



INSTRUCTIONS FOR APPLICATION FOR SPECIAL USE PERMIT

In order for a Special Use Permit Application to be considered by the City of Thomaston, you must complete and submit the attached forms, together with any other requested documents. We recommend that you, or your representative review the applicable City Ordinances, development guidelines, and regulations prior to submitting your application.

The application, with all appropriate attachments, which are listed below, must be delivered to the City Manager's Office c/o City Clerk at 106 E. Lee Street, Thomaston, Georgia 30286. You may reach the City Clerk by phone at (706) 647-4242 Ext. 4 between 8:00 a.m. and 5:00 p.m. Monday through Friday should you have questions about this application or the Special Use Permit Process.

The following documents must be submitted:

1. Completed Special Use Permit Application (copy attached);
 - a. Plat or Tax Map
2. Completed Questionnaire (copy attached);
3. Property Owner or Owner's Representative Authorized Form (copy attached);
4. Conflict of Interest Disclosure (copy attached); and
5. Site Plan or drawing of the respective development.

Upon submittal, the City staff will determine if the application is complete. If it is not complete, you will be contacted and advised of the deficiencies of the application. If it is complete, you will be provided written notice of the date, time and place of the public hearings before the appropriate commission or commissions. You and/or your representative should attend the public hearings and be prepared to resolve all comments received regarding issues relative to your request.



APPLICATION FOR SPECIAL USE PERMIT

Date: _____ Applicant's Name: _____

Property Owner _____ Engineer _____ Architect _____
Realtor _____ Other _____

Applicant's Address: _____

Telephone #: _____ (Home) _____ (Cell)

Address of Property Subject to Special Use:

(A plat or tax map of the property must be attached to this application.)

Tax Map _____ Block _____ Lot Number _____

Total Acreage: _____ Present Zoning: _____

Please state the reason for the requested Special Use of the property:

Signature of Property Owner(s) _____ Date _____

Special Use Permit Application Fee: The applicant shall, in addition to the application fee, pay the actual expenses incurred by the City, such as administrative costs and sign costs. The City Attorney will bill the applicant directly for all legal fees and advertising costs. The Special Use Permit fee must be paid at the time of submission of the application, and the other fees and expenses must be paid in full prior to the public hearing on the proposed Special Use Permit request. If the other fees and expenses are not paid, the hearings will be postponed until payment has been made in full.

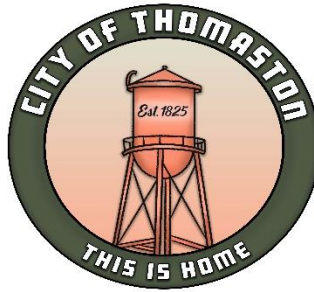
Application Fee Amount: _____ Check _____ Cash _____

Application received by City Manager's Office: _____

Thomaston Zoning Commission Recommendation: _____

Thomaston-Upson Commission Recommendation (HB489 - If property is located within 300 feet of county limits or the subject of annexation):

Public Hearing and Approval by the Thomaston City Council: _____



OWNER'S AUTHORIZATION

This shall certify that _____ is the Owner
(Name of Applicant)

or Representative of the Owner holding interest in the property that is the subject of the attached Special Use Permit Application.

If the Applicant is not the Owner of the property, by execution of this form, authorization is given to the person named as "Applicant" to act on behalf of the Owner, to file for and pursue approval the Special Use Permit Application of said subject property.

Applicant: _____ Telephone: _____

Address: _____

SIGNATURE OF APPLICANT

DATE

Notary Public

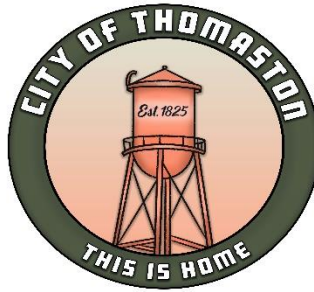
Commission expires: _____
(SEAL)

SIGNATURE OF OWNER

DATE

Notary Public

Commission expires: _____
(SEAL)



CONFLICT OF INTEREST DISCLOSURE

Have you, within two (2) years immediately preceding the filing of this application, made campaign contributions aggregating \$250.00 or more to a member of the City Council or any other government official who will consider this application?

_____ Yes _____ No

If yes, please complete the following section:

Name and Official Position of Government Official:

Please list the date and amount of contribution(s). (List all which aggregate \$250.00 or more)

SIGNATURE OF APPLICANT

DATE

SIGNATURE OF REPRESENTATIVE

DATE



SPECIAL USE APPLICATION QUESTIONNAIRE

Date submitted: _____

Applicant's Name: _____

Location of Property Subject to Special Use Request:

Pursuant to O.C.G.A. §36-67-5, the applicant is required to file with the City of Thomaston a written, documented analysis of the impact of the proposed zoning with respect to each of the matters set forth below, together with any supporting materials required by the City of Thomaston. **This analysis and supporting material are required to be submitted to the City of Thomaston at least seven (7) business days before any hearing or meeting of the governing authority at which the special use proposal will be under consideration.**

1. the proposed special use will permit a use compatible with the current or future use of adjacent and nearby properties comprising the established land use pattern or a use that may adversely affect the existing or potential use of adjacent or nearby properties;
2. Whether unacceptable impacts on the environment could be caused by the proposed special use, including, but not limited to, impacts on stormwater discharges, wetlands, groundwater recharge areas, wildlife habitats, soil erosion and sedimentation, floodplains, air quality, and water quality and quantity;
3. Whether the proposed special use will allow a use that will or could cause an excessive or burdensome use of existing or planned streets, other transportation facilities, utilities, schools, or other public facilities and services such as police protection, fire protection, emergency medical services, or public health facilities;

4. Whether the proposed amendment will adversely affect the health, safety, aesthetics, convenience, order, prosperity, or welfare of residents, business owners or property owners of the city of Thomaston;
5. Adequacy of parking on the property;
6. Proximity of similar uses, whether conforming or non-conforming; and
7. The standards contained in Sec. 98-14.10.1, subsection A. 1. through 6.