

- 3) **Owner Information:** If the applicant listed above is not the current owner of the property, please list the name and address of all current owners of record of the subject property. (If necessary, attach these sheets) **If the applicant is not the current owner or is one of multiple owners, a notarized Letter of Authorization shall be signed and submitted by the owner(s) authorizing the Applicant to submit and be responsible for this application.**

<u>Map/Parcel Number</u>	<u>Owner of Record</u>	<u>Mailing Address</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

- 4) **Date of REQUIRED Pre-Application Meeting:** June 28, 2018  
 (Pre-Application meeting must have been held within 6 months prior to submitting the application).
- 5) **Attachments:** The following items must be submitted in full prior to acceptance of this application
- A) **Zoning Change Questionnaire** (See page 4)
  - B) **Adjacent Property Owners** (See page 5) Completed listing on provided form of all current owners of record for properties located immediately adjacent to, or directly across the street or railroad right-of-way from the subject property. This information may be obtained from the Lowndes County Tax Assessor's Office 229.671.2540. (The accuracy and completeness of this information shall be the responsibility of the applicant.)
  - C) **Letter of Intent;** stating the request, why the request is being made, and any other specific information pertaining to the request.
  - D) **Survey Plat (NO LARGER THAN 11" x 17");** mechanically drawn and prepared by a licensed surveyor registered in the State of Georgia. Drawing shall include the following:
    - 1) North Arrow, Numeric Scale, and Graphic Scale (Should be 1" = 100' or other more appropriate scale)
    - 2) Inset map showing location relative to major roads, government boundaries, landmarks, etc.
    - 3) Existing and proposed zoning
    - 4) All existing water and sewer facilities, including their location, size and existing easements, if any, as well as the location of the nearest fire hydrants
    - 5) Depiction of the base 100-year flood lines or note that property is not in flood zone
    - 6) Notation of surrounding properties including current ownership, zoning, intersecting boundary lines, right-of-way lines, etc.
  - E) **Legal description by metes and bounds.**
  - F) **Proposed conceptual site plan.** Plan shall include:
    - 1) Applicant name, date of drawing and revision dates if applicable
    - 2) Existing and proposed site improvements including buildings with usages, roadways with names, and other improvements relative to the development
    - 3) Existing and proposed natural features, including streams and other water resources
    - 4) Any additional information discussed at the Pre-Application meeting or necessary to allow understanding of the proposed use and property development
  - G) **Annexation Petition if applicable.**
  - H) **Special Exception Petition if applicable.**