

# Modification to Conditions of Zoning Application



THANK YOU FOR YOUR INTEREST IN HENRY COUNTY, GEORGIA. THIS PACKET INCLUDES THE NECESSARY DOCUMENTS NEEDED FOR MODIFICATION TO CONDITIONS OF ZONING APPLICATIONS TO BE HEARD BY THE HENRY COUNTY ZONING ADVISORY BOARD OR THE HENRY COUNTY BOARD OF COMMISSIONERS.

***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**  
**Modification to Conditions Application Checklist**

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

**ALL DOCUMENTS ARE REQUIRED IN ORDER TO ACCEPT APPLICATION.**

<b>REQUIRED ITEMS</b>	<b>COPIES</b>	<b>PROCEDURE</b>	<b>CHECK/INITIAL</b>
Pre-Application Review Form (Meeting Notes)	1	Must be obtained from a current planner, prior to submitting your application. <b>(by appointment only on Tuesday or Thursday)</b>	
Application Form	1	<ol style="list-style-type: none"> <li>1. Signed and <b>notarized</b> by owner. Original signature</li> <li>2. In lieu of owner's signature, applicant has signed and <b>notarized</b> a copy of a "Contract", "Power of Attorney" or "Lease"</li> </ol>	
Applicant Disclosure Form	1	Required for all property owners, applicants, and agents filed with an application and must be <b>notarized</b>	
Letter of Ownership	1	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 ( 11 x 17)	10	Must show minimum details: Buildings, setbacks, buffers, road frontage, correct scale, north arrow, present zoning classification, 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 <b><i>within the last five years</i></b> 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	

**PRE-APPLICATION FORM**

DATE \_\_\_\_\_

APPLICANT: \_\_\_\_\_

TYPE OF APPLICATION: \_\_\_\_\_

PROPERTY ADDRESS: \_\_\_\_\_

DIST: \_\_\_\_\_ LAND LOT(S): \_\_\_\_\_ PARCEL I.D.: \_\_\_\_\_

MAP NUMBER: \_\_\_\_ CURRENT ZONING: \_\_\_\_\_ PROPOSED ZONING: \_\_\_\_\_

FUTURE LAND USE MAP DESIGNATION:

\_\_\_\_\_

REQUEST/ITEMS DISCUSSED:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

ADJACENT PROPERTIES ZONING:

NORTH: \_\_\_\_\_ SOUTH: \_\_\_\_\_ EAST: \_\_\_\_\_ WEST: \_\_\_\_\_

**PREVIOUS REZONING REQUESTS IN THE AREA/INCLUDING SURROUNDING SUBDIVISIONS:**

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

**ATTENDANTS:**

\_\_\_\_\_ Signature (Owner/Agent)  
\_\_\_\_\_ Signature  
\_\_\_\_\_ Signature  
\_\_\_\_\_ Signature

**PLEASE NOTE:**

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

*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.*

## 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 for modifications to conditions placed on conditional uses and variances and on the 1<sup>st</sup> or 3<sup>rd</sup> Monday or Tuesday of each month the Board of Commissioners shall hear request for modifications to conditions placed on rezoning request.

## Notes

---

Per the Zoning Advisory Board and the Board of Commissioner's request, no more than six (6) items will be placed on a Zoning Advisory Board or Board of Commissioners hearing, unless stated otherwise by the respective 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**  
**Modification to Conditions 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

Modification being requested:  
 \_\_\_\_\_

Address of Property: \_\_\_\_\_ (Street Address) Nearest intersection to the property: \_\_\_\_\_

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.

