



THANK YOU FOR YOUR INTEREST IN HENRY COUNTY, GEORGIA. THIS PACKET INCLUDES THE NECESSARY DOCUMENTS NEEDED FOR REZONING APPLICATIONS TO BE HEARD BY THE HENRY COUNTY ZONING ADVISORY BOARD AND 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 Zoning Application Checklist

PLEASE COMPLETE THIS FORM WHEN ACCEPTING ALL REZONING 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.</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 (24 x 36) and ( 11 x 17)                       | 1<br><br>20   | 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 and proposed lot layout. Subject to the discretion of the Planning & Zoning Director  |                      |
| 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 |                      |
| 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 <b><i>(Only needed if property is not on sewer)</i></b>  |                      |
| Form from the Henry County School Board                   | 1             | This letter must be available and accompany application at the time of submittal <b><i>(Only needed for residential rezoning applications)</i></b>   |                      |

**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:

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ADJACENT PROPERTIES ZONING:

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



## Procedures

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**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. Upon recommendation by the Zoning Advisory Board, the request will then go before the Board of Commissioners on the 1<sup>st</sup> or 3<sup>rd</sup> Monday or Tuesday of the next available month's agenda, subject to the Planning & Zoning office's determination.

## Notes

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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.

Section 12.00.03 of the ULDC outlines the Expiration of Approvals (Zoning Reversions)

A. Amendment of the Official Zoning Map (rezoning)

1. After an approval has been granted for an amendment to the Official Zoning Map to create or extend any zoning district, the applicant, agent or property owner has eighteen (18) months in which to make substantial progress in developing the property.
2. Substantial progress shall mean the point of construction at which time the first inspection is carried out.
3. If no substantial construction or alteration of the property or other affirmative action to develop the property has occurred within eighteen (18), months of the granting of an application for rezoning, the Zoning Advisory Board may review the situation and report its findings with recommendations to the Board of Commissioners who may, at a public hearing, change the zoning category to its prior or other appropriate zoning district classification.

## Contacts

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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 Rezoning 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

Request from \_\_\_\_\_ to  
(Current Zoning)

\_\_\_\_\_ (Requested Zoning)

For the Purpose of \_\_\_\_\_  
(Type of Development)

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

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

Gross Density: \_\_\_\_\_ units per acre Net Density: \_\_\_\_\_ units per acre

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: \_\_\_\_\_

Recommendation of Zoning Advisory Board: \_\_\_\_\_

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 |
|--|--|--|
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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 rezoning.

# 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.





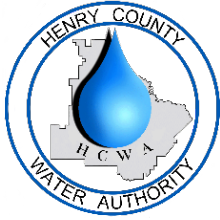
## Henry County Water Authority Availability Letter Checklist/Summary

**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<br><i>(Originals only. No photocopies accepted.)</i>  | 01     | <ol style="list-style-type: none"> <li>1. Signed by owner and <b>notarized</b>. OR</li> <li>2. Signed by owner's agent and <b>notarized</b>.</li> </ol>  |           |
| 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. <b>All plans/layouts must include a statement of whether or not the property is within a protected watershed district.</b> |           |
| 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 <b>\$200.00</b> for Availability Letters. A deposit and additional costs will be required for developments requiring feasibility/basin studies.   |           |
| Letter from the Health Department<br><b>(Only if property is not on sewer and located within a protected watershed district)</b> | 01     | This letter is required <b>only</b> 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: \_\_\_\_\_

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(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.

\_\_\_\_\_ 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.



Henry County Department of Planning & Zoning
School Board Information for Zoning Requests

tony.pickett@henry.k12.ga.us

33 North Zack Hinton Parkway McDonough, GA 30253
770-957-6601

This form must be completed and submitted to Planning & Zoning with all zoning applications for residential developments.

Name of Applicant: Phone: Mobile:
Applicant Address: City: State: Zip:
Name of Agent: Phone: Mobile:
Agent Address: City: State: Zip:
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:
Request from (present zoning) to (requested zoning)
Projected number of dwelling units Estimated period of construction and phases

Signature of Owner: Printed Name of Owner:
Signature of Agent: Printed Name of Agent:

(To be Completed by Henry County School Board)

- Schools serving proposed development
Number of trailers
Projected number of school children for development
Projected number of additional classrooms/buses required to serve the proposed development
Projected capital improvement costs

Name of Person Completing Form: Title:
Signature: Date:
E-mail Address: Phone Number:

Letters will require a minimum of three weeks from the date of application submittal.