

**Information/Instructions**

Regular meetings of the Planning Commission are held on the **Second Tuesday** of each month at 5:30 pm in the Henry “Bud” Hicks Jr. Memorial Chamber, located in City Hall in Dublin, Georgia.

Applications for any action before the Dublin Planning and Zoning Commission must be submitted eighteen (18) days prior the next scheduled meeting of the Commission, or it cannot be placed on the Agenda.

Regular meetings of the City Council are held on the **First and Third Thursday** of each month.

The Board of Zoning Appeals meets on the **First Monday** of each month at 5:30 pm in the Henry “Bud) Hicks Jr. Memorial Chamber, located in City Hall in Dublin, Georgia, as required.

Applications for the Board of Zoning Appeals must be received 10 days prior to the next scheduled meeting of the Board of Appeals, or it cannot be placed on the Agenda.

Applications for Annexations or changes in the zoning map will be placed on the Agenda of the Planning and Zoning Commission at the first regular meeting following submission. Prior to being placed on the Agenda, the Director of Planning, Zoning and Development will ensure staff review has been completed on the application. This review will include, but not be limited to:

- 1. Ensure correct present zoning.
- 2. Ensure correct proposed re-zoning.
- 3. Ensure the **specific, proposed use** is legal and correct for the proposed re-zoning.
- 4. Check for readily visible problems such as sewer, water, and/or gas availability, drainage, distance from schools/churches, etc.

The Planning Commission will normally recommend action on the application to the Dublin City Council at the next regular City Council meeting. In all cases, the Planning Commission will make a recommendation to Council within thirty (30) days.

Applications for **CONDITIONAL OR SPECIAL USE PERMITS** will be placed on the Agenda of the Planning Commission and/or City Council for the next meeting after submission in accordance with provisions of the Section of the Zoning Ordinance referring to the Conditional or Special Use Permit applied for.

**NOTICE....**The Applicant or representative must attend the meeting at which his application will be heard. If no one is present to represent their application it will not be discussed, but tabled until later when someone is present to answer any questions which might arise. A pre-application conference is suggested between the applicant and the Director of Planning, Zoning and Development. In all matters to be considered in connection with this submission of the application form, it is incumbent upon the application to submit complete evidence and justifications for action applies for. Lack of complete and pertinent justification may result in an adverse ruling.

**SPECIFIC DATES, INFORMATION, APPLICATIONS AND HEARINGS MAY BE OBTAINED FROM THE OFFICE OF PLANNING, ZONING AND DEVELOPMENT.**

**FEES:**

VARIANCE APPLICATIONS .....	\$300.00
RE-ZONING APPLICATIONS.....	\$300.00
ANNEXATION APPLICATIONS .....	\$300.00
CONDITIONAL OR SPECIAL USE .....	\$300.00



**CITY OF DUBLIN  
APPLICATION TO AMEND ZONING MAP, REQUEST ZONING  
VARIANCE, OR REVIEW SUBDIVISION PLAT**

**TO BE COMPLETED BY APPLICANT**

<b>NAME:</b>
<b>HOME PHONE:</b> <span style="float: right;"><b>EMAIL:</b></span>
<b>BUSINESS PHONE:</b>
<b>MAILING ADDRESS:</b>

**TO BE COMPLETED BY CITY HALL**

<b>DATE RECEIVED:</b>
<b>FEE:</b>
<b>PRE-APPLICATION CONF. DATE:</b>

Attachments required for all applicants:

- A. Notarized authorization for application, if applicant is not property owner.
- B. Legal description of property for which re-zoning is requested.
- C. Three copies of a plat, drawn to scale, prepared and sealed by an architect, engineer, landscape architect or land surveyor whose state registration is current and valid showing the following:
  - 1. North arrow and land lot(s).
  - 2. Property lines with dimensions and angles of turns.
  - 3. Adjoining streets with present right-of-ways and paving widths.
  - 4. Location of existing structures.
  - 5. Acreage.

**NOTE:** Supporting materials related to use and development of property should be only as detailed or restrictive as the applicant is willing to accept conditionally binding upon development and use of said property.

In order that the general health, safety and welfare of the citizens of the City of Dublin may be preserved and substantial justice maintained. I (we) the undersigned respectfully request in connection with the property hereinafter described:

- \_\_\_\_\_ Re-zoning from \_\_\_\_\_ Zone to \_\_\_\_\_ Zone.
- \_\_\_\_\_ A Variance from the terms of the Zoning Ordinance.
- \_\_\_\_\_ A Conditional or Special Use Permit.
- \_\_\_\_\_ A Hearing on Appeal from decision of Building Inspector.
- \_\_\_\_\_ A Review of Subdivision Plat.

The subject property is described as follows: \_\_\_\_\_

\_\_\_\_\_

The proposed use of the property is: \_\_\_\_\_

\_\_\_\_\_

**The Case of RE-ZONING**

Describe any changes which have taken place in the area to indicate that a change in the zone is justified: \_\_\_\_\_

\_\_\_\_\_ Describe any error which may have occurred in zoning: \_\_\_\_\_

**The Case of VARIANCE:**

Describe the unusual conditions of the property pertaining to size, shape, location or topography which justify the variance: \_\_\_\_\_

**The Case of CONDITIONAL or SPECIAL USE PERMIT**

Give the Section Number of the Zoning Ordinance which refers to the special use applied for: \_\_\_\_\_

**The Case of APPEALS**

Describe the decision from which appeal is taken: \_\_\_\_\_

**The Case of SUBDIVISION PLAT**

Copy of the Preliminary Plat shall be attached:

Hereby certify that I am the owner or legal agent of the owner, in fee simple the above described property.

Hereby certify that I am the Chairman of Dublin Planning Commission and initiate this action according to Section 11.2 of the Zoning Ordinance.

**WITNESS:**

**SIGNED:**

\_\_\_\_\_

\_\_\_\_\_

**DATE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

It is the recommendation of the Dublin Planning and Zoning Commission that the preceding application be approved, disapproved.

**DATE:** \_\_\_\_\_

Signature - Chairman

Zoning Board of Appeals Action: \_\_\_\_\_

Approved/Disapproved the \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_ by a vote of \_\_\_\_\_ for \_\_\_\_\_ against. \_\_\_\_\_