



## 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](http://www.buttscounty.com)

### APPLICATION FORM

\_\_\_ Butts County \_\_\_ City of Jenkinsburg \_\_\_ City of Flovilla

#### Land Owner

#### Applicant

#### Agent

\_\_\_\_\_  
Name

\_\_\_\_\_  
Company

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

\_\_\_\_\_  
City            St            Zip

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
Fax

\_\_\_\_\_  
Email

Indicate the type of request/appeal with an X:

\_\_\_ Appeal

\_\_\_ Commercial

\_\_\_ Industrial

\_\_\_ Planned Mixed Use

\_\_\_ Public Project

\_\_\_ Rezoning

\_\_\_ Special Use

\_\_\_ Subdivision

\_\_\_ Text Amendment

\_\_\_ Variance

\_\_\_ Other Project

\_\_\_ Zoning Map Amendment

\_\_\_ Administrative Variance

\_\_\_ Site Construction Plans

#### Property Information:

Name of Development: \_\_\_\_\_

Property Address: \_\_\_\_\_

Property Acreage: \_\_\_\_\_ Land District(s): \_\_\_\_\_ Land Lot(s): \_\_\_\_\_

Map No(s): \_\_\_\_\_ Parcel No(s): \_\_\_\_\_ 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.
4. A written letter by the property owner(s) approving the rezoning request.
5. Proof in writing that ALL Ad Valorem Taxes are current for said property.
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 attached Fee Schedule.

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 Witness

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Agent

\_\_\_\_\_  
Notary

\_\_\_\_\_  
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) Map # (s) \_\_\_\_\_

Planning Commission Meeting date : \_\_\_\_\_

Board of Commissioners Meeting date : \_\_\_\_\_

Board of Appeals meeting to be held on \_\_\_\_\_

### Administrative Variances:

Respond by Date: \_\_\_\_\_

Decision Due by Date: \_\_\_\_\_