internal circulation and parking (proposed number of parking spaces)
 - ___ landscaping minimum square footage of landscaped area
 - ___ grading
 - ___ lighting
 - ___ drainage (storm water retention structures)
 - ___ amenities (location of amenities)
 - ___ buildings (maximum gross square footage and height of structures)
 - ___ buffers
 - ___ Additional information that may be required by the Code Enforcement Officer:

___ Monroe Utilities Network Availability Letter

Application Material-Section 1421.4 of the Zoning Ordinance outlines the specific items to be included on the site plan:

For any application for P, B-1, B-2, B-3 or M-1 districts the site plan shall identify: (circle the appropriate district applied for)

- the maximum gross square footage of building area
- the maximum lot coverage of building area
- the minimum square footage of landscaped area
- the maximum height of any structure
- the minimum square footage of parking and drive areas
- the proposed number of parking spaces

For any application for the R-1, R-1A, R-2 or MH districts the site plan shall additionally identify: (circle the appropriate district applied for)

- the maximum number of residential dwelling units
- the minimum square footage of heated floor area for any residential dwelling unit
- the maximum height of any structure
- the minimum square footage of landscaped area
- the maximum lot coverage of building area
- the proposed number of parking spaces
- on all rezoning applications a revised site plan to be approved at a later date by the Mayor and City Council may be required
- yes no Applicant site plan indicates a variance requested
- 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,
- any other information as may be reasonably required by the Code Enforcement Officer.

Any applicant requesting consideration of a variance to any provision of the zoning ordinance as shown on the required site plan shall identify the variance(s) and identify for each variance shown the following information which shall confirm that the following condition(s) exist:

1. Any information which identifies that there are extraordinary and exceptional conditions pertaining to the particular piece of property in question because of its size, shape or topography that are not applicable to other lands or structures in the same district.
2. Any information whereby a literal interpretation of the provisions of this Ordinance would deprive the applicant of rights commonly enjoyed by other properties of the district in which the property is located.
3. Any information supporting that granting the variance requested will not confer upon the property of the applicant any special privileges that are denied to other properties of the district in which the applicant's property is located.
4. Information clearly showing that the requested variance will be in harmony with the purpose and intent of this Ordinance and will not be injurious to the neighborhood or to the general welfare.
5. Information that the special circumstances are not the result of the actions of the applicant.
6. A description of how the variance requested is the minimum variance that will make possible the legal use of the land, building, or structure in the use district proposed.
7. Information indicating the variance is not a request to permit a use of land, buildings, or structures, which are not permitted by right in the district involved.

