



*Cobb County...Expect the Best!*

## **REQUIREMENTS FOR COMPLETING APPLICATION FOR REZONING COBB COUNTY, GEORGIA**

Application must 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. on the first Thursday of each month** (see attached hearing schedule) in order to be considered for the next scheduled public hearing.

**EXAMPLE:** A complete application filed by the first Thursday of March would be considered by the Planning Commission on the first Tuesday in June [unless otherwise scheduled] then by the Board of Commissioners on the third Tuesday in June [unless otherwise scheduled]. You are *not* required to wait until the first Thursday of each month to file an application.

**NOTE:** There will not be a filing date in the month of October for Rezoning Applications. The first Thursday of November will be the cut off date for the February hearing. There will not be a Zoning Hearing in the month of January.

**NOTE:** The preliminary zoning analysis, correspondence concerning rezoning applications, revised plans, the final zoning analysis and 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 rezoning:

1. **Original** notarized signatures of **titleholder(s)** and **representative(s)**.
2. If the **titleholder(s)** is a domestic or foreign corporation, then the following documentation shall also be required:

Written authentication with the presence of the corporate seal, or a facsimile thereof, attested by the secretary or assistant secretary of the corporation, or other officer to whom the bylaws or the directors have delegated the responsibility for authenticating records of the corporation, shall attest:

- a) That the corporate seal or facsimile thereof affixed to the document is in fact the seal of the corporation of true facsimile thereof, as the case may be;
  - b) That any officer of the corporation executing the document does in fact occupy the official position indicated, that one in such position is duly authorized to execute such document on behalf of the corporation, and that the signature of such officer subscribed thereto is genuine; and
  - c) That the execution of the document on behalf of the corporation has been duly authorized.
3. A copy of the warranty deed that reflects the current owner(s) of the property. Security deeds are not acceptable.

## Requirements for Rezoning Application

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4. A current legal description of the subject property. If the application consists of several tracts, a legal description of each tract is required. A separate legal description of each zoning classification is also required, as well as an overall description of all tracts and/or classifications combined. No legal description should include more property than what has been requested for rezoning.
5. 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 Commissioners'.
6. A copy of current site plan and current boundary survey 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".**

7. If the property is or will be on septic tank, contact the Cobb County Health Department (770-435-7815). A site plan and soils analysis will be required for review by the Environmental Health District Project Manager. Approval by the Cobb County Health Department must be obtained prior to the filing of the application for Rezoning.
8. Zoning Application Disclosure forms attached hereto **must** be completed.
9. Every application for rezoning involving a request for a non-residential zoning district shall include a complete written, documented analysis of the impact of the proposed rezoning with respect to each of the following matters:
  - (a) Whether the zoning proposal will permit a use that is suitable in view of the use and development of adjacent and nearby property;
  - (b) Whether the zoning proposal will adversely affect the existing use or usability of adjacent or nearby property;
  - (c) Whether the property to be affected by the zoning proposal has a reasonable economic use as currently zoned;
  - (d) Whether the zoning proposal will result in a use which will or could cause an excessive or burdensome use of existing streets, transportation facilities, utilities, or schools;
  - (e) Whether the zoning proposal is in conformity with the policy and intent of the land use plan; and
  - (f) Whether there are other existing or changing conditions affecting the use and development of the property, which give supporting grounds for either approval or disapproval of the zoning proposal.

## Requirements for Rezoning Application

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10. Applicant, or representative for applicant, **must** attend the Zoning Hearings (the dates, times, and location are on the signs). Failure to attend may result in dismissal with prejudice, rejection of the application or continuance of the hearing at the Board's sole discretion.
11. Application fee for rezoning, please see attached Rezoning Fee Structure. Make all checks payable to "Cobb County". All fees from paragraph 11 & 12 on this page can be combined into one check.
12. In addition to the application fee, there is a **deposit of \$300.00** for signs, which will be refunded if signs are returned within **thirty (30)** days after the final decision by the Board of Commissioners. The signs **must** be returned to qualify for the refund. There will also be a **fee of \$15.00 per sign** issued by the Zoning Division; this fee **will not** be refunded.
13. Signs provided by the Zoning Division **must** be posted on or near the right-of-way of the nearest public street thirty (30) days before the public hearing. Both a zoning sign and pursuant sign **must** be posted for every 500 feet of public road frontage. 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.**
14. Summary of Intent attached hereto **must** be completed.
15. It shall be the duty of the applicant/representative to notify in writing regarding a pending rezoning application, which includes the Planning Commission and the Board of Commissioners Hearing dates to all property owners within a 1,000-foot radius of the subject property being rezoned, as shown on the most current tax records. Mailings must be sent via the United States Postal Service. Such notice shall be satisfied by the applicant/representative mailing a copy of the application that includes notification of the Planning Commission and Board of Commissioners hearing dates and proposed site plan to the property owners within a 1,000-foot radius of the subject property by first class mail (with a certificate of mailing) or by certified mail. Said notification must be postmarked 30 calendar days prior to the Planning Commission Hearing. The applicant/representative is required to file with the Zoning Division proof of the mailing no later than 21 days prior to the Planning Commission Zoning Hearing for which the application is scheduled to be considered. Staff is authorized to continue any pending case in which the above requirements are not met.
16. Any application for a rezoning involving a request of more than 75 residential dwelling units or 50,000 square feet of non-residential building space, in single or multiple phases, (exempting redevelopment projects) shall be required to submit two copies of a traffic impact study (prepared in accordance with industry accepted standards, including at a minimum, level of service impacts for adjacent roadways and intersections) and mitigation package to address the cumulative effects from the project's impact. Said applicant shall also be required to coordinate and fund any recommended mitigation measures limited to project related improvements with applicable federal, state and local agencies including the Georgia Regional Transportation Authority and the Atlanta Regional Commission. The required elements needed for the traffic study are available in the Zoning Division Office.

Any application for a rezoning involving a request of more than 150 residential dwelling units or

(Continued on the next page)

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100,000 square feet of non-residential building space, in single or multiple phases, (exempting redevelopment projects) shall be required to submit a traffic impact study (prepared in accordance with industry accepted standards, including at a minimum, level of service impacts for adjacent roadways and intersections), the scope of which shall be determined by the Director of the Cobb County Department of Transportation or his/her designee and shall at a minimum address conditions and impacts resultant from the project within a 10 year scope. Said applicant shall also be required to coordinate and fund any recommended mitigation measures limited to project related improvements with applicable federal, state and local agencies including the Georgia Regional Transportation Authority and the Regional Commission. The required elements needed for the traffic study are available in the Zoning Division Office.

These requirements shall not apply to a “Development of Regional Impact”, as defined by the Georgia Department of Community Affairs or Georgia Regional Transportation Authority, as may be amended from time to time.

17. The State of Georgia, Department of Community Affairs has established specific thresholds for the identification of Developments of Regional Impact (DRI). Please refer to the Thresholds Table that is attached to this application to determine if the proposed project meets or exceeds any of the development thresholds. If the proposed project meets or exceeds any of the development thresholds, a Development of Regional Impact Review **must** be conducted prior to the Planning Commission Hearing. The rules and procedures for a DRI REVIEW are available from the Atlanta Regional Commission or the Georgia Department of Community Affairs respective websites.
18. Any developments that are less than 400,000 net square feet or 350 dwelling units may be required to submit one or all of the above mentioned studies upon request by the affected department. A final decision, by the Board of Commissioners, may not be made until these studies are received with the zoning application.
19. In addition to the above requirements, all retail/commercial, office/institutional and industrial uses must also comply with the Cobb County Architectural Guidelines for development, redevelopment or building renovations.

**NOTES:        NO APPLICATION WILL BE ACCEPTED BY THE ZONING DIVISION UNLESS FILLED OUT IN ITS ENTIRETY, ALONG WITH ALL STAMPED SITE PLANS AND BOUNDARY SURVEYS.**

**ANY APPLICATION REJECTED BY THE BOARD OF COMMISSIONERS CANNOT BE RESUBMITTED TO THE ZONING DIVISION FOR A PERIOD OF ONE YEAR.**

**EACH SITE WILL BE INSPECTED BY COBB COUNTY ZONING STAFF TO ENSURE ZONING SIGNS HAVE BEEN PROPERLY POSTED.**

\* Re-zoning fees adopted by the Board of Commissioners (BOC) on 09-28-10.

\* Sign fee (#12) amended and adopted by the BOC on 09-27-16.

\* Item #15 regarding 1000' mailings revised due to code amendment by the BOC on 02-27-18.

Revised: January 2, 2018

**2. Thresholds Table. See ARC alternative threshold table.**

<b>Developments of Regional Impact Development Thresholds</b>					
<b>Type of Development</b>	<b>Notification Only</b>	<b>Rural and Developing Rural</b>	<b>Maturing Neighborhoods, Established Suburbs, Developing Suburbs, and other places not mentioned in this table</b>	<b>Regional Centers, and Regional Employment Corridors</b>	<b>Region Core</b>
(1) Office	400,000 gross square feet	400,000 gross square feet	500,000 gross square feet	600,000 gross square feet	700,000 gross square feet
(2) Commercial	Greater than 300,000 gross square feet	300,000 gross square feet	400,000 gross square feet	500,000 gross square feet	600,000 gross square feet
(3) Wholesale & Distribution	Greater than 500,000 gross square feet	500,000 gross square feet	500,000 gross square feet	500,000 gross square feet	500,000 gross square feet
(4) Hospitals and Health Care Facilities	Greater than 300 new beds; or generating more than 375 peak hour vehicle trips per day	300 new beds	400 new beds	500 new beds	600 new beds
(5) Housing	Greater than 400 new lots or units	400 new lots or units	500 new lots or units	600 new lots or units	700 new lots or units
(6) Industrial	Greater than 500,000 gross square feet; or employing more than 1,600 workers; or covering more than 400 acres	500,000 SF or 1600 workers	500,000 SF or 1600 workers	500,000 SF or 1600 workers	500,000 SF or 1600 workers
(7) Hotels	Greater than 400 rooms	400 rooms	500 rooms	600 rooms	700 rooms
(8) Mixed Use	Gross square feet of 400,000 or more (with residential units calculated at either 1800 square feet per unit or, if applicable, the minimum square footage allowed by local development regulations); or covering more than 120 acres; or if any of the individual uses meets or exceeds a threshold as identified herein	400,000 gross square feet (with residential units calculated at 1800 square feet per unit, or the minimum allowed by the host local government)	500,000 gross square feet (with residential units calculated at 1500 square feet per unit, or the minimum allowed by the host local government)	600,000 gross square feet (with residential units calculated at 1000 square feet per unit, or the minimum allowed by the host local government)	700,000 gross square feet (with residential units calculated at 1000 square feet per unit, or the minimum allowed by the host local government)
(9) Airports	All new airports, runways and runway extensions	New airports and runway extensions of 500 ft. or more	New airports and runway extensions of 500 ft. or more	New airports and runway extensions of 500 ft. or more	New airports and runway extensions of 500 ft. or more

## Thresholds Table, page 2

(10) Attractions & Recreational Facilities	Greater than 1,500 parking spaces or a seating capacity of more than 6,000	1,500, seating capacity of 6,000+	1,500, seating capacity of 6,000+	1,500, seating capacity of 6,000+	1,500, seating capacity of 6,000+
(11) Post-Secondary School	New school with a capacity of more than 2,400 students; or expansion by at least 25 percent of capacity	New school with 2,400 students or expansion of at least 25%	New school with 2,400 students or expansion of at least 25%	New school with 2,400 students or expansion of at least 25%	New school with 2,400 students or expansion of at least 25%
(12) Waste Handling Facilities	New facility or expansion of use of an existing facility by 50 percent or more	New facility within 1 mile of public facility (airport, school, reservoir, river, etc.), otherwise, notification only	New facility within 1 mile of public facility (airport, school, reservoir, river,...), otherwise, notification only	New facility within 1 mile of public facility (airport, school, reservoir, river,...), otherwise, notification only	New facility within 1 mile of public facility (airport, school, reservoir, river,...), otherwise, notification only
(13) Quarries, Asphalt & Cement Plants	New facility or expansion of existing facility by more than 50 percent	New facility within 1 mile of public facility (airport, school, reservoir, river,...), otherwise, notification only	New facility within 1 mile of public facility (airport, school, reservoir, river,...), otherwise, notification only	New facility within 1 mile of public facility (airport, school, reservoir, river,...), otherwise, notification only	New facility within 1 mile of public facility (airport, school, reservoir, river,...), otherwise, notification only
(14) Wastewater Treatment Facilities	New major conventional treatment facility or expansion of existing facility by more than 50 percent; or community septic treatment facilities exceeding 150,000 gallons per day or serving a development project that meets or exceeds an applicable threshold as identified herein	Notification only (MNGWPD)	Notification only (MNGWPD)	Notification only (MNGWPD)	Notification only (MNGWPD)
(15) 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	50,000 barrels if within 1,000 ft. of water supply	50,000 barrels if within 1,000 ft. of water supply	50,000 barrels if within 1,000 ft. of water supply	50,000 barrels if within 1,000 ft. of water supply
(16) Water Supply Intakes/Public Wells/Reservoirs/Treatment Facilities	New Facilities	Notification only (MNGWPD)	Notification only (MNGWPD)	Notification only (MNGWPD)	Notification only (MNGWPD)

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(17) Intermodal Terminals	New Facilities	New facilities	New facilities	New facilities	New facilities
(18) Truck Stops	A new facility with more than three (3) diesel fuel pumps, or containing a half acre of truck parking or 10 truck parking spaces	10 or more diesel fuel pumps or 20 or more truck parking spaces	10 or more diesel fuel pumps or 20 or more truck parking spaces	10 or more diesel fuel pumps or 20 or more truck parking spaces	10 or more diesel fuel pumps or 20 or more truck parking spaces
(19) Correctional/Detention Facilities	Greater than 300 new beds; or generating more than 375 peak hour vehicle trips per day	Greater than 300 new beds; or generating more than 375 peak hour vehicle trips	Greater than 300 new beds; or generating more than 375 peak hour vehicle trips	Greater than 300 new beds; or generating more than 375 peak hour vehicle trips	Greater than 300 new beds; or generating more than 375 peak hour vehicle trips
(20) Any other development types not identified above (includes parking facilities)	1000 parking spaces or, if available, more than 5,000 daily trips generated	1000 spaces or 5,000 daily trips	1000 spaces or 5,000 daily trips	1000 spaces or 5,000 daily trips	1000 spaces or 5,000 daily trips

**\*NOTE: THIS INFORMATION IS FROM THE ATLANTA REGIONAL COMMISSION. THE EFFECTIVE DATE IS MARCH 1, 2013. FOR MORE INFORMATION ABOUT THE DEVELOPMENT OF REGIONAL IMPACT PROCESS, PLEASE VISIT THE ATLANTA REGIONAL COMMISSION WEBPAGE UNDER LAND USE.**

# Application for Rezoning Cobb County, Georgia

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

Application No. \_\_\_\_\_

PC Hearing Date: \_\_\_\_\_

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

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

**Address** \_\_\_\_\_ **E-mail** \_\_\_\_\_

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

\_\_\_\_\_ **Phone#** \_\_\_\_\_ **E-mail** \_\_\_\_\_  
(representative's signature)

Signed, sealed and delivered in presence of:

\_\_\_\_\_ **My commission expires:** \_\_\_\_\_  
Notary Public

**Titleholder** \_\_\_\_\_ **Phone#** \_\_\_\_\_ **E-mail** \_\_\_\_\_  
(titleholder's name, printed)

**Signature** \_\_\_\_\_ **Address** \_\_\_\_\_  
(attach additional signature, if needed)

Signed, sealed and delivered in presence of:

\_\_\_\_\_ **My commission expires:** \_\_\_\_\_  
Notary Public

**Zoning Request From** \_\_\_\_\_ **to** \_\_\_\_\_  
(present zoning) (proposed zoning)

**For the Purpose of** \_\_\_\_\_ **Size of Tract** \_\_\_\_\_ **Acre(s)**  
(subdivision, restaurant, warehouse, apt., etc.)

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

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

We have investigated the site as to the existence of archeological and/or architectural landmarks. I hereby certify that there are/are no such assets. If any exist, provide documentation with this application.

\_\_\_\_\_  
(applicant's signature)

We have investigated the site as to the existence of any cemetery located on the above property. I hereby certify that there is/is not such a cemetery. If any exist, provide documentation with this application.

\_\_\_\_\_  
(applicant's signature)



## Summary of Intent for Rezoning

.....  
**Part 1. Residential Rezoning Information (attach additional information if needed)**

- a) Proposed unit square-footage(s): \_\_\_\_\_
  - b) Proposed building architecture: \_\_\_\_\_
  - c) List all requested variances: \_\_\_\_\_
- \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

.....  
**Part 2. Non-residential Rezoning Information (attach additional information if needed)**

- a) Proposed use(s): \_\_\_\_\_
  - b) Proposed building architecture: \_\_\_\_\_
  - c) Proposed hours/days of operation: \_\_\_\_\_
  - d) List all requested variances: \_\_\_\_\_
- \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

.....  
**Part 3. Other Pertinent Information (List or attach additional information if needed)**

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

.....  
**Part 4. Is any of the property included on the proposed site plan owned by the Local, State, or Federal Government?**  
**(Please list all Right-of-Ways, Government owned lots, County owned parcels and/or remnants, etc., and attach a plat clearly showing where these properties are located).**

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

## SITE PLAN REQUIREMENTS

- Site Plan stamped with seal of Engineer, Land Surveyor, etc.
- North arrow
- Land lot lines
- District Lines
- Lot lines
- Angles
- Total acreage
- Bearing and distance
- Adjoining street width right-of-way (present and proposed)
- Paving widths
- Exact size and location of all buildings along with intended use
- Building setback and/or parking deck location
- Buffer areas
- Parking spaces
- Lakes and streams
- Utility easements
- Limits of the 100-year flood plain and acreage of flood plain
- Cemeteries
- Wetlands
- Access points
- Architectural or Archeological landmarks
- Detention/Retention areas
- Stream Buffers with required widths

**General note:**

If any of the above requirements do not apply to property, please list which ones do not apply.

## REZONING FEE STRUCTURE

Acres/Square Footage	Single-Family Residential (R-80, RR, R-40, R-30, R-20, R-15, CS)	Medium/High Density Residential (RD, RA-5, SC, RM-8, RSL, FST, RM-12., MHPS, MHP)	Commercial, Industrial, Office (LRO, NRC, LRC, OI, UVC, PVC, CRC, OMR, UC, OHR, OS, PSC, TS, GC, RRC, LI, HI)
0 – 5 Acres	\$ 500	\$ 750	\$1,000
5 – 10 Acres	\$1,000	\$1,500	\$2,000
10 – 20 Acres	\$1,500	\$2,000	\$2,500
20 – 100 Acres	\$2,000	\$2,500	\$3,000
100 + Acres	\$2,500 + \$25 per acre	\$3,000 + \$25 per acre	\$3,500 + \$25 per acre
0 to 20,000 sq. ft.		\$ 700	\$ 900
20,001 to 50,000 sq. ft.		\$1,200	\$1,500
50,001 to 100,000 sq. ft.		\$1,500	\$1,800
100,001 to 500,000 sq. ft.		\$2,000	\$2,200
500, 001 + sq. ft.		\$2,000 + \$90 per 100,000 sq. ft	\$2,200 + \$ 115 per 100,000 sq. ft.

NOTE: The **maximum** fee for any rezoning application \$10,000. Make all checks payable to “Cobb County”.

*(Effective September 11, 2001)* Any single-family residential rezoning application being filed for the sole purpose of changing the zoning classification to reflect the existing lot sizes(s) and/or lot configuration, that proposes no increase in density or additional development activities, will be charged an application fee of \$100.00 plus a refundable \$300.00 sign bond plus a non-refundable fee of \$15.00 per sign issued by the Zoning Division.

The fee for medium/high density residential, commercial, industrial, or office rezoning applications will be based on the total number of acres being rezoned or the total square footage of the proposed building(s) on the rezoning site, **whichever fee is greater**.

There is also a **deposit fee of \$300.00** for sign(s), which will be refunded if the sign(s) are returned within **thirty (30)** days after the final decision by the Board of Commissioners plus a non-refundable fee of \$15.00 per sign issued by the Zoning Division.



# PROPERTY/FINANCIAL DISCLOSURE REPORT<sup>1</sup> BY APPLICANT<sup>2</sup>

**(A separate form must be completed by each applicant\* - please see definition below)**

Does any member of the Board of Commissioners or Planning Commission have a property interest (direct or indirect ownership, including any percentage of ownership less than total) in the subject property? \_\_\_\_\_

\_\_\_\_\_

If so, describe the nature and extent of such interest: \_\_\_\_\_

\_\_\_\_\_

Does any member of the Board of Commissioners or Planning Commission have a financial interest (direct ownership interests of the total assets or capital stock where such ownership interest is ten percent (10%) or more) of a corporation, partnership, limited partnership, firm, enterprise, franchise, association, or trust, which has a property interest (direct or indirect ownership, including any percentage of ownership less than total) upon the subject property? \_\_\_\_\_

If so, describe the nature and extent of such interest: \_\_\_\_\_

\_\_\_\_\_

Does any member of the Board of Commissioners or Planning Commission have a spouse, mother, father, brother, sister, son or daughter who has any interest as described above? \_\_\_\_\_

If so, describe the relationship and the nature and extent of such interest: \_\_\_\_\_

\_\_\_\_\_

I certify that the foregoing information is true and correct, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Applicant's Signature

<sup>1</sup>If the answer to any of the above is "Yes," then the member of the Board of Commissioners or Planning Commission must immediately disclose the nature and extent of such interest, in writing, to the Board of Commissioners of Cobb County, Georgia. A copy should be filed with this application. Such disclosures shall be a public record and available for public inspection at any time during normal working hours.

<sup>2</sup>Applicant means any person who applies for a rezoning action and any attorney, or other person representing or acting on behalf of a person who applies for a rezoning action.

# CAMPAIGN DISCLOSURE REPORT<sup>1</sup> BY APPLICANT<sup>2</sup>

**(A separate form must be completed by each applicant\* - please see definition below)**

Has the applicant<sup>2</sup> made, within two (2) years immediately preceding the filing of this application for rezoning, campaign contributions aggregating two hundred fifty dollars (\$250.00) or more or made gifts having in the aggregate a value of two hundred fifty dollars (\$250.00) or more to a member or members of the Board of Commissioners or Planning Commission who will consider the application?

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If so, the applicant and the attorney representing the applicant must file a disclosure report with the Board of Commissioners of Cobb County within ten (10) days after this application is first filed.

Please apply the following information that will be considered as the required disclosure:

The name of the member(s) of the Board of Commissioners or Planning Commission to whom the campaign contribution or gift was made: \_\_\_\_\_

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The dollar amount of each campaign contribution made by the applicant to the member(s) of the Board of Commissioners or Planning Commission during the two (2) years immediately preceding the filing of this application and the date of each such contribution: \_\_\_\_\_

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An enumeration and description of each gift having a value of two hundred fifty dollars (\$250.00) or more made by the applicant to the member(s) of the Board of Commissioners or Planning Commission during the two (2) years immediately preceding the filing of this application: \_\_\_\_\_

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I certify that the foregoing information is true and correct, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Applicant's Signature

<sup>1</sup>If the answer to any of the above is "Yes," then the member of the Board of Commissioners or Planning Commission must immediately disclose the nature and extent of such interest, in writing, to the Board of Commissioners of Cobb County, Georgia. A copy should be filed with this application. Such disclosures shall be a public record and available for public inspection at any time during normal working hours.

<sup>2</sup>Applicant means any person who applies for a rezoning action and any attorney or other person representing or acting on behalf of a person who applies for a rezoning action.

## **Additional instructions for the rezoning applicant**

### **CASE NUMBER**

Your case number identifies your specific case. Please include this case number on any future e-mails, faxes, submissions, letters, plans, petitions, phone messages, etc.

### **NOTICE SIGNS**

For rezoning you will be issued two different zoning signs after your application is submitted; post these either side by side or over and under. Post the sign(s) on your property, near the road. The signs should face the road and should not be obscured by trees, bushes, cars, fences, etc. You may be issued more than one sets of signs based on the linear-feet of the road frontage (the property is required to be signed every 500 feet), or number of road frontages for the property. The signs should be posted in a manner that prevents signs from falling down, blowing away, curling or other damage to the signs (example: a plywood backing with posts in the grounds). It is your responsibility to ensure the signs are posted properly every required day. Failure to properly post signs may cause a delay in hearing your request, and/or may result in the denial of your request. If the signs are lost or stolen, please visit the Zoning Division for additional signs. **BRING THE SIGNS BACK TO THE ZONING DIVISION THE DAY AFTER THE FINAL ZONING DECISION BY THE BOARD OF COMMISSIONERS. Only the person or entity that originally paid the sign deposit is entitled to the refund amount.**

### **APPLICANT MEETING FOR REZONING**

An applicant meeting will be set up after your application is accepted. This meeting is generally held a week and a half after the last filing date. You will be meeting with County Staff , which includes representatives from the Department of Transportation, the Water & Sewer Department, the Stormwater Management Division, the Fire Department, Planning Division and the Zoning Division. At this meeting, the County Staff is gathering basic information about the proposal. Additionally, the County Staff will let you know what will be required if your application is approved. These meeting are not held for variance cases.

### **MAIL NOTIFICATION REQUIREMENT**

Part of the requirements of the rezoning process requires the applicant to notify all property owners in writing via first class mail, within 1000-feet of all property lines. Said notification is required to be postmarked 30 calendar days prior to the Planning Commission Hearing. The applicant shall submit to the Zoning Division a Certificate of Mailing from the United States Post Office by noon 21 days preceding the Planning Commission Zoning Hearing. Failure to properly mail notices may cause a delay in hearing your request, and/or may result in the denial of your request.

### **HEARING LOCATION**

All hearings will take place at 100 Cherokee Street, Marietta, GA 30060, in the second floor Commissioners Meeting Room. You are required to be present by 9:00 a.m. on the advertised hearing day.

### **STAFF RECOMMENDATIONS**

The County Staff makes recommendations on rezoning cases. The County Staff you've met with at the applicant meeting will submit written comments and recommendations to the Planning Commission and the Board of Commissioners prior to the hearings. The comments and recommendations are available by noon a week prior to the Planning Commission hearing. These may be picked up in person, or printed from the County's website at <http://zoning.comdev.cobbcountyga.gov/index.htm>. County Staff strongly recommends you get a copy of your recommendation before the hearing and you visit the Zoning Division before the zoning hearing to look through the zoning file for opposition letters, or letters from concerned neighbors. County Staff recommends you try to compromise or work-out any concerns the opposition may have.

(Continued on the next page)

**Additional instructions for the rezoning applicant (continued)**

**PAGE TWO**

**PLANNING COMMISSION (PC) ZONING HEARING**

You are required to be present by 9:00 a.m. on the advertised hearing day. The hearing starts at 9:00 a.m. on the advertised day. County Staff cannot estimate what time your case will be heard; Signify you are present when your case is called and go to the front of the meeting room to be sworn-in. You will have a total of 10-minutes to state your case. Please state your entire case, because there is not any reserved time or rebuttal time. The PC may ask questions, if needed. Then, the opposition, if any, will make a 10-minute presentation. Based on the Staff recommendation, applicant's testimony, and opposition's testimony, or other information the PC will deliberate and make a recommendation to the Board of Commissioners to approve, deny, delete, hold, or continue the case.

**BOARD OF COMMISSIONERS' (BOC) ZONING HEARING**

You are required to be present by 9:00 a.m. on the advertised hearing day. The BOC hearing process is very similar to the PC Zoning Hearing. At this hearing the recommendations of County Staff, the PC, the applicant's testimony, other information and the opposition's testimony are taken into account to make a final decision on the rezoning proposal. Official zoning hearing minutes will be available generally within two weeks after the BOC zoning hearing via the County Clerks webpage.

**NOTE: 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.**

*NOTE: The information contained in these instructions is general in nature. Please contact the Cobb County Zoning Division at 770-528-2035 if there is a specific question. Please see the Applications for your process and the Cobb County Code for more specific information about the rezoning process. There is no guarantee your requested action will be approved.*

Cobb County Community Development Agency  
Zoning Division  
1150 Powder Springs Street, Suite 400  
Marietta, GA 30064  
770-528-2035



## COBB COUNTY COMMUNITY DEVELOPMENT

<b>2021 ZONING SCHEDULE</b>
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LAST FILING DAY	POST SIGNS	PLANNING COMMISSION HEARING	BOARD OF COMMISSIONERS HEARING
12/3/20	1/3/21	2/2/21	2/16/21
1/7/21	1/31/21	3/2/21	3/16/21
2/4/21	3/7/21	4/6/21	4/20/21
3/4/21	4/4/21	5/4/21	5/18/21
4/1/21	5/2/21	6/1/21	6/15/21
5/6/21	6/6/21	7/6/21	7/20/21
6/3/21	7/4/21	8/3/21	8/17/21
7/1/21	8/8/21	9/7/21	9/21/21
8/5/21	9/5/21	10/5/21	10/19/21
9/2/21	10/3/21	11/2/21	11/16/21
10/7/21	11/7/21	12/7/21	12/21/21
No Last Filing Date in November	N/A	No January Hearing	No January Hearing
12/2/21	1/2/22	2/1/22 Tenative	2/15/22 Tenative

\*Not on a regular scheduled day or time.

The last filing day is on the first Thursday of each month until 4:00 p.m.

Zoning Meetings start at 9:00 a.m. on Tuesdays (unless otherwise indicated) and are held in the Commissioner's Meeting Room, 2<sup>nd</sup> Floor of the Cobb County Building A, 100 Cherokee Street, Marietta, Georgia.

Revised on November 19, 2020