

Conditional Use Application



THANK YOU FOR YOUR INTEREST IN HENRY COUNTY, GEORGIA. THIS PACKET INCLUDES THE NECESSARY DOCUMENTS NEEDED FOR CONDITIONAL USE APPLICATIONS TO BE HEARD BY THE HENRY COUNTY ZONING ADVISORY BOARD.

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

THE HENRY COUNTY PLANNING AND ZONING DEPARTMENT WILL ONLY CONDUCT PRE-APPLICATION MEETINGS ON TUESDAY AND THURSDAY OF EACH WEEK. PLEASE CALL THE PLANNING AND ZONING OFFICE TO SCHEDULE AN APPOINTMENT OR GO TO [HTTP://WWW.CO.HENRY.GA.US/PZMEETING](http://www.co.henry.ga.us/pzmeeting) TO SCHEDULE IT ONLINE.

NO PRE-APPLICATION MEETING WILL BE CONDUCTED WITHOUT AN APPOINTMENT.

SHOULD YOU NEED FURTHER ASSISTANCE, PLEASE FEEL FREE TO CONTACT OUR OFFICE BETWEEN 8:00 AM AND 5:00 PM, MONDAY THROUGH FRIDAY AT (770) 288-7526.

THE LOCATION OF ALL COUNTY RELATED BOARD MEETINGS IS:
140 HENRY PARKWAY
MCDONOUGH, GEORGIA 30253

Henry County Planning and Zoning Department Conditional Use Application Checklist

PLEASE COMPLETE THIS FORM WHEN ACCEPTING ALL CONDITIONAL USE APPLICATIONS.
ATTACH THE CHECKLIST TO THE APPLICATION AND SIGN.

ALL DOCUMENTS ARE REQUIRED IN ORDER TO ACCEPT APPLICATION.

REQUIRED ITEMS	COPIES	PROCEDURE	CHECK/INITIAL
Pre-Application Review Form (Meeting Notes)	1	Must be obtained from a current planner, prior to submitting your application. (by appointment only on Tuesday or Thursday)	
Application Form	1	<ol style="list-style-type: none"> 1. Signed and notarized by owner. Original signature 2. In lieu of owner's signature, applicant has signed and notarized a copy of a "Contract", "Power of Attorney" or "Lease" 	
Applicant Disclosure Form	1	Required for all property owners, applicants, and agents filed with an applications and must be notarized	
Letter of Ownership	01	Letter stating that the owner is aware of the zoning request and owns the property in question	
Letter of Intent	1	Must clearly state the proposed use and development intent	
Site Plans (24 x 36) and (11 x 17)	1 10	Must show minimum details: Buildings, setbacks, buffers, road frontage, correct scale, north arrow, present zoning classification, topographic information to show elevation and drainage, location and extent of required buffers, proposed lot layout	
Survey Plat (8 ½ x 11) Or (11 x 17)	1	Subject Property, prepared and sealed <i>within the last five years</i> by a professional engineer, landscape architect or land surveyor registered in the State of Georgia. Said survey plat shall: 1) indicate the complete boundaries of the subject property and all buildings and structures existing therein; 2) Include a notation as to whether or not any portion of the subject property is within the boundaries of the 100 year floodplain; and 3) Include a notation as to the total acreage or square footage of the subject property	
Letter from the Henry County Water and Sewerage Authority	1	This letter must accompany the application at the time of submittal.	
Form from the Health Department	1	This letter must accompany the application at the time of submittal (<i>Only needed if property is not on sewer</i>)	

Procedures

A pre-application meeting with one of the staff planners before submission of any application is required. A scheduled appointment is required. (*No opinions or guidance can be given over the phone*). Staff will review the request and discuss all necessary code requirements that affect the request. Staff may also need to consult other county departments before accepting the application. The request will then be advertised in the *Henry Daily Herald* and a sign posted at least 15 days prior to the scheduled public meeting date (see the enclosed schedule).

No application will be accepted unless all necessary documentation is complete and a pre-application meeting has been held (There will be no exceptions.)

The Zoning Advisory Board on the 2nd Thursday of each month shall hear requests.

Notes

Per the Zoning Advisory Board's request, no more than six (6) items will be placed on a Zoning Advisory Board hearing, unless stated otherwise by the board.

Contacts

Henry County Planning & Zoning
140 Henry Parkway
McDonough, GA 30253
tel. (770) 288-7526

Henry County Building Department
140 Henry Parkway
McDonough, GA 30253
tel. (770) 288-6051

Henry County Water and Sewer Authority
1695 Highway 20 West
McDonough, GA 30253
tel. (770) 957-6659

Henry County Health Department
Environmental Health Section
137 Henry Parkway
McDonough, GA 30253
tel. (770) 954-2078

Henry County Fire Department
664 Industrial Boulevard
McDonough, GA 30253
tel. (770) 288-6600

Henry County Police Department
100 Henry Parkway
McDonough, GA 30253
tel. (770) 288-8200

Henry County Environmental Compliance
And Plan Review
140 Henry Parkway
McDonough, GA 30253
tel. (770) 288-6064

Henry County Board of Education
33 North Zach Hinton Parkway
McDonough, GA 30253
tel. (770) 957-6601

Henry County Planning & Zoning Conditional Use Request Application

Name of Applicant _____ Phone: _____ Date: _____

Address Applicant: _____ Fax _____ Pager/Cell # _____

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

Name of Agent _____ Phone: _____ Date: _____

Address Agent: _____ Fax _____ Pager/Cell # _____

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

THE APPLICANT NAMED ABOVE AFFIRMS THAT THEY ARE THE OWNER OR AGENT OF THE OWNER OF THE PROPERTY DESCRIBED BELOW AND REQUESTS

The property will be POSTED with a Henry County Planning and Zoning Sign. The sign must remain on the subject property for no less than fifteen days prior to either ZAB and/or BOC meeting(s). The applicant or property owner shall not remove or alter the sign for any reason. _____ Acknowledgement

Conditional use being requested _____

Address of Property: _____

Nearest intersection to the property: _____
(Street Address)

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

Property Tax Parcel Number: _____ - _____ - _____ (Required)

Witness' Signature

Signature of Applicant/s

Printed Name of Witness

Printed Name of Applicant/s

Notary

Signature of Agent

NOTARY STAMP:

(For Office Use Only)

Total Amount Paid \$ _____ Cash _____ Check # _____ Received by: _____ (FEES ARE NON-REFUNDABLE)

Application checked by: _____ Date: _____ Map Number(s): _____

Pre-application meeting: _____ Date: _____

Zoning Advisory Board Decision: _____

BOC Decision: _____

Planning Director's Signature: _____ Date: _____

Applicant Campaign Disclosure Form

(Must be completed by the applicant, the property owner, and the agent. Use as many forms as needed.)

Has the applicant* made, within two (2) years immediately preceding the filing of this application for rezoning, campaign contributions aggregating \$250 or more or made gifts having in the aggregate a value of \$250 or more to a member of the Henry County Board of Commissioners or Zoning Advisory Board who will consider the application?

Yes _____ No _____

If **Yes**, the applicant and the attorney representing the applicant must file the following information with the Henry County Board of Commissioners within ten (10) days after this application is first filed:

Commissioner/Zoning Advisory Board Member Name	Dollar amount of Campaign Contribution	Description of Gift \$250 or greater given to Board Member

We certify that the foregoing information is true and correct, this _____ day of _____, _____

Applicant's Name - Printed

Signature of Applicant/Property Owner/Agent

Applicant's Attorney, if applicable - Printed

Signature of Applicant's Attorney, if applicable

Sworn to and subscribed before me this _____ day of _____, _____.

Notary Public

* Applicant means any individual or business entity (corporation, partnership, limited partnership, firm enterprise, franchise, association, or trust) applying for a Conditional Use.

Application for Water/Sewer Availability Letter



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 HCWA service area).

HCWA 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 8:00AM to 5:00PM, Monday through Friday at (770) 914-3688.



Henry County Water 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 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 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 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 Authority

Engineering Division
100 Westridge Industrial Blvd.
McDonough, GA 30253

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): _____

Development Estimated Average Daily Sewer Flow (GPD): _____

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

770-914-3688 (Office) 770-914-3359 (Fax) www.hcwa.com



Henry County Department of Planning & Zoning
Septic System Information for Zoning Requests

135 Henry Parkway McDonough, GA 30253
(770) 954-2078

This form must be completed and submitted to Planning and Zoning with all zoning applications for properties that are not served by public sewer.

Name of Applicant: Phone: Mobile:

Applicant Address: City, State: Zip:

Name of Agent: Phone: Mobile:

Agent Address: City, State: Zip:

Request (Check one):

Rezoning (Current Zoning Requested Zoning) Conditional Use

For the Purpose of

Property Address: Nearest Intersection to property:

Size of Tract: acres Land Lot(s), District(s):

Property Tax Parcel Number: Proposed Number of Lots:

Signature of Owner: Printed Name of Owner:

Signature of Agent: Printed Name of Agent:

(To be Completed by Henry County Environmental Health)

Check all that apply

There are suitable soils for the installation of a septic system on the subject property.

There are not suitable soils for the installation of a septic system on the subject property.

There is an existing septic system on the subject property.

The existing septic system will support the proposed development and/or use.

The existing septic system will not support the proposed development and/or use.

Comments:

Name of Person Completing: Title:

Signature: Date:

E-mail Address: Phone Number:

Contact Planning and Zoning with questions at (770) 288-7526.