



BUTTS COUNTY BOARD OF COMMISSIONERS OFFICE

PLANNING & DEVELOPMENT DEPARTMENT

625 West Third Street, Suite 3 - Jackson, Georgia 30233

Office 770-775-8200 - Fax 770-775-8225

www.buttscounty.com

APPLICATION FORM

____ Butts County ____ City of Jenkinsburg ____ City of Flovilla

Landowner

Applicant

Agent

Name

Company

Mailing Address

City St Zip

Telephone

Email

Indicate the type of request/appeal with an X:

☐ Appeal

☐ Variance

☐ Rezoning

☐ Zoning Conditions Modification

☐ Text Amendment

☐ Administrative Variance

☐ Special Use

☐ Other Project

☐ Subdivision (Preliminary Plat &
Final Plat)

Property Information:

Name of Development: _____

Property Address: _____ Tax Parcel No(s): _____

Property Acreage: _____ Land District(s): _____ Land Lot(s): _____

Current Zoning District: _____ Requested Zoning District: _____

Overlay District: _____ Watershed District: _____

Purpose for Request: _____

Has there been any previous request for this property? YES / NO

If yes, when, what type of request, and was the request approved or denied?

Supporting Documents:

****Please include the following items with the application****

1. A survey map of the land in question made by a registered engineer, land surveyor, architect, or landscape architect of the State of Georgia. Plat must show current zoning for the subject property and all abutting properties.
2. A copy of deed to said property.
3. A letter of intent describing in detail the manner in which the property is proposed to be used.
Example of Letter of Intent available upon request.
4. A written letter by the property owner(s) approving the rezoning request.
5. Current tax receipt(s) showing all personal and real property taxes paid.
Must be stamped by Butts County Tax Official.
6. A site plan showing the description of existing and proposed structures and their position on the subject land area. There are certain site plans that the UDO requires to be prepared by a surveyor or engineer; further, the zoning administrator may require site plans to be prepared by a surveyor or engineer where appropriate to reasonably review the permit application.
7. Such other necessary information or materials required by the office of the Zoning Enforcement Officer.
8. Fees: A fee is required for all the above applications submitted to the office of the Zoning Enforcement Officer. Please see the Current Fee Schedule, located in P&D Lobby.

To the best of my knowledge, the information on this application and all additional documentation is true, factual and complete. I hereby agree to abide by all conditions of any approvals granted by Butts County, City of Jackson, City of Flovilla or City of Jenkinsburg, whichever may apply. I also fully understand any application will be returned by the Zoning Administrator if not 100% complete.

Signature of Owner

Date

Signature of Applicant

Date

Signature of Agent

Date

Sworn to and subscribed before me
this _____ day of _____, 20_____.

Notary Public

My Commission Expires: _____

APPLICATION CAMPAIGN DISCLOSURE FORM

Has the applicant made, within two (2) years immediately preceding the filing of this application (or appeal), campaign contributions aggregating \$250.00 or more or made gifts having an aggregate value of \$250.00 or more to a member of the Butts County Board of Commissioners, Flovilla City Council, Jenkinsburg City Council, Butts County Planning and Zoning Commission, Jenkinsburg Planning Commission, or Butts County Board of Zoning Appeals who will consider the application (or appeal)? Circle one.

Yes No

If YES, the applicant and the attorney representing the applicant must file a disclosure report with the Butts County Board of Commissioners within ten (10) days after this application is first filed. Please supply the following information which will be considered as the required disclosure:

Commissioner/Planning Commission Member or Board of Appeals Member Name	Dollar amount of Campaign Contribution	Description of Gift \$250.00 or greater given to Board or Commission Member

We certify that the foregoing information is true and correct, this _____ day of _____, 20_____.

Applicant

Applicant's Attorney, if applicable

Sworn to and subscribed before me
this _____ day of _____, 20_____.

Notary Public

My Commission Expires: _____

For Office Use Only

Received By _____

Checked By _____

Date Filed _____

Land Lot _____ District _____ Zoning _____

Lot Size _____ acres(s) Parcel#(s) _____

Requested Action: _____

Planning Commission Meeting date : _____

Board of Appeals Meeting date: _____

Board of Commissioners Meeting date : _____

Public Hearing Required? Y or N 15/30/45 Day Advertisement Requirement

PHN Order Date: _____ PHN Publish Date: _____

Sign Ordered: _____ Sign Posted Due by: _____

Administrative Variances:

Respond by Date: _____

Decision Due by Date: _____

Email Communication sent: _____