

**PROPERTY REZONING APPLICATION  
CITY OF CEDARTOWN**

\_\_\_\_\_  
Date

The undersigned hereby requests that the City Commission rezone the following described property from \_\_\_\_\_ to \_\_\_\_\_ in order that \_\_\_\_\_ (Proposed Use) may be located at \_\_\_\_\_ (Street Address)

Reason for Zoning Change: \_\_\_\_\_

\_\_\_\_\_  
The property requested for rezoning is described as follows:  
\_\_\_\_\_  
\_\_\_\_\_

The above described property is owned by the following:

Name: \_\_\_\_\_ Name: \_\_\_\_\_

Address: \_\_\_\_\_ Address: \_\_\_\_\_

Name: \_\_\_\_\_ Name: \_\_\_\_\_

Address: \_\_\_\_\_ Address: \_\_\_\_\_

WITNESS:

\_\_\_\_\_  
Signature of Applicant  
(Applicant must be Owner)

\_\_\_\_\_  
Notary

\_\_\_\_\_  
Address of Applicant

\_\_\_\_\_  
Phone Number of Applicant

A plat with the following information must be submitted with the application:

1. Show zoning of proposed property and surrounding property on plat.
2. Ownership of adjoining property on plat.
3. List actual use of proposed property on plat.
4. Fee of \$500.00 to be paid at time of application.

**PROPOSED PROCEDURE  
FOR PROCESSING PROPERTY REZONING  
APPLICATIONS FOR CITY OF CEDARTOWN**

- STEP 1 Application for rezoning is filed with the Building Inspector (or City Clerk). If Application is in order, it is accepted along with \$500.00 filing fee.
- STEP 2 Application is presented to Planning Board by the Building Inspector (or City Clerk) and will be placed on the Planning Board agenda. A Study Committee composed of all members of the Planning Board, along with the City Planners, will investigate and study the proposed zoning change at a called meeting advertised in accordance with laws governing meetings. The Application, along with Planning Commission's recommendation is submitted to the City Commission for consideration at their next regular meeting.
- STEP 3 At least 15 days and not more than 45 days prior to the date of the hearing, A notice shall be published in a newspaper of general circulation within the territorial boundaries of the local government a notice of the public hearing stating the time, place and purpose of comments "for" or "against" the rezoning.
- STEP 4 A sign containing information concerning the public hearing, present zoning classification and proposed classification or change shall be placed in a conspicuous location on the property no less than 15 days prior to the date of the hearing.
- STEP 5 In the event the proposed zoning decision affects any person, firm, or corporation owning property within the affected area of change, who is not joining or otherwise participating in the application, a notice by registered mail, return receipt, shall be sent to the owners of said property by the Building Inspector.
- STEP 6 The fee is non-refundable even if zoning change is denied. All expenses incurred in regard to the proposed change, to include legal, advertising, signs and postage are the responsibility of the person, firm or corporation initiating the change. Fee will be applied toward expense. Any excess over expense is non-refundable. Should expense exceed initial fee, the amount will be billed to applicant when procedures are final and complete and must be paid before any permits or license are obtained.

Applicant understands and agrees that the application fee does NOT include any unusual costs, expenses or attorney's fees related to contested zoning hearings, 3<sup>rd</sup> party complaints concerning zoning appeals and/or potential litigation of zoning decisions based upon this application. It is applicant's responsibility to pay all reasonable costs, attorney's fees, expert fees, and related expenses of any litigation or contested disputes that arise from this zoning application incurred by the City of Cedartown, Georgia.

In final, an Ordinance must be adopted by the City Commission to initiate the change. Usually done the regular meeting following the meeting that The Resolution to advertise has been adopted.

**NOTE: APPLICATION CANNOT BE RECONSIDERED FOR SIX MONTHS.  
THESE PROCEDURES ARE GENERAL GUIDELINES FOR ZONING  
MATTERS BEFORE THE PLANNING BOARD.**