



*Cobb County...Expect the Best!*

## **REQUIREMENTS FOR COMPLETING APPLICATION FOR “OTHER BUSINESS” AGENDA ITEM COBB COUNTY, GEORGIA**

Application must be entirely completed and 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. 35 days prior to the Board of Commissioners Hearing date** (see attached hearing schedule) in order to be considered for the next scheduled public hearing.

**NOTE:** (a) There will not be a Zoning Hearing in the month of January.

(b) “Other Business” agenda items will be posted on the Cobb County Website

**([www.cobbcounty.org](http://www.cobbcounty.org)). All information submitted, and filled in on the application is a public record and is subject to the Open Records Act. This information will be posted online; please do not place any sensitive or personal information on the application, or in your submitted application packet.**

The following items are required for submitting an application for “Other Business”:

1. **Original** notarized signatures of **representative(s) and the titleholder(s)**.
2. A copy of proposed plan (site plan and/or architectural plan depending on the nature of the request) drawn to scale by a **registered engineer, architect, land planner, or land surveyor** currently registered in accordance with applicable state laws. (**Plans must be stamped**). 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 flood plain and acreage of flood plain; o) cemeteries; p) wetlands; q) access points; and r) stream buffers (minimum 50’ buffer).

NOTE: Five (5) drawings shall be no larger than 36” x 48” and two (2) copies must be 8½” x 11”.

3. Copy of the original zoning stipulations, site plans, and/or architectural plans.
4. Applicant, or representative for applicant, **must** attend the Zoning Hearings. Failure to attend may result in rejection of the application or continuance of the hearing at the Board’s sole discretion.
5. Application Fee- **\$300.00** for first request + **\$50.00** for each additional request (make checks payable to “Cobb County”).
6. In addition to the application fee, there is a fee of **\$15.00 per sign** issued by the Zoning Division; this fee **will not** be refunded.

(Continued on next page)

## Requirements for “Other Business” Application

7. Signs provided by the Zoning Division **must** be posted on the property 30-days prior to the public hearing for a site plan amendment, a stipulation amendment, a (first) site plan approval or a settlement of litigation. A zoning sign **must** be posted for every 500 feet of public road frontage (on each road frontage, if more than one road). The sign is to be posted on a hard-backed surface supported by a free-standing structure, wooden post or metal post. The signs should be clearly visible from the road, with no obstructions of view. 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. EACH SITE WILL BE INSPECTED BY COBB COUNTY ZONING STAFF TO ENSURE ZONING SIGNS HAVE BEEN PROPERLY POSTED.**
8. 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 the staff, or may be delayed or denied by the Board of Zoning Appeals.
9. It shall be the duty of the applicant/representative to notify in writing regarding a pending other business application all property owners within 1,000 feet of the subject property being considered as shown on the most current tax records. Such notice shall be satisfied by the applicant/representative mailing a copy of the Other Business application that includes notification of the Board of Commissioners hearing dates and proposed site plan or stipulation amendments to the property owners within 1,000 feet of the subject property by first class mail. Said notification must be postmarked 14 calendar days prior to the Board of Commissioners Hearing. The applicant/representative shall also be required to file with the Zoning Division, a certificate of mailing from the United States Post Office verifying the attempt to notify all the property owners within 1,000 feet of the property. The certificate of mailing must be submitted to the Zoning Division no later than 12:00 noon on Wednesday of the week preceding the Board of Commissioners Zoning Hearing for which the application is scheduled to be considered. (Requirement added 12-09-14 by the BOC).

(NOTE: Acceptance of this application by the Zoning Division does not guarantee placement on the requested hearing date, but rather, gives County Staff information needed to determine if the request is a minor amendment. County Staff will advise the District Commissioner of the request. The District Commissioner must approve all agenda items for “Other Business”. The Board of Commissioners can only amend minor stipulations through “Other Business”; if the request is not deemed minor by the Board of Commissioners, then a rezoning may be needed to remove stipulations. There is no guarantee the Board of Commissioners will approve the request).

\* Other Business Policy adopted by the Board of Commissioners 08-14-07.

\* Other Business fees adopted by the Board of Commissioners on 09-28-10.

\*Amended 12-09-14 to include 1,000 foot mailing.

\*Sign fee amended to \$15 October 2016.

# Application for "Other Business"

## Cobb County, Georgia

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

BOC Hearing Date Requested: \_\_\_\_\_

**Applicant:** \_\_\_\_\_ **Phone #:** \_\_\_\_\_  
(applicant's name printed)

**Address:** \_\_\_\_\_ **E-Mail:** \_\_\_\_\_

\_\_\_\_\_  
(representative's name, printed)

\_\_\_\_\_  
(representative's signature)

Signed, sealed and delivered in presence of:

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

My commission expires: \_\_\_\_\_

**Titleholder(s) :** \_\_\_\_\_ **Phone #:** \_\_\_\_\_  
(property owner's name printed)

**Address:** \_\_\_\_\_ **E-Mail:** \_\_\_\_\_

\_\_\_\_\_  
(Property owner's signature)

Signed, sealed and delivered in presence of:

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

My commission expires: \_\_\_\_\_

**Commission District:** \_\_\_\_\_ **Zoning Case:** \_\_\_\_\_

**Size of property in acres:** \_\_\_\_\_ **Original Date of Hearing:** \_\_\_\_\_

**Location:** \_\_\_\_\_  
(street address, if applicable; nearest intersection, etc.)

**Land Lot(s):** \_\_\_\_\_ **District(s):** \_\_\_\_\_

**State specifically the need or reason(s) for Other Business:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(List or attach additional information if needed)

# COBB COUNTY ZONING DIVISION

## 2018 "OTHER BUSINESS" SCHEDULE

Last Filing Date	Post Signs	BOARD OF COMMISSIONERS HEARING
01-16-18	01-21-18	02-20-18
02-13-18	02-18-18	03-20-18
03-13-18	03-18-18	04-17-18
04-10-18	04-15-18	05-15-18
05-15-18	05-20-18	06-19-18
06-12-18	06-17-18	07-17-18
07-17-18	07-22-18	08-21-18
08-14-18	08-19-18	09-18-18
09-11-18	09-16-18	10-16-18
10-16-18	10-21-18	11-20-18
11-13-18	11-18-18	12-18-18
N/A	N/A	No January Hearing
01-15-19	01-20-19	02-19-19 Tentative

**All information submitted, and filled in on the application is a public record and is subject to the Open Records Act. This information will be posted online; please do not place any sensitive or personal information on the application, or in your submitted application packet.**