



**City of Jasper**  
200 Burnt Mountain Road  
Jasper, GA 30143  
Phone: 706-692-9100  
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Development Department

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**REZONING / ANNEXATION  
CHECKLIST & APPLICATION**

Please note that all applications must be COMPLETE to be accepted for processing. All applications must be submitted to the Development Department no later than the last Friday of the month to be placed on the agenda for the next month's meeting of the Planning & Zoning Commission. The application will be considered by the Mayor and Council at the meeting following the Planning & Zoning Commission meeting.

The following items are to be included in the application:

- \_\_\_ 1. Application Form (attached hereto)
- \_\_\_ 2. Letter requesting the rezoning and/or annexation from the owner of record
- \_\_\_ 3. Statement of Intended Use for all parcels
- \_\_\_ 4. A copy of the deed for said property that includes the full legal description
- \_\_\_ 5. A copy of the current taxes paid in full for said property
- \_\_\_ 6. Three (3) copies of the plat of the property or boundary survey.
- \_\_\_ 7. Three (3) copies of the preliminary site development plan (1 copy submitted electronically in PDF). Site plan to include the following:
  - **Name.** (Name of the proposed development, names, addresses, and phone number of the owners, and the designer of the site plan and seal)
  - **Date & Scale** (Date, north arrow, and graphic scale)
  - **Survey Boundaries** (Surveyed boundaries of the entire tract and their relationship to adjoining properties, public rights-of-way, and easements)
  - **Location Map.** (general location map, indicating existing zoning on or adjacent to the site, adjoining roads, and the adjacent areas)
  - **Building Locations** (location of all proposed buildings, shape, size and set backs)
  - **Parking & loading** ( required parking and loading for nonresidential uses)
  - **Rights-of-way** (location, including lengths & widths, and the name or purpose of all rights-of-way of streets, roads, alleys, railroads, public crosswalks, and applicable easements)
  - **Buffers** (location & design of proposed & required buffers and landscaping)
  - **Environmentally sensitive areas** (building or development proximity to water supply watershed protection district, wetlands protection district, mountain protection district and the boundary and elevation of the 100 year floodplain as determined by the past history of flooding or the best available data)

(over)

- **Proposed improvements** (locations and dimensions of proposed streets, alleys, sidewalks, easements, buildings, parking & loading, dumpsters, recreation areas and facilities, yards, landscaping, and other open spaces)
- **Adjacent developments** (all other information concerning the lot or adjoining lots as may be essential to determine whether the proposed development meets the provisions of the zoning chapter)

- \_\_\_ 8. An advertising and rezoning fee of \$ 325.00 payable to the City of Jasper for notice of the rezoning and/or annexation in the legal organ of the community. Such fee must accompany the application at the time of filing.
- \_\_\_ 9. Statement of Campaign Contributions certifying that the applicant has/has not made campaign contributions or gifts aggregating \$250 or more to the Mayor, any member of the City Council, or any member of the Planning and Zoning Commission. Form attached.

*The applicant is also advised of the following:*

1. The Property Owner MUST attend the Planning and Zoning Commission Hearing, the Mayor & Council meeting.
2. Signs supplied by the Development Department must be posted on the property prior to the 1<sup>st</sup> advertisement and must be readily visible from the street
3. The applicant is also responsible for providing the Department with any requisite approvals from outside entities that would be necessary prior to any City approvals (i.e. Environmental Health re: septic tanks, Georgia Department of Transportation, Development of Regional Impact, etc.).