



APPLICATION FOR REZONING

(OWNER/APPLICANT OR REPRESENTATIVE MUST BE PRESENT AT ALL PUBLIC HEARINGS)
(NOTE: CORRESPONDENCE IS HANDLED VIA EMAIL UNLESS OTHERWISE REQUESTED)

For Office Use Only:

Application #: Legistar #: PZ #:

Planning Commission Hearing: City Council Hearing:

Owner's Name

Documentation showing names of Principals authorized to sign application is required for Corporations.

EMAIL Address:

Mailing Address Zip Code: Telephone Number

COMPLETE ONLY IF APPLICANT IS NOT OWNER:

Applicant:

EMAIL Address:

Mailing Address Zip Code:

Telephone Number Add'l Email Address:

Address of property to be rezoned:

Land Lot (s) District Parcel Acreage Ward Future Land Use:

Present Zoning Classification: Proposed Zoning Classification:

REQUIRED INFORMATION

Applicant must submit the following information by 4:00 p.m. on or before the application deadline. Failure to submit any item, or any additional information that might be requested, on or before the deadline will result in the application being held until the next scheduled meeting of the Planning Commission.

- 1. The original application must be submitted with ALL ORIGINAL SIGNATURES - Copies of the application or signature(s) will NOT be accepted. ALL rezoning submittals must include proposed plans, supplementary material, etc. in Adobe Acrobat on computer disk or jump drive.
2. Legal Description. Legal description must be in a WORD DOCUMENT and included in disc or jump drive.
3. Application fee (\$500)
4. Copy of the deed that reflects the current owner(s) of the property. Documentation showing names of Principals authorized to sign application is required for Corporations.
5. Copy of current tax bill showing payment or a certification from the City of Marietta Tax Office stating that taxes have been paid.
6. Site plan, plat or survey prepared by an architect, engineer (P.E. or Civil Engineer), Landscape Architect or Land Surveyor whose state registration is current and valid, and whose seal shall be affixed to the site plan/plat/survey.

Copies Required: One (8 1/2" x 11") -or- One (11" x 17") drawn to scale.

Optional: Additional Plat size: (24"x 36"). If providing (24"x 36") then 5 copies REQUIRED of the plat size pages.

- 7. A detailed written description of the proposed development/project must be submitted with the application.
8. REZONING REQUESTS TO PRD, PCD, PID, or MXD MUST INCLUDE THE GENERAL PLAN CHECKLIST WITH THIS APPLICATION.

**FINANCIAL INTEREST**

The **Applicant** herein certifies that he/she has has not a financial interest in the property which is ten percent (10%) or more.

\_\_\_\_\_  
Applicant Print Name

\_\_\_\_\_  
Signature of Applicant

**OWNER / APPLICANT CERTIFICATION**

- The Owner **or** Applicant certifies that all information in this application, and all information furnished in support of this application, is true and complete to the best of the Applicant’s knowledge and belief. Should any portion not be true, then the application may be rejected.
- Penalty for false or fraudulent statement: Whoever, in any matter, knowingly and willingly falsifies or makes any false, fictitious or fraudulent statement of representatives concerning this application shall be denied the request stated in this application.
- The Owner or Applicant hereby gives permission to enter on the property for inspection during the time application is pending.
- **CAMPAIGN CONTRIBUTIONS:** The Owner **and** Applicant herein certify that he/she has has not made campaign contributions or gifts aggregating \$250.00 or more to the Mayor, any member of Council or any member of the Planning Commission within the two (2) years preceding the filing of this application.

\_\_\_\_\_  
Applicant Signature (if not the Owner)

\_\_\_\_\_  
Please Print

\_\_\_\_\_  
Owner Signature

\_\_\_\_\_  
Please Print

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
Date

Signed, sealed and delivered in the presence of:

\_\_\_\_\_ My Commission Expires: \_\_\_\_\_

**Note: Owner, Applicant or Representative must be present at meeting in order for case to be heard.**



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**GENERAL PLAN CHECKLIST**  
**For rezoning requests to PRD, PCD, PID, or MXD**

Said plan shall contain such information and representations required or deemed necessary by the City Council, Planning Commission and Public Works Director to permit proper review. Such information and representations must include, but is not limited to, the following:

- a) A statement describing why standard zoning districts are insufficient and how the proposed development conforms to those parameters and ideals set forth in the “Intent and Purpose” element of this district.
- b) The general method of development and operation of the proposed general plan.
- c) The boundaries of the tract of land included in the general plan, the computed area and the legal description thereof, the topography and other salient features of the tract by reference to a plat of survey prepared by a licensed land surveyor.
- d) The location and extent of existing and proposed public rights-of-way, easements and water and drainage courses bounding and within the tract included in the general plan by reference to a plan or drawing.
- e) The location and type of existing buildings and structures proposed to be retained or removed by reference to a plan or drawing.
- f) The general location of proposed buildings by reference to a plan or drawing and an indication of the use to be made of each building.
- g) Dwelling unit density as defined in Section 724.02.
- h) Minimum standards for lot development including setbacks, distances between buildings and house sizes.
- i) Architectural, facade or material requirements.
- j) The maximum floor area designated for each use.
- k) The percentage of development maintained as open space and/or recreation areas and impervious surfaces.
- l) Preliminary tree protection plan and screening standards.
- m) Public transportation facilities or provisions (if any).

These items are best presented in the form of a **Letter of Stipulations** presented by the applicant and/or applicant’s agent.