



**APPLICATION FOR  
SPECIAL USE PERMIT OR ZONING MAP AMENDMENT  
ROME-FLOYD COUNTY PLANNING DEPARTMENT**



Date Submitted: \_\_\_\_\_

Case #: \_\_\_\_\_

**Owner/Applicant Information**

\*Applicant \_\_\_\_\_ Telephone \_\_\_\_\_

Mailing Address \_\_\_\_\_

Owner \_\_\_\_\_ Telephone \_\_\_\_\_

Mailing Address \_\_\_\_\_

\*NOTE: If applicant is not the owner as listed on the Property Deed, owner's phone number and address must be included.

**PROCEDURE**

Permission of Property Owner

If petitioner is different from the property owner, the owner must sign the back of the application authorizing the petitioner to take such action as requested.

Application Deadline

Applications, fees, and support materials must be received by the Planning Department by tenth (10<sup>th</sup>) of the month in order to be considered at the following month's Planning Commission meeting. If the 10<sup>th</sup> falls on a weekend or holiday, applications are due the next business day.

Fees Required

Please contact the Planning Department regarding applicable fees.

Site Plan and Plat Required

Please submit the most recent surveyor's plat showing dimensions and acreage of the tract, and legal descriptions of property (reference to county tax sheets are acceptable). A site plan is also required for all proposed commercial, industrial, and multi-family residential developments.

Disclosure Report

Pursuant to O.C.G.A. 36-67A-3, the Campaign Contributions Disclosure Report must be completed and signed by applicant and all property owners.

Office Use Only

Applicant's Signature

Owner's Signature

Application Fee

Site Plan and Plat

Campaign Disclosure Report

**APPLICATION INFORMATION**

**Location of Property**

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Parcel Identification Number (PIN) or Tax Map Number:

Map #: \_\_\_\_\_ Parcel #: \_\_\_\_\_

Map #: \_\_\_\_\_ Parcel #: \_\_\_\_\_

Map #: \_\_\_\_\_ Parcel #: \_\_\_\_\_

**Application Information**

Requested Action:

Special Use Permit

Zoning Map Amendment

Purpose: \_\_\_\_\_

Existing Zoning: \_\_\_\_\_

Proposed Zoning: \_\_\_\_\_

Size of Lot: \_\_\_\_\_

Existing Land Use: \_\_\_\_\_

Proposed Land Use: \_\_\_\_\_

**Services Provided**

Public Water:  City  County  Not Provided

Public Sewer:  City  Not Provided

- Completed applications, fees, and all support materials must be received by the Planning Department by tenth (10<sup>th</sup>) of the month in order to be considered at the following month's Rome – Floyd County Planning Commission meeting. If the 10<sup>th</sup> falls on a weekend or holiday, applications are due the next business day. Please fill out form as completely as possible. Incomplete applications will not be forwarded to the Planning Commission for review. Attach additional sheets as needed.
- Unless otherwise advertised, the Rome – Floyd County Planning Commission meets on the first Thursday of every month. Although not required to attend, the applicant or an agent representing the applicant is strongly encouraged to attend this meeting.
- An application for a rezoning or special use permit approval, related to any use other than a single family residence, shall be accompanied by a sketch plan if any new construction is proposed or alteration of the site is required under the site or development design standards of the Development Code (Article 6). A plat drawing may be submitted in lieu of a sketch plan, if the purpose of the rezoning request is to market the property. The sketch plan shall be drawn to approximate scale on a boundary survey of the tract or on a property map showing the approximate location of the boundaries and dimensions of the tract. The sketch plan shall show the following, as appropriate to the zoning or special use requested: 1) name and address of the property owner, 2) name, address, and telephone number of the applicant, if different from the owner, 3) date of survey, north point and graphic scale, source of datum, date of plan drawing, and revision dates, as appropriate, 4) proposed use of the property, 5) location and size of the property 6) location sketch of the property in relation to the surrounding area with regard to well known landmarks such as arterial streets or railroads, 7) zoning district classification of the subject property and all adjacent properties, 8) man-made features within and adjacent to the property, 9) the proposed project layout including the approximate outline and location of all buildings, and the location of all minimum building setback lines, outdoor storage areas, buffers, parking areas and driveways, 10) a statement as to the source of domestic water supply, 11) a statement as to the provision for sanitary sewage disposal, 12) the approximate location of proposed storm water detention facilities, and 13) such additional information as may be useful to permit understanding of the proposed use and development of the property. For specific requirements for the required sketch plan see section 2.2.2 of the ULDC.

**CAMPAIGN CONTRIBUTIONS DISCLOSURE REPORT**

The following disclosure is required of the applicant(s) by Section 36-67A-3 of the O.C.G.A. This information is for disclosure purposes only and does not disqualify the petition.

Within the past two years, have you made either campaign contributions totaling \$250 or more and/or given gifts having a value of \$250 or more to a local government official, which will be responsible for making a decision on this application?  Yes  No. If yes, then on a separate page, please furnish the following information:

- A) The name(s) of the local government official(s) to whom a cash contribution or gift was made;
- B) The dollar amount(s) and date(s) of each campaign contribution made by the applicant or property owner to each local government official during the two years immediately preceding the filing of the application; and
- C) An enumeration and description of each gift having a value of \$250 or more made by the applicant to each local government official within the past two years.

**Signature of Applicant/Owner**

Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Owner(s): \_\_\_\_\_ Date: \_\_\_\_\_

***AUTHORIZATION***

The undersign authorizes the Rome-Floyd Planning Commission, City of Rome and Floyd County to take such action as requested in this application. In consideration for the Rome-Floyd Planning Commission's, City of Rome's and Floyd County's review of this application for a proposed change to the official zoning map or a special use permit the applicant agrees to hereby indemnify and hold harmless the City, County, Planning Commission and their agents and employees from and against any and all claims, damages, and/or liability arising from or related to this application or any issuance of a permit hereunder.

**Signature of Applicant/Owner**

Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Owner(s): \_\_\_\_\_ Date: \_\_\_\_\_