Cobb County...Expect the Best!

REQUIREMENTS FOR COMPLETING TEMPORARY LAND USE PERMIT APPLICATION COBB COUNTY, GEORGIA

Application must be submitted in person to the Zoning Division, located at 1150 Powder Springs Street, Suite 400, Marietta, Georgia 30064, no later than **4:00 p.m. on the first Thursday of each month** (see attached schedule) in order to be considered for the next scheduled public hearing.

> EXAMPLE: A complete application filed by the first Thursday of March would be considered by the Planning Commission on the first Tuesday in May [unless otherwise scheduled] then by the Board of Commissioners on the third Tuesday in May [unless otherwise scheduled]. You are ***not*** required to wait until the first Thursday of each month to file an application.

NOTE: There will not be a filing date in the month of November for Temporary Land Use Permit. The first Thursday of December will be the cut off date for the February hearing. There will not be a Zoning Hearing in the month of January to hear Temporary Land Use Permit.

The following items are required for submitting an application for a Temporary Land Use Permit Application:

1. **Original** notarized signature of **titleholder(s)** and **applicant(s) and/or representative(s).**

2. If the **titleholder(s)** is a domestic or foreign corporation, then the following documentation shall also be required:

   Written authentication with the presence of the corporate seal, or a facsimile thereof, attested by the secretary or assistant secretary of the corporation, or other officer to whom the bylaws or the directors have delegated the responsibility for authenticating records of the corporation, shall attest:

   a) That the corporate seal or facsimile thereof affixed to the document is in fact the seal of the corporation of true facsimile thereof, as the case may be;

   b) That any officer of the corporation executing the document does in fact occupy the official position indicated, that one in such position is duly authorized to execute such document on behalf of the corporation, and that the signature of such officer subscribed thereto is genuine; and

   c) That the execution of the document on behalf of the corporation has been duly authorized.

3. A copy of the warranty deed that reflects the current owner(s) of the property.

4. A current legal description of the subject property.

5. A copy of the paid tax receipt for the subject property or a statement signed by an official in the Tax Commissioner's Office or other official document issued by the Tax Commissioner's Office indicating the taxes have been paid. Properties with delinquent taxes may be withdrawn by staff, or may be delayed or denied by the Board of Commissioners.

6. Statement of proposed site improvements (i.e., grading, tree removal, paved parking, detention facilities, additions to house or other permitted structures, etc.) to the subject property. If no site improvements are proposed, a copy of a current survey of the property drawn to scale and stamped by a **registered engineer, architect, a land planner** or **land surveyor** shall be required. In the event of any proposed site improvements, all requirements of Item 7 shall apply.

7. A copy of current plot plan and current boundary survey drawn to scale and stamped by **a registered engineer, architect, land planner,** or **land surveyor** currently registered in accordance with applicable state laws. These plans must include: a) north arrow; b) land lot lines; c) district lines; d) lot lines; e) angles; f) bearing and distances; g) adjoining street with right-of-way (present and proposed); h) paving widths; i) the exact size and location of all buildings along with intended use; j) buffer areas; k) parking spaces; l) lakes and streams; m) utility easements; n) limits of the 100-year floodplain and acreage of floodplain; o) cemeteries; p) wetlands; q) access points; and r) stream buffers (minimum 50' buffer).
NOTE: Three (3) drawings shall be no larger than 36" x 48" and two (2) copies must be 8 ½" x 11".

8. A petition form for Consent of Contiguous Occupants or Land Owners is provided. For poultry on a lot with less than two acres, the applicant shall notify all contiguous property owners in writing two weeks prior to the Planning Commission Hearing.

9. Applicant, or representative for applicant, **must** attend the Zoning Hearings. Failure to attend may result in dismissal with prejudice, rejection of the application or continuance of the hearing at the Board's sole discretion.

10. If the property is or will be on septic tank, contact the Cobb County Health Department (770-435-7815). Approval must be obtained prior to filing Temporary Land Use Permit Application.

11. Application Fee- $150.00. Make all checks payable to "Cobb County".
(Exception: Poultry on less than two acres $75.00; renewal $50.00)

12. In addition to the application fee, there is a **deposit of $100.00** for signs, which will be refunded if signs are returned within **thirty *(30)*** days after the final decision by the Board of Commissioners. The signs **must** be returned to qualify for the refund. There will also be a fee of **$9.00 per sign** issued by the Zoning Division; this fee **will not** be refunded. Only the person or entity that originally paid the sign deposit shall be entitled to any refund amount.

13. Signs provided by the Zoning Division **must** be posted on or near the right-of-way of the nearest public street thirty (30) days before the public hearing. Signs **must** be posted every 500 feet of public road frontage. Failure to post and maintain signs continuously may prohibit consideration of the application at any scheduled public hearing. It is the responsibility of the applicant to ensure that signs remain posted throughout the advertising period, **including the day of the public hearings and to remain posted until the final decision by the Board of Commissioners.**

14. The Temporary Land Use Permit Worksheet attached hereto **must** be completed and submitted.

15. Any application submitted for a group home, personal care home or daycare will be required to attend an applicant meeting (will be set up at time of filing with zoning), and will also be required to meet with a representative of the Fire Department (770-528-8000) prior to the first public hearing.

NOTES: NO APPLICATION WILL BE ACCEPTED BY THE ZONING DIVISION UNLESS FILLED OUT IN ITS ENTIRETY, ALONG WITH ALL STAMPED SITE PLANS AND BOUNDARY SURVEYS.

EACH SITE WILL BE INSPECTED BY COBB COUNTY ZONING STAFF TO INSURE TEMPORARY LAND USE PERMIT SIGN(S) HAVE BEEN PROPERLY POSTED.

* Temporary Land Use Permit fees adopted by the Board of Commissioners on 09-28-10. Forms last revised 03-23-2016.

Application for Temporary Land Use Permit Cobb County, Georgia

(Cobb County Zoning Division – 770-528-2035)

Application No. _____

PC Hearing Date: _____

BOC Hearing Date: _____

Applicant _____ Phone # _____ E-mail _____

_____ Address _____
(representative's name, printed)

_____ Phone # _____ E-mail_____
(representative's signature)

Signed, sealed and delivered in presence of:

_____ My commission expires: _____
(Notary Public)

Titleholder _____Phone #_____E-mail_____

Signature _____Address _____
(attach additional signature, if needed)

Signed, sealed and delivered in presence of:

_____ My commission expires: _____
Notary Public

Present Zoning _____

Type of Permit

Temporary Land Use _____ ; Poultry on less than two acres ___; Other _____

Renewal - Yes_____ No _____

For the Purpose of _____

Location _____
(street address, if applicable; nearest intersection, etc.)

Land Lot(s) _____District_____

Size of Tract_____Acre(s)

Will any site improvements (i.e., grading, tree removal, paved parking, detention facilities, additions to house or other permitted structure, etc.) be undertaken on the subject property? _____Yes _____No

CONSENT OF CONTIGUOUS OCCUPANTS OR LAND OWNERS
TO ACCOMPANY APPLICATION FOR LAND USE PERMIT

By signature, it is hereby acknowledged that I give my consent/or have no objection that _____ _____ intends to make an application for a Land Use Permit for the purpose of _____on the premises described in the application.

Signature	Printed name	Address
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		
15.		
16.		
17.		
18.		
19.		
20.		

(Attach additional pages if necessary)

Revised October 1, 2009

Additional instructions for the applicant for Temporary Land Use Permit

CASE NUMBER

Your case number identifies your specific case. Please include this case number on any future e-mails, faxes, submissions, letters, plans, petitions, phone messages, etc.

NOTICE SIGNS

For temporary land use permits you will be issued one type of sign (blue in color). Post the sign on your property, near the road. The sign should face the road and should not be obscured by trees, bushes, cars, fences, etc. You may be issued more than one sign based on the linear-feet of the road frontage (1 sign per every 500 feet), or number of road frontages for the property. The signs should be posted in a manner that prevents signs from falling down, blowing away, curling or other damage to the signs (one example: a plywood backing with posts in the grounds). It is your responsibility to ensure the signs are posted properly every required day. Failure to properly post signs may cause a delay in hearing your request, and/or may result in the denial of your request. If the signs are lost or stolen, please visit the Zoning Division for additional signs at no charge. **BRING THE SIGN BACK TO THE ZONING DIVISION THE DAY AFTER THE FINAL ZONING DECISION BY THE BOARD OF COMMISSIONERS. Only the person or entity that originally paid the sign deposit is entitled to the refund amount.**

APPLICANT MEETING FOR TEMPORAY LAND USE PERMIT (if warranted)

An applicant meeting may be set up after your application is accepted. This meeting is generally held a week and a half after the last filing date. You will be meeting with County Staff , which includes representatives from the Department of Transportation, the Water & Sewer Department, the Stormwater Management Division, the Fire Department, Planning Division and the Zoning Division. At this meeting, the County Staff is gathering basic information about the proposal. Additionally, the County Staff will let you know what will be required if your application is approved. Most Temporary Land Use Permit cases do not require the applicant meeting; zoning staff will let you know if a meeting needs to be scheduled.

NOTIFICATION REQUIREMENT

Part of the requirements of the temporary land use permit process is for the applicant to notify all property owners in writing via the enclosed Consent of Contiguous Occupants or Land Owners petition. For poultry on a lot with less than two acres, the applicant shall notify all contiguous property owners in writing two weeks prior to the Planning Commission Hearing.

HEARING LOCATION

All hearings will take place at 100 Cherokee Street, Marietta, GA 30060, in the second floor Commissioners Meeting Room.

STAFF RECOMMENDATIONS

The County Staff makes recommendations on Temporary Land Use Permits. The County Staff will submit written comments and recommendations to the Planning Commission and the Board of Commissioners prior to the hearings. The comments and recommendations are available by noon a week prior to the Planning Commission hearing. These may be picked up in person, or printed from the County's website at http://zoning.comdev.cobbcountyga.gov/index.htm. County Staff strongly recommends you get a copy of your recommendation before the hearing and you visit the Zoning Division before the zoning hearing to look through the file for opposition letters, or letters from concerned neighbors. County Staff recommends you try to compromise or work-out any concerns the opposition may have.

(Continued on the next page)

PLANNING COMMISSION (PC) ZONING HEARING

You are required to be present by 9:00 a.m. on the advertised hearing day. The hearing starts at 9:00 a.m. on the advertised day. County Staff cannot estimate what time your case will be heard; Signify you are present when your case is called and go to the front of the meeting room to be sworn-in. You will have a total of 10-minutes to state your case. Please state your entire case, because there is not any reserved time or rebuttal time. The PC may ask questions, if needed. Then, the opposition, if any, will make a 10-minute presentation. Based on the Staff recommendation, applicant's testimony, and opposition's testimony, or other information the PC will deliberate and make a recommendation to the Board of Commissioners to approve, deny, delete, hold, or continue the case.

BOARD OF COMMISSIONERS' (BOC) ZONING HEARING

You are required to be present by 9:00 a.m. on the advertised hearing day. The BOC hearing process is very similar to the PC Zoning Hearing. At this hearing the recommendations of County Staff, the PC, the applicant's testimony, other information and the opposition's testimony are taken into account to make a final decision on the rezoning proposal. Official zoning hearing minutes will be available generally within two weeks after the BOC zoning hearing via the County Clerks webpage.

NOTE: The information contained in these instructions is general in nature. Please contact the Cobb County Zoning Division at 770-528-2035 if there is a specific question. Please see the Applications for your process and the Cobb County Code for more specific information about the rezoning process. There is no guarantee your requested action will be approved.

Cobb County Community Development Agency
Zoning Division
1150 Powder Springs Street, Suite 400
Marietta, GA 30064
770-528-2035

Application #:_____

PC Hearing Date:_____

BOC Hearing Date:_____

TEMPORARY LAND USE PERMIT WORKSHEET

(FOR BUSINESS USE OR FOR A USE NOT PERMITTED)

1. **Type of business, or request? _____**
2. **Number of employees?_____**
3. **Days of operation?_____**
4. **Hours of operation?_____**
5. **Number of clients, customers, or sales persons coming to the house per day?_____ ;Per week?_____**
6. **Where do clients, customers and/or employees park?**
   Driveway:_____; Street:_____ ;Other (Explain):_____

   _____

7. **Signs? No:_____ ; Yes:_____. (If yes, then how many, size, and location):_____**

8. **Number of vehicles related to this request? (Please also state type of vehicle, i.e. dump truck, bobcat, trailer, etc.):_____**

   _____

9. **Deliveries? No_____; Yes_____(If yes, then how many per day or week, and is the delivery via semi-truck, USPS, Fedex, UPS, etc.)**

   _____

10. **Does the applicant live in the house? Yes_____ ;No_____**
11. **Any outdoor storage? No _____ ; Yes_____(If yes, please state what is kept outside):_____**

12. **Length of time requested (24 months maximum): _____**
13. **Is this application a result of a Code Enforcement action? No___ ;Yes__ (If yes, attach a copy of the Notice of Violation and/or tickets to this form).**
14. **Any additional information? (Please attach additional information if needed):**

    _____

Applicant signature: _____ Date: _____

Applicant name (printed): _____

Application #:_____

PC Hearing Date:_____

BOC Hearing Date:_____

TEMPORARY LAND USE PERMIT WORKSHEET (FOR NUMBER OF ADULTS AND/OR VEHICLES)

1. Number of unrelated adults in the house?_____
2. Number of related adults in the house? _____
3. Number of vehicles at the house?_____
4. Where do the residents park?
   Driveway:_____; Street:_____ ; Garage: _____

5. Does the property owner live in the house? Yes_____ ;No_____
6. Any outdoor storage? No _____ ; Yes_____(If yes, please state what is kept outside):_____

7. Length of time requested (24 months maximum): _____

8. Is this application a result of a Code Enforcement action? No___ ;Yes__ (If yes, attach a copy of the Notice of Violation and/or tickets to this form).

9. Any additional information? (Please attach additional information if needed):
   _____
   _____

Applicant signature: _____ Date: _____

Applicant name (printed): _____

ZONING STAFF USE ONLY BELOW THIS LINE

Zoning of property: _____

Size of house per Cobb County Tax Assessor records:_____

Number of related adults proposed: _____ Number permitted by code:_____

Number of unrelated adults proposed: _____ Number permitted by code:_____

Number of vehicles proposed: _____ Number permitted by code:_____

Number of vehicles proposed to be parked outside:_____Number of vehicles permitted_____

Revised December 18, 2013

COBB COUNTY COMMUNITY DEVELOPMENT

2016 TEMPORARY LAND USE PERMIT SCHEDULE

LAST FILING DAY	POST SIGNS	PLANNING COMMISSION	BOARD OF COMMISSIONERS
12/3/2015	1/3/2016	2/2/2016	2/16/2016
1/7/2016	1/31/2016	3/1/2016	3/15/2016
2/4/2016	3/2/2016	4/1/2016	4/19/2016
3/3/2016	4/3/2016	5/3/2016	5/17/2016
4/7/2016	5/8/2016	6/7/2016	6/21/2016
5/5/2016	6/7/2016	7/7/2016*	7/19/2016
6/2/2016	7/3/2016	8/2/2016	8/16/2016
7/7/2016	8/9/2016	9/8/2016*	9/20/2016
8/4/2016	9/4/2016	10/4/2016	10/18/2016
9/1/2016	10/2/2016	11/1/2016	11/15/2016
10/6/2016	11/6/2016	12/6/2016	12/20/2016
No Last Filing Date in November	N/A	No January Hearing	No January Hearing
12/1/2016	1/8/2017	2/7/2017 Tentative	2/21/2017 Tentative

*Not on a regular scheduled day or time.

Last filing day is on the first Thursday of each month until 4:00 p.m.

Zoning Meetings start at 9:00 a.m. on Tuesdays (unless otherwise indicated) and are held in the Commissioner's Meeting Room, 2nd Floor of the Cobb County Building A, 100 Cherokee Street, Marietta, Georgia.

Revised on November 25, 2015 at 10:05 AM