Demorest
The Heart of Habersham

PROCESS FOR ZONING APPLICATIONS

1. Submit application, along with $500 application fee, to Megan Chastain, City Clerk, or email at mchastain@cityofdemorest.org.
2. Once application is received, City Hall will process application. This includes verifying that all information needed has been submitted and is accurate. Applications will not be processed until complete. Applications take 60-120 days to process.
3. If applicable, the city will notify Habersham County via certified letter of annexation. The county has 45 days to object.
4. For ALL applications, City Hall will give the legal arm (The Northeast Georgian) notice of the Public Hearing to be held at the next Planning meeting (See meeting schedule). Public notice must run for three weeks, as required by Georgia State Law.
5. ALL applications must have a Public Hearing and be heard by both the Planning Council AND the City Council.
6. Applicants must present their case to the Planning Commission at the Public Hearing and allow for questions from the commission and the public.
7. The Planning Commission will present recommendations at the next City Council meeting. Applicants may be present to answer any questions that the City Council or the public may have. City Council will have final approval.
8. If applicable, because an annexation is an ordinance, the application will be voted on by City Council to post. The ordinance must be posted for 30 days for public comment. The City Council will vote on the ordinance at the next City Council meeting (See meeting schedule). If approved, the annexation will be included in the city limits and property owner can proceed with plans.

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APPLICATION TYPE

Variance: _____ Special Use: _____ Rezoning: _____ Annexation: _____
{Check appropriate application(s)}
PLEASE BE ADVISED THIS FORM IS PUBLIC INFORMATION

Applicant/Primary Contact_____

Address _____ City _____ State_____ Zip _____

Telephone # ( )_____Cell Phone#_____
Fax # ( )_____ E-Mail _____

Property Owner(s): _____

Address _____City _____ State _____ Zip_____

Telephone # ( )_____ Cell Phone # ( )_____

Fax # ( )_____ E-Mail _____

Agent: _____

Address _____City _____ State _____ Zip _____

Telephone # ( )_____ Cell Phone # ( )_____

Fax # ( )_____ E-Mail _____

Location of Property: _____

Street Address: _____

Acreage of Site; _____ Tax Map & Parcel #:_____Existing Zoning:_____

Action Requested: _____

Cite Pertinent Section (s): _____

Existing Use: _____

Proposed Use: _____

250 Alabama Street
Demorest, GA 30535
O: 706-778-4202
Fax: 706-776-6316
www.cityofdemorest.org
office@cityofdemorest.org

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PROPERTY OWNER'S CERTIFICATION

I hereby certify that I am the owner of the property described in the attached legal description, that all information contained in this application is true and correct to the best of my knowledge, and that the applicant and/or agent in the pursuit of the proposed application of this property.

_____ _____/_____/_____
Signature of Property Owner/Executor/Officer Date of Signature

_____ _____
Estate/Company/Corporation Authorized Agent (Please Print)

_____ _____/_____/_____
Signature of Authorized Agent Date of Signature

_____ _____
Estate/Company/Corporation Authorized Agent (Please Print)

_____ _____/_____/_____
Signature of Authorized Agent Date of Signature

ACKNOWLEDGEMENT:

It is the responsibility of the Applicant/Developer to ensure that all information presented on a final plat is correct and complete; and that the proposed development adheres to the City of Demorest Developments Regulations. This is not an exhaustive checklist. It is at the discretion of the City of Demorest Staff if a final plat is complete.

_____ _____
Applicants Signature Date of Signature

_____ _____
Developers Signature Date of Signature

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CAMPAIGN CONTRIBUTION DISCLOSURE FORM
Required for all Zoning Procedures

Disclosure of Campaign Contributions:
When any application is made for Public Hearing regarding a Zoning Procedure within two (2) years immediately preceding the filing of the applicant's application for public hearing, campaign contributions aggregating $250.00 or more to a local government official who will consider the application, it shall be the duty of applicant it file a disclosure report with the governing body of the respective local government showing:

(1) The Name and Official position of the local government official to whom the campaign contribution was made; and
(2) The dollar amount and description of campaign contribution made by the applicant to the local government official during the two (2) years immediately preceding the filing of the application for public hearing and the date of each contribution; and
(3) The disclosure shall be marked by the applicant, property owner, or person representing the property owner and shall be filed within ten (10) days after the application for Public Hearing is first filed with the Planning Staff within said 10 days, the application shall be removed from the scheduled agenda.

I hereby certify that I have ____; I have not _____; (please √ one) made any contribution(s) aggregating $250.00 or more to any local government official involved in the review or consideration of this application.

If you have made such contributions, you must provide the data required below within 10 days of filing this application.

_____ _____ $_____ ____/_____/_____
Name of Official (s) Office Amount Date of Contribution

_____
Applicant's Name (Please Print)

_____ _____/_____/_____
Signature of Applicant Date of Signature

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REQUIRED DOCUMENTATION FOR FINAL PLAT APPLICATION

1. One printed copy and one digital copy of final plat

   Note: Additional Plat shall be provided to Environmental Health. Be Aware of their Deadline.

2. Proof of Ownership of Parcel, (if ownership has changed from Preliminary)

3. Letter of Intent describing any plans (if applicable) for the property

4. Provide covenants (if applicable)

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Permit Check List

	Items	Required for Review	Need from Customer	Turned In Office/Rec'd
1.	All applications must be completed to the best of applicant's ability before submitted.			
2.	Copy of the recorded plat for the property where building/structure is being built.			
3.	Building/structure, including existing & proposed structures, driveway, power line, creek in blue must be drawn or located on the plat. Commercial buildings require additional documents. See the attached sheet titled "Documents Needed When Applying for a Commercial Permit"			
4.	A set of detailed plans are required for any new residential building/structure. Plans must include house, garage, carport, basement, etc. within plans, showing location & size of windows and doors.			
5.	New structures with plumbing: a septic tank permit is required. If adding to an existing structure: On property less than two acres in size, a letter from Environmental Services will be required approving the location of the addition in relations to the septic tank. On property more than two acres in size, the septic tank location is to be drawn on plat with applicant's initials that they have located it accurately as possible.			
6.	Contractors must have a current state license and be registered with this office. Manufactured/Mobile Home Installer's must have a current state license. Homeowners may act as contractors and own their residences or buildings accessory to the residence. If any person is hired or contracted with to do work requiring a state license, then the license should be registered with this office. No work requiring a license can be done by an unlicensed person under a permit where the Homeowner is acting as the contractor.			
7.	911 numbers are issued by and signed off by the 911 Coordinator.			
*8.	Land Disturbance permit applied for if required.			
9.	GDOT permits or approvals are required for driveways accessing state roadways.			

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