

Special Exception Permit Application Application No. SEP - _____ - ____



(DATE)

(PAGE 1 of 13)

(PLEASE PRINT OR TYPE ALL INFORMATION)	
Applicant:	
Address:	
	Zip:
Phone: ()E-mail address _	
Applicant's Signature	Printed Name of Signatory
Signed, sealed and delivered in the presence of:	Notary Commission Expires:
	The, 20
Notary Public Signature	SEAL:
Representative:	
Address:	
City: State	Zip:
Phone: ()E-mail address: _	
Representative's Signature	Printed Name of Signatory
Signed, sealed and delivered in the presence of:	Notary Commission Expires:
Notary Public Signature	The, 20 SEAL:
CITY STAFF ONLY: FILED WITH CO	DMMUNITY DEVELOPMENT: , 202
	ACCEPTANCE DATE:, 202

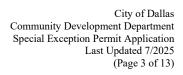
(SIGNATURE)



Special Exception Permit Application

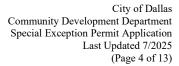
Application No. SEP - _____ - _____

(PLEASE PRINT OR TYPE ALL INFORMATION)	
Titleholder:(Each Titleholder must have a separate, complete form with notarized sign	atures)
Address:	
City: Sta	
Phone: (E-mail address: _	
Titleholder's Signature	Printed Name of Signatory
Signed, sealed and delivered in the presence of:	Notary Commission Expires:
Notary Public Signature	The, 20 SEAL:
	tion Use:
Present Zoning Classification: F	
Total Acreage of Zoning Application: Land Lot(s): District(s): Se	Acreage of Titleholder:
Tax Parcel I.D. Number(s):,	
Location of Property: (Physical address, if available, and nearest intersections)	
Detailed description of proposed land use (including maximum numb Proposed Use:	
Compliant with 2022-2027 Joint Comprehensive Plan: Additional Tax Parcel I.D. No.(s) Additional Land Lots here:,,,	YES □ NO □ ,,





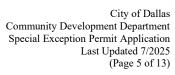
Staff	Use Only	
Special Exception Pemit Application No. SEP-		
Hearing Dates:		
Planning Commission:		
City of Dallas Planning Commission Recommendation:		
Approve D Conditions, reasons, stipulations:	isapprove No recommendation	_ Table
Planning Commission Chairman:	(Signature)	(Date)
City Manager		(Date)
Community Development Director		(Date)
City Attorney	: (Signature)	(Date)





REQUIREMENTS FOR COMPLETING SPECIAL EXCEPTION PERMIT APPLICATIONS

Community l Applications a	and related material shall be submitted and <u>typewritten</u> on supplied forms to the Development Department, located at 320 E. Foster Ave., Dallas, Georgia. The accepted Monday through Friday from 9:00 a.m. until 3:00 p.m. Applications will dafter 10:00 a.m. on the last filing day established by the Department.
□ A complet	ed application form
☐ If the titleh e also be req	older(s) is a domestic or foreign corporation, then the following documentation shall juired:
attested the byl	n authentication with the presence of the corporate seal, or a facsimile thereof, d by the secretary or assistant secretary of the corporation, or other officer to whom laws or the directors have delegated the responsibility for authenticating records of poration, 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.
☐ A copy of t	he recorded warranty deed that reflects the <u>current</u> owner(s) of the property.
consists o description all tracts a	legal description, including acreage, of the subject property. If the application f several tracts, a legal description of each tract is required. A separate legal of each zoning classification is also required, as well as an overall description of nd/or classifications combined. No legal description should include more property has been requested for the Rezoning.
Surveyor, acreage an	including an electronic copy, of a boundary survey prepared by a Registered drawn to scale, showing north arrow, land lot and district/section, dimensions, ad location of the tract. The preparer's seal shall be affixed to the plat signed and undary survey acreage shall match application and legal description acreage
Registered affixed) dra use of the streams, flo	er copies, including an electronic copy of site development plan prepared by a Surveyor, Professional Engineer, land planner, or architect (with preparer's seal awn to scale of the subject property, including proposed building locations, proposed property within the requested zoning district, parking areas, access points, creeks, bodplain, etc and any buffers that may be required. The applicant may also furnish material which may aid in the understanding of the request. (See attached)





☐ A vicinity map showing property lines, thoroughfares, existing and proposed zoning, and such other items as may be required.
□ A parcel map listing the names, mailing addresses and tax parcel ID number of all adjoining property owners , including the owners across the road, railroad, and to the rear, or any persons located along a joint access easement. A separate numerical list providing the names, mailing addresses and tax parcel ID number of all adjoining property owners , including the owners across the road, railroad, and to the rear, or any persons located along a joint access easement.
□ Notarized Authorization of Titleholder for each titleholder.
□ Notarized Campaign Contribution forms and Property/Financial Disclosure Report for each applicant and each authorized agent (see attached).
☐ Letter of Intent which shall include the following applicable information.
 a) The ways in which the Special Exception shall comply with the applicable Development Standards of this ordinance. b) The ways in which the Special Exception shall be consistent with the intent of the applicable section(s) of the zoning ordinance. c) Any written commitments being made by the petitioner. d) Such other information as may be required by the Planning Commission. e) Requested Variances f) A schedule for the proposed project identifying the dates for commencement and substantial
☐ The filing fee is an amount set by the City of Dallas Mayor and Council and shall be paid at the time of filing. This fee is non-refundable after the commencement of legal advertising (See attached).
☐ Such other additional information as may be requested by the Community Development Department, Planning Commission.
This document is valid only with an original, handwritten 'wet ink' signature. Electronic, faxed, or copied signatures will not be accepted

REMAINDER OF PAGE LEFT BLANK



City of Dallas Community Development Department Special Exception Permit Application Last Updated 7/2025 (Page 6 of 13)

SIGN FEE

Separate check for **sign fee** of \$50.00 for each sign(s), which is non-refundable. If signs are not removed from the property by the 15th day following Public Hearings, City of Dallas (or their representative) has permission to remove the signs from property. It is the Applicant's responsibility to pick up and post signs provided by the Community Development Department. Signs must be posted in clear view along **each** road frontage with no obstacles blocking the view of the petitioned property as required by State law.

Applicants should not attach the notice signs to any natural vegetation, existing signage or utility structures and signs may not be posted in the right-of-way. Failure to post and maintain signs continuously will 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.**

Signs must be posted on the property by 8:00 AM 30 days prior to the date of the public hearing and remain posted throughout the advertising period, including the day of the public hearings. FAILURE TO MEET THIS REQUIREMENT WILL RESULT IN THE APPLICATION BEING WITHDRAWN AND WILL REQUIRE SUBMISSION OF A NEW APPLICATION AND PAYMENT OF FEES.

DEVELOPMENTS OF REGIONAL IMPACT (DRI)

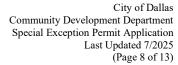
The State of Georgia, Department of Community Affairs has established specific thresholds for the identification of Developments of Regional Impact (DRI). DRI Tiers and Development Thresholds are used to determine if the proposed project meets or exceeds any of the development thresholds. If the proposed project meets or exceeds any of the development thresholds, a DRI Review must be conducted prior to scheduling a public hearing for the Planning Commission. The rules and procedures for a DRI Review are available in the Planning & Zoning Division Office or at https://www.dca.ga.gov/local-government-assistance/planning/regional-planning/developments-regional-impact.

Does the annexation request warrant a I Yes	Development of Regional Impact Review? ☐ No ☐
DRI Application # (if applicable)	
I HAVE READ AND UNDERSTAND	EACH OF THE REQUIREMENTS AND NOTES.
Signature of Applicant:	
Date:	
Signed, sealed and delivered in the present	ce of:
	My Commission Expires:
Notary Public Signature:	- (SEAL)



SITE PLAN REQUIREMENTS

☐ Site Development Plan prepared by a Registered Surveyor, Engineer, Land Planner, or Architect (with professional seal affixed and signed) drawn to scale of the subject property
☐ Scale (graphic and verbal)
☐ Exact size and location of all buildings (showing intended use), including out lots, for commercial and multi-family projects
□ Name, address and phone number of the Applicant and/or Developer
☐ State proposed use of property(s) within the requested zoning classification
☐ Required and proposed setbacks and buffers
☐ Parking areas, number of spaces, including access points and ADA requirements
☐ Show distance from the access point(s) in both directions to all curb cuts, driveways, easements and all points of ingress/egress on both sides of the road within 500 feet of property lines
☐ Current Location/Vicinity map
□ North arrow
☐ Land Lots/District/Section depicted on plan and in description box
☐ City and/or County boundary lines depicted on plan; if applicable
☐ Bearings and distances
☐ Adjoining and proposed streets (paving and right-of-way widths)
☐ Total acreage (must match application, legal description and survey)
☐ Topography depicted at a minimum two-foot contour intervals clearly marked and labeled with source provided
☐ Show creeks, streams, lakes etc. with required bank buffers (50-foot undisturbed buffer and an additional 25-foot impervious buffer (total of 75 feet) on each side of stream banks) or note if not applicable.
☐ Identify flood plain and floodway area and note flood plain elevation
☐ Must reference most current FIRM panel numbers (https://msc.fema.gov/portal/home) and show limits of the 100-year flood plain and floodway and acreage of flood plain or floodway within property limits or note if not applicable
☐ Detention/Retention/Water Quality areas or note if not applicable
☐ Easements of any type; or note if not applicable
☐ Utility easements or note if not applicable.
☐ Cemeteries, Architectural, or Archeological landmarks, or note if not applicable
☐ Names and addresses of adjacent property owners (all adjoining property owners, including the owners across the road and to the rear, or any persons located along a joint access easement)
☐ Zoning category of adjacent properties depicted on site plan
☐ Date of the site plan and any revision dates
\square A statement as to the source of water supply and sanity sewer facilities
☐ Applicant may also be required to furnish additional material that may aid in the understanding of the request.

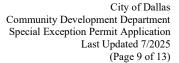




AUTHORIZATION OF TITLEHOLDER

I,, being and legal age, deposes and states that he/she is the continuous continu	ing duly sworn upon his/her oa	ath, being of sound mind
and legal age, deposes and states that he/she is the capplication, as is shown in the records of Paulding (owner of the property which is County, Georgia.	subject of this
He/she authorizes the person named below to act as Exception Permit.	s applicant in the pursuit of a re	equest for Special
I hereby authorize the City of Dallas – Community which are subject of the application.	Development Department to i	nspect the premises
Name of Applicant		
Address		
CityState		
Email		
Phone		
Name of Titleholder		
Address		
City		
Email	Phone	
Signature of Titleholder	_	
Signed, sealed and delivered in the presence of:		
	_ My Commission Expires	
Notary Public Signature	- -	
	Seal:	

A SEPARATE AUTHORIZATION OF TITLEHOLDER IS REQUIRED TO BE COMPLETED BY EACH TITLEHOLDER





DISCLOSURE OF CAMPAIGN CONTRIBUTIONS AND GIFTS BY APPLICANT, REPRESENTATIVE, AND TITLEHOLDER

Applicant Name ¹ :	
Reference: Application filed on	, 20
to obtain a Special Exception Permit for property describ	ed as follows:
All Individuals and business entities ² have a property inte	erest ³ in said properties are as follows:
Has the applicant made, within two years immediately precampaign contributions aggregating \$250 or more, or mad member or members of the City Council, Planning Comm government official) who will consider this application?	e gifts having in the aggregate a value of \$250 or more to a nission or Zoning Board of Appeals (or any local
	plicant to file a disclosure report within 10 days after the ng information which will be considered as the required
Name and official position of the local government offici	al to whom the campaign contribution/gift was made:
The dollar amount of each campaign contribution made be two years immediately preceding the filing of this application.	by the applicant to the local government official during the ation and the date of each such contribution:
An enumeration and description of each gift having a value local government official during the two years immediate	
Please attach additio	onal sheet if necessary.
I certify that the foregoing information is true and correct	, this day of, 20
Applicant's Signature	Applicant's Name Printed
Signed, sealed and delivered in the presence of:	
	My Commission Expires
Notary Public Signature	

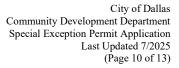
City of Dallas - Community Development Department cannot advise anyone on how to complete this form. Applicants may want to confer with an attorney for guidance.

*A SEPARATE DISCLOSURE OF CAMPAIGN CONTRIBUTIONS AND GIFTS FORM IS REQUIRED BY EACH APPLICANT, REPRESENTATIVE, AND TITLEHOLDER *

¹Applicant means any person who applies for any application, any attorney or other person representing or acting on behalf of the applicant, and the titleholder/owner of the property.

²Business entity – Corporation, partnership, limited partnership, firm, enterprise, franchise, association or trust.

³Property interest – Direct or indirect ownership, including any percentage of ownership less than total ownership.





PROPERTY/FINANCIAL DISCLOSURE REPORT BY APPLICANT, REPRESENTATIVE, AND TITLEHOLDER

Does any member of the City Council or Planning Corownership, including any percentage of ownership less		
If yes, describe the nature and extent of such interest:		
Does any member of the City Council or Planning Con of the total assets or capital stock where such owners limited partnership, firm, enterprise, franchise, associate ownership, including any percentage of ownership less	hip interest is 10% or more) of a ion, or trust, which has a property	corporation, partnership, interest (direct or indirect
If yes, describe the nature and extent of such interest:_		
Does any member of the City Council or Planning Corson or daughter who has any interest as described above	e? □ No □ Yes	
If yes, describe the relationship and the nature and exter	nt of such interest:	
If the answer to any of the above is "Yes", as required by Planning Commission must immediately disclose the Council, City of Dallas, Georgia. A copy should be for record and available for public inspection at any time described to the control of	nature and extent of such interestiled with this application. Such dis	st, in writing to the City
I certify that the foregoing information is true and corre	ect, thisday of	, 20
Applicant's Signature ¹	Applicant's Name Printed	I
Signed, sealed and delivered in the presence of:		
	My Commission Expires	
Notary Public Signature	(SEAL)	

*A SEPARATE PROPERTY/FINANCIAL DISCLOSURE REPORT IS REQUIRED TO BE COMPLETED BY EACH APPLICANT, REPRESENTATIVE, AND TITLEHOLDER *

¹Applicant means any person who applies for any application, any attorney or other person representing or acting on behalf of the applicant, and the titleholder/owner of the property.



SPECIAL EXCEPTION PERMIT REVIEW STANDARDS

The Planning Commission shall review the particular facts and circumstances of each proposed use in terms of the following standards and shall find adequate evidence showing that the use at the proposed location:

- i) Is in fact a permitted Special Exception use as listed in each zoning district and appears on *Table 4.3: Permitted and Special Exception Land Uses* of *Chapter IV: Zoning Districts* for the zoning district involved;
- ii) Will be harmonious and consistent with the character of the zoning district and in accordance with the general objectives, or with any specific objective of the City's Comprehensive Plan and the Zoning Ordinance;
- iii) Will be designed, constructed, operated, and maintained so as to be harmonious and appropriate in appearance with the existing or intended character of the general vicinity and that such use will not change the essential character of the same area;
- iv) Will be served adequately by essential public facilities and services such as highways, streets, police and fire protection, drainage structures, refuse disposal, water and sewer, and schools; or that the persons or agencies responsible for the establishment of the proposed use shall be able to provide adequately any such services;
- v) Will not create excessive additional requirements at public cost for public facilities and services and will not be detrimental to the economic welfare of the community;
- vi) Will not involve uses, activities, processes, materials, equipment and conditions of operation that will be detrimental to any persons, property, or the general welfare by reason of excessive production of traffic, noise, smoke, fumes, glare, or odors;
- vii) Will have vehicular approaches to the property, which shall be so designed as not to create an interference with traffic on surrounding public thoroughfares; and
- viii) Will not result in the destruction, loss, or damage of a natural, scenic, or historic feature of major importance. Other Considerations. When considering a Special
- ix) Topography and other natural site features;
- x) Zoning of the site and surrounding properties;
- xi) Driveway locations, street access, and vehicular and pedestrian traffic circulation;
- xii) Parking (including amount, location, and design);
- xiii) Landscaping, screening, and buffering of adjacent properties;
- xiv) Open space and other site amenities;
- xv) Noise, loading areas, odor, and other characteristics of a business or industrial operation;



SPECIAL EXCEPTION PERMIT REVIEW STANDARDS (Continued)

- xvi) Design and placement of any structures;
- xvii) Placement, design, intensity, height, and shielding of lights;
- xviii) Traffic generation; and
- xix) General site layout as it relates to its surroundings.

All Special Exception uses shall comply with the development standards applicable to the zoning district in which they are located. In addition, the Planning Commission may, as a condition of approval, identify additional development standards on a case-by-case basis. The Commission may use those development standards that apply to districts in which the Special Exception use is a permitted use as a guide for identifying appropriate additional development standards.

A Special Exception Permit shall be deemed to authorize only one (1) particular Special Exception Use and the Permit shall automatically expire if, for any reason, the use shall cease for more than one (1) year.

REMAINDER OF PAGE LEFT



ZONING AND LAND USE FEES

CITY OF DALLAS COMMUNITY DEVELOPMENT			
ZONING FEES			
Acreage	Proposed Zoning District	Fees	
0 - 1	R-1, R-2 & R-3	\$400.00	
1 > 5	R-1, R-2 & R-3	\$600.00	
More than 5	R-1, R-2 & R-3	\$600.00 + \$100.00 per additional Acre	
0 - 1	TH, MF-1, MF-2, MXU & CBD	\$600.00	
1 > 5	TH, MF-1, MF-2, MXU & CBD	\$750.00	
More than 5	TH, MF-1, MF-2, MXU & CBD	\$750.00 + \$100.00 per additional Acre	
0 - 1	C-1 & C-2, OMI Commercial	\$400.00	
1 > 5	C-1 & C-2, OMI Commercial	\$600.00	
More than 5	C-1 & C-2, OMI Commercial	\$600.00 + \$100.00 per additional Acre	
0 - 1	I-1 & I-2 Industrial	\$600.00	
1 > 5	I-1 & I-2 Industrial	\$750.00	
More than 5	I-1 & I-2 Industrial	\$750.00 + \$100.00 per additional Acre	
5-acre minimum	PUD Planned Unit Development	\$1,000 + \$50.00 per additional Acre	
	escription	Fees	
Annexation		\$700.00 per parcel	
PUD Alteration		\$350	
Special Use Permit		\$400.00	
Administrative Variance		\$250.00	
Certificate of Appropriateness (Historic District)		\$25.00 Application \$25.00 Review (\$50.00 Total)	
Medical Hardship Variance		\$25.00	
Variance Permit		\$400.00	
Communication Tower/Co-locators	Permits	\$200.00	
Non-Conforming Permits		\$150.00	
Rezoning Sign		\$50.00	
Zoning Verification Letter		\$50.00	
Compatibility Review (moved-in houses and mobile homes)		\$100.00	
Copy of Zoning Map	-	8 1/2 x 11 \$0.25 per page / \$25.00 CD / Online	
Copy of Zoning Ordinance		Zoning Ordinance Online	
Copy of Landscape Ordinance		Landscape Ordinance Online	
Copy of Sign Ordinance		Sign Ordinance Online	
Future Land Use Map		Chris Robinson @ Paulding County Planning & Zoning	