



# Dawson County Rezoning Application Packet

This application packet contains information required to submit a change in Land Use (zoning) category.

## PLEASE NOTE THE FOLLOWING:

- It is **strongly recommended** that an applicant schedule a pre-application meeting with the staff prior to submitting the application. During this meeting, the staff will walk through the application process, fees, review the forms with the applicant and may assist in obtaining the necessary information. An added benefit to scheduling and attending this meeting is that there is a Notary Public available who can notarize your documents.
- To avoid unnecessary delays, please be sure the application is complete. **Incomplete applications without all required attachments and information cannot be processed.**
- **It is the applicant's responsibility to attend All Public Hearings** and be able to answer any questions regarding the request. If you are uncomfortable in this role, you may want to seek the help of a lawyer, surveyor or other professional.
- There are **two meetings** which require attendance by the applicant or an assigned representative, the first meeting is the **Planning Commission Meeting held at 6:00 p.m. on the 3rd Tuesday of each month**; and the second meeting is with the **Board of Commissioners** who hold the Voting Session,(four weeks after the Planning Commission meeting). This session is held immediately after the Work Session which starts at **4:00 p.m. on the 3rd Thursday of each month**. Please check the website for dates and times.

FAILURE TO APPEAR AT MEETINGS CAN CONSTITUTE ABANDONMENT AND DISMISSAL OF THE APPLICATION, UNLESS THE APPLICANT SHOWS JUST CAUSE BY REASON OF HEALTH ISSUES OR OTHER EMERGENCY WITHIN A REASONABLE TIME, IN WRITING. We ask for this notice also to advise any interested citizens that may make arrangements to attend the meeting.

This is an interactive PDF ; which means you may select (click) web sites and email contacts.

- Send completed applications to: **HGee@dawsoncountyga.gov**
- Code and performance standards can be found on **Municode.com**
- **Character Area Map** is found on the Dawson County GIS web link.
- **Comprehensive Plan (2023)** is found on line on the Planning & Development Page
- [www.dawsoncountyga.gov](http://www.dawsoncountyga.gov)

APPLICANTS COPY TO KEEP

# Application Requirements and Checklist

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- Application meeting with Planning & Development Staff
- Review the **DRI** thresholds attached as the last page to this packet.  
**A completed application for an amendment to the land use (zoning district) map must include the following:**

- Property Owner Authorization (or acting agent);
- Letter of Intent; this should be a complete explanation of your proposal.
- Survey of the property if the recorded plat does not match the parcel to be zoned; or is of poor technical quality.
- Site plan drawn to scale with any proposed structures; setbacks and landscaping.
- Construction and development schedule (can be incorporated into letter of intent)
- Signed Notice of Residential Exurban/Agricultural District (R-A) Adjacency form (if applicable);
- Letter from Environmental Health Department for review of septic;  
 189 Hwy. 53 W, Suite 102  
 (706) 265-2930  
<https://www.dawsoncountyga.gov/environmentalhealth>
- Recorded Plat of the property (Clerk of the Court);  
 25 Justice Way, Suite 1302  
 (706) 344-3510  
<http://www.dawsonclerkofcourt.net/>
- Paid tax receipt for most current year (Tax Commissioner's office);  
 25 Justice Way, Suite 1222  
 (706) 344-3520  
<https://www.dawsoncountytax.com/#/>
- Check or Money Order in the correct amount made payable to Dawson County;

## FEES

Variance (w/zoning request)	\$350.00	Rezoning - to RPC, CRB, CCB \$700.00
Appeal of Administrative Decision	\$300.00	Rezoning - to CHB, CPCD, COI, CIR, MUV, RS2, and RS3 \$3,500.00
Rezoning - to RA, RRE	\$250.00	Rezoning - to CPDP \$3,900.00
Rezoning - to RT, RL, RS, RSR,	\$300.00	Special Use Permits (based on current zoning district)
RSRMM Rezoning - to RMHP	\$350.00	



# Dawson County

## PUBLIC HEARING APPLICATION- LAND USE AMENDMENT

A short summary of the proposed use:

### Contact Information:

Contact Name: \_\_\_\_\_

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

Suite: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_  
PLEASE DO NOT PROVIDE UNLISTED NUMBER

Email: \_\_\_\_\_

### Subject Property Information:

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

Current Zoning: \_\_\_\_\_

District: \_\_\_\_\_

Section: \_\_\_\_\_

Land Lot: \_\_\_\_\_

Parcel ID: \_\_\_\_\_

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

Current Use: \_\_\_\_\_

### This Application Is For (Check All That Apply) :

Appeal of Administrative Decision

Master Plan Review - MUV

Other: \_\_\_\_\_

Rezoning (Land Use change)

Amendment of Master Plan

Special Use

Amendment of Stipulations

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# APPLICANT INTENT

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Applicant's Request (Letter of Intent):

# Applicant Certification

I hereby request the action contained within this application relative to the property shown on the attached survey, plat, and site plan and further request that this item be placed on both the Planning Commission and Board of Commissioners agenda(s) for a public hearing.

I understand that the Planning & Development staff may either accept or reject my request upon review. My request will be rejected if all the necessary data is not presented. The staff will send notices to adjacent property owners advising of the request and proposed use prior to the public hearing.

I understand that I have the obligation to present all data necessary and required by code to enable the Planning Commission and the Board of Commissioners to make an informed determination on my request. I will seek the advice of an attorney or a land use professional if I am not familiar with the zoning and land use requirements.

I understand that my request will be acted upon at the Planning Commission and Board of Commissioner hearings and that I am required to be present or to be represented by someone able to present all facts. I understand that failure to appear at a public hearing may result in the postponement or denial of my rezoning or special use application. **I further understand that it is my responsibility to be aware of relevant public hearing dates and times regardless of notification from Dawson County.**

I hereby certify that I have read the above and that the above information as well as the attached information is true and correct.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Witness \_\_\_\_\_ Date \_\_\_\_\_

# Property Owner Authorization

I/we, \_\_\_\_\_, hereby swear that I/we own the property located at (fill in address and/or tax map parcel #s):

Street Address of Property being rezoned: \_\_\_\_\_

TMP#: \_\_\_\_\_, \_\_\_\_\_,

as shown in the tax maps and/or deed records of Dawson County, Georgia, and which parcel or parcels will be affected by this request.

I hereby authorize the person named below to act as the applicant or agent in pursuit of the rezoning requested on this property. I understand that any rezone granted, and/or conditions or stipulations placed on the property will be binding upon the property regardless of ownership. The under signer below is authorized to make this application. The under signer is aware that no application or reapplication affecting the same land shall be acted upon within six (6) months from the date of the last action by the Board of Commissioners.

Printed Name of applicant or agent: \_\_\_\_\_

Signature of applicant or agent: \_\_\_\_\_ Date: \_\_\_\_\_

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Printed Name of Owner(s): \_\_\_\_\_

**Signature** of Owner(s): \_\_\_\_\_ Date: \_\_\_\_\_

Mailing address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone (Listed/Unlisted): \_\_\_\_\_

Sworn and subscribed before me

this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

{Notary Seal}

\_\_\_\_\_  
Notary Public

My Commission Expires: \_\_\_\_\_

(The complete names of all owners must be listed; if the owner is a partnership, the names of all partners must be listed; if a joint venture, the names of all members must be listed. If a separate sheet is needed to list all names, please identify as applicant or owner and have the additional sheet notarized also.)

# NOTICE OF RESIDENTIAL EXURBAN/ AGRICULTURAL DISTRICT (R-A) ADJACENCY

Agricultural districts include uses of land primarily for active farming activities and result in odors, noise, dust and other effects, which may not be compatible with adjacent development. **Future abutting developers in non RA land use districts shall be provided with this "Notice of RA Adjacency"** prior to administrative action on either the land use district or the issuance of a building or occupancy permit.

Prior to administrative action the applicant shall be required to sign this waiver which indicates that the applicant understands that a use is ongoing **adjacent** to his use which will produce odors, noise, dust and other effects which may not be compatible with the applicant's development. Nevertheless, understanding the **effects of the adjacent RA use**, the applicant agrees by executing this form to waive any objection to those effects and understands that his district change and/or his permits are issued and processed in reliance on his agreement not to bring any action asserting that the adjacent uses in the RA district constitute a nuisance) against local governments and adjoining landowners whose property is located in an RA district.

This notice and acknowledgment shall be public record.

Applicant Signature: \_\_\_\_\_

Applicant Printed Name: \_\_\_\_\_

Date Signed: \_\_\_\_\_

Sworn and subscribed before me

this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public

My Commission Expires: \_\_\_\_\_

{Notary Seal}

# DISCLOSURE OF CAMPAIGN CONTRIBUTIONS (APPLICANT(S) AND REPRESENTATIVE(S) OF REZONING)

Pursuant to O.C.G.A. Section 36-67 A-3.A, the following disclosure is mandatory when an applicant or any representation of application for rezoning has been made within two (2) years immediately preceding the filing of the applicant's request for rezoning, campaign contributions aggregating \$250.00 or more to a local government official who will consider the application for rezoning.

It shall be the duty of the applicant and the attorney representing the applicant to file a disclosure with the governing authority of the respective local government showing the following:

1. Name of local official to whom campaign contribution was made:

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2. The dollar amount and description of each campaign contribution made by the opponent to the local government official during the two (2) years immediately preceding the filing of the application for the rezoning action and the date of each such contribution.

Amount \$ \_\_\_\_\_ Date: \_\_\_\_\_

Enumeration and description of each gift when the total value of all gifts is \$250.00 or more made to the local government official during the two (2) years immediately preceding the filing of application for rezoning:

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Signature of Applicant/Representative of Applicant

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Date

**BY NOT COMPLETING THIS FORM YOU ARE MAKING A STATEMENT THAT NO  
DISCLOSURE IS REQUIRED**

This form may be copied for each applicant. Please attach additional sheets if needed.

FILE

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# Example: Letter of Intent

*Section to be completed on Page 3*

The Applicant proposes to develop approximately 12,000 square feet of logistics on the property. The Proposed Use will include 40 parking spaces, and two loading docks.

Thirty-five percent of the property will not be disturbed.

The Applicant is a private services corporation, that supplies services to a large area in Georgia. To facilitate its operations, the Applicant seeks to develop and operate a customer service and operations office with construction and maintenance staging areas. Staging areas will include outside storage for fleet vehicles and other small equipment necessary for utilities operations.

The Applicant will provide buffering and enhanced landscaping strips to provide suitable transitions to surrounding residential and agricultural uses. A 30-foot landscape strip will be planted along the right-of-way.

Water, sanitary sewer, gas and electricity are available to the Subject Property. The impact on public utilities is anticipated to be minimal. The Applicant will install underground utility lines within the development to serve the project on an as needed basis.

The development's water and sanitary sewage utilities will be provided by the Etowah Water & Sewer Authority .

There will be no manufacturing on site or dust, smoke or odors, or outside storage of materials.

There will be approximately 15 employees.

Construction will commence (enter dates)



Submittal Dates by 12:00 p.m.	Planning Commission Meeting Dates (6:00 p.m.)	Board of Commissioners Meeting Dates for Rezoning Hearings (To be held directly after the 4 p.m. work session)
		June 20, 2024
April 26, 2024	June 18, 2024	July 18, 2024
May 31, 2024		August 15, 2024
June 28, 2024	August 20, 2024	September 19, 2024
July 26, 2024	September 17, 2024	October 17, 2024
August 30, 2024	October 15, 2024	November 21, 2024
September 27, 2024	November 19, 2024	December 19, 2024
October 25, 2024	December 17, 2024	TBD
November 29, 2024	January 21, 2025	TBD
December 27, 2024	February 18, 2025	TBD

Applications may be submitted at any time during the month prior to the submittal deadline date and time. However, **COMPLETE APPLICATIONS MUST BE SUBMITTED BY 12:00 NOON ON THE SUBMITTAL DATE LISTED ABOVE** to be considered for that cycle.

Please be aware that each monthly rezoning agenda has a maximum number of agenda items limited to eight (8) applications. If that number is met, then your application will be placed on the next month’s calendar.

The above schedule is subject to change. Please check the County website for meeting dates and times. If you have any questions, please call the Planning & Development staff at (706) 344-3500 extension 42336.

Developments of Regional Impact (DRIs) take an extended time for review and processing due to the Traffic Impact Study and Regional review requirements.

# DRI Information

You **MUST** complete the Developments of Regional Impact questionnaire if your development falls within any of the following thresholds. To complete this questionnaire visit: <https://www.gmrc.ga.gov/dri> and complete **FORM 2**. Print a copy to submit with your completed packet.

Table 1: Developments of Regional Impact - Tiers and Development Thresholds  
Effective January 1, 2005

Type of Development	Non-metropolitan Regions (Dawson County status effective 01/2005)
Office	Greater than 125,000 gross square feet
Commercial	Greater than 175,000 gross square feet
Wholesale & Distribution	Greater than 175,000 gross square feet
Hospitals & Healthcare Facilities	Greater than 200 new beds; or generating more than 250 peak hour vehicle trips per day
Housing	Greater than 125 new lots or units
Industrial	Greater than 175,000 gross square feet; or employing more than 500 workers; or covering more than 125 acres
Hotels	Greater than 250 rooms
Mixed Use	Gross square feet greater than 125,000 (with residential units calculated at 1800 square feet per unit toward the total gross square footage); or covering more than 40 acres; or if any of the individual uses meets or exceeds a threshold as identified herein
Airports	Any new airport with a paved runway; or runway additions of more than 25% of existing runway length
Attractions & Recreational Facilities	Greater than 1,500 parking spaces or a seating capacity of more than 6,000
Post-Secondary School	New school with a capacity of more than 750 students, or expansion by at least 25 percent of capacity
Waste Handling Facilities	New facility or expansion of use of an existing facility by 50 percent or more
Quarries, Asphalt & Cement Plants	New facility or expansion of existing facility by more than 50 percent
Wastewater Treatment Facilities	New facility or expansion of existing facility by more than 50 percent
Petroleum Storage Facilities	Storage greater than 50,000 barrels if within 1,000 feet of any water supply; otherwise, storage capacity greater than 200,000 barrels
Water Supply Intakes/Reservoirs	New Facilities
Intermodal Terminals	New Facilities
Truck Stops	A new facility with more than three diesel fuel pumps; or containing a half acre of truck parking or 10 truck parking spaces.
Any other development types not identified above (includes parking facilities)	1000 parking spaces

