



Zoning/Rezoning Application

Application No. Z - _____ - _____

(PAGE 1 of 15)

HEARING DATES

Planning Commission:

6:00 PM

City Council:

5:15 PM

(PLEASE PRINT OR TYPE ALL INFORMATION)

Applicant: _____

Address: _____

City: _____ **State:** _____ **Zip:** _____

Phone: (____) _____ - _____ **E-mail address** _____

Applicant's Signature

Printed Name of Signatory

Signed, sealed and delivered in the presence of:

Notary Commission Expires:

Notary Public Signature

The ____ day of _____, 20 ____.

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 ____ day of _____, 20 ____.

SEAL:

CITY STAFF ONLY:

TIME/DATE STAMP:

FILED WITH COMMUNITY DEVELOPMENT: _____, 202__

APPLICATION ACCEPTANCE DATE: _____, 202__

DIRECTOR: _____ (DATE)
(SIGNATURE)



Zoning/Rezoning Application

Application No. Z - _____ - _____

(PAGE 2 of 15)

(PLEASE PRINT OR TYPE ALL INFORMATION)

Titleholder: _____
(Each Titleholder must have a separate, complete form with notarized signatures)

Address: _____

City: _____ State: _____ Zip: _____

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 ____ day of _____, 20____.

SEAL:

Property Information

Present Zoning Classification: _____ Requested Zoning Classification: _____

Total Acreage of Zoning Application: _____ Acreage of Titleholder: _____

Land Lot(s): _____ District(s): _____ Section(s): _____

Tax Parcel I.D. Number(s): _____, _____, _____

Location of Property: _____
(Physical address, if available, and nearest intersections (i.e. east/west side of given road, and north/south of given road))

Detailed description of proposed land use (including maximum number of lots, if residential, or number of units):

Proposed Use: _____

Proposed Lot Count: _____ Proposed Density: _____ Proposed Lot Size: _____

Compliant with 2022-2027 Joint Comprehensive Plan: YES ☐ NO ☐

Additional Tax Parcel I.D. No.(s) _____

Additional Land Lots here: _____, _____, _____, _____, _____, _____

Annexation Application No. Z - _____ - _____



****Staff Use Only****

Zoning/Rezoning Application No. Z- _____

Hearing Dates:

Planning Commission: _____

City Council: _____

City of Dallas Planning Commission Recommendation:

____ Approve ____ Disapprove ____ No recommendation ____ Table

Conditions, reasons, stipulations:

City Council Decision:

____ Approve ____ Approve (as different classification) ____ Disapprove ____ Table

Conditions, reasons, stipulations:

Planning Commission Chairman: _____
(Signature) (Date)

City Council – Mayor: _____
(Signature) (Date)

Community Development Director: _____
(Signature) (Date)

City Attorney: _____
(Signature) (Date)



REQUIREMENTS FOR COMPLETING ZONING/REZONING APPLICATIONS

Applications and related material shall be submitted and **typewritten** on supplied forms to the Community Development Department, located at 320 E. Foster Ave., Dallas, Georgia. Applications are accepted Monday through Friday from 9:00 a.m. until 3:00 p.m. Applications will not be accepted after 10:00 a.m. on the last filing day established by the Department.

☐ A completed **application form**

☐ If the **titleholder(s)** is a domestic or foreign corporation, then the following documentation shall also be required:

Written authentication with the presence of the corporate seal, or a facsimile thereof, attested by the secretary or assistant secretary of the corporation, or other officer to whom the bylaws or the directors have delegated the responsibility for authenticating records of the corporation, shall attest:

- a) That the corporate seal or facsimile thereof affixed to the document is in fact the seal of the corporation or 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 the **recorded warranty deed** that reflects the current owner(s) of the property.

☐ A **current legal description**, including acreage, of the subject property. If the application consists of several tracts, a legal description of each tract is required. A separate legal description of each zoning classification is also required, as well as an overall description of all tracts and/or classifications combined. No legal description should include more property than what has been requested for the Rezoning.

☐ One copy, including an electronic copy, of a **boundary survey** prepared by a Registered Surveyor, drawn to scale, showing north arrow, land lot and district/section, dimensions, acreage and location of the tract. The preparer's seal shall be affixed to the plat signed and dated. **Boundary survey acreage shall match application and legal description acreage exactly.**

☐ Documentation from the **Tax Commissioner** that the tax levied against the property has been paid and are current.

☐ Three paper copies, including an electronic copy of **site development plan** prepared by a Registered Surveyor, Professional Engineer, land planner, or architect (with preparer's seal affixed) drawn to scale of the subject property, including proposed building locations,

proposed use of the property within the requested zoning district, parking areas, access points, creeks, streams, floodplain, etc... and any buffers that may be required. The applicant may also furnish additional 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.
- ☐ If the request is for a lot within a subdivision, include a copy of the **signed and recorded final plat**
- ☐ 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.
- ☐ If the request is for any residential zoning request within the City of Dallas, **color elevations** of front, sides and rear of all typical units, including proposed exterior building materials, building heights and any other structures shall be provided in compliance with Chapter IX of the City of Dallas - Unified Development Code.
- ☐ **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) Residential Rezoning:
 - i. Proposed number of units
 - ii. Proposed unit square-footage(s)
 - iii. Proposed building architecture
 - b) Non-Residential Rezoning/Special Use Permit/Land Use Permit:
 - i. Proposed use(s)
 - ii. Proposed building architecture
 - iii. Proposed hours/days of operation
 - c) Requested Variances
 - d) A schedule for the proposed project identifying the dates for commencement and substantial completion
 - e) How the project meets City of Dallas zoning and development standards. (see attached)
 - f) Other pertinent information
- ☐ A Traffic impact analysis shall be necessary for the following described applications:



- (a) Residential: required for 50 residential units or more (may be waived per concurrence of Community Development)
 - (b) Commercial: required for 50 peak hour trips or more (Traffic memo required if less than 50)
 - (c) Industrial: required for all applications
- ☐ **Fiscal Impact Analysis** shall be provided for all new residential development of more than one-hundred fifty (150) units. This analysis shall determine the impact of new residents on the area with regards to police protection, fire protection, utility service, educational facilities, and other applicable factors.
- ☐ 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, or Mayor and Council.

REMAINDER OF PAGE LEFT BLANK



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 Development of Regional Impact Review? ☐ No ☐ Yes

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 presence of:

My Commission Expires _____

Notary Public Signature: _____ (SEAL)

****MAKE CHECKS PAYABLE TO CITY OF DALLAS****

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://www.georgiadfirm.com> or <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
- ☐ 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 duly sworn upon his/her oath, being of sound mind and legal age, deposes and states that he/she is the owner of the property which is subject of this application, as is shown in the records of Paulding County, Georgia.

He/she authorizes the person named below to act as applicant in the pursuit of a request for Rezoning.

I hereby authorize the City of Dallas – Community Development Department to inspect the premises which are subject of the application.

Name of Applicant _____

Address _____

City _____ State _____ Zip _____

Email _____

Phone _____

Name of Titleholder _____

Address _____

City _____ State _____ Zip _____

Email _____ Phone _____

Signature of Titleholder

Signed, sealed and delivered in the presence of:

Notary Public Signature

My Commission Expires

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 Name¹: _____

Reference: Application filed on _____, 20 _____

to annex real property described as follows: _____

All Individuals and business entities² have a property interest³ in said properties are as follows:

Has the applicant made, within two years immediately preceding the filing of this application for annexation, campaign contributions aggregating \$250 or more, or made gifts having in the aggregate a value of \$250 or more to a member or members of the City Council, Planning Commission or Zoning Board of Appeals (or any local government official) who will consider this application? ☐ No ☐ Yes

If “Yes” to the above, [O.C.G.A. § 36-67A-3](#) requires applicant to file a disclosure report within 10 days after the rezoning application is filed. Please provide the following information which will be considered as the required disclosure:

Name and official position of the local government official to whom the campaign contribution/gift was made:

The dollar amount of each campaign contribution made by the applicant to the local government official during the two years immediately preceding the filing of this application and the date of each such contribution:

An enumeration and description of each gift having a value of \$250 or more made by the applicant to the local government official during the two years immediately preceding the filing of this application:

Please attach additional 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:

Notary Public Signature

My Commission Expires

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 Commission have a property interest (direct or indirect ownership, including any percentage of ownership less than total) in the subject property? ☐ No ☐ Yes

If yes, describe the nature and extent of such interest: _____

Does any member of the City Council or Planning Commission have a financial interest (direct ownership interests of the total assets or capital stock where such ownership interest is 10% or more) of a corporation, partnership, limited partnership, firm, enterprise, franchise, association, or trust, which has a property interest (direct or indirect ownership, including any percentage of ownership less than total) upon the subject property? ☐ No ☐ Yes

If yes, describe the nature and extent of such interest: _____

Does any member of the City Council or Planning Commission have a spouse, mother, father, brother, sister, son or daughter who has any interest as described above? ☐ No ☐ Yes

If yes, describe the relationship and the nature and extent of such interest: _____

If the answer to any of the above is “Yes”, as required by [O.C.G.A §36-67A-2](#), the member of the City Council or Planning Commission must immediately disclose the nature and extent of such interest, in writing to the City Council, City of Dallas, Georgia. A copy should be filed with this application. Such disclosures shall be a public record and available for public inspection at any time during normal working hours.

I certify that the foregoing information is true and correct, this _____ day of _____, 20_____.

Applicant’s Signature¹

Applicant’s Name Printed

Signed, sealed and delivered in the presence of:

Notary Public Signature

My Commission Expires _____
(SEAL)

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

¹ Applicant 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.

ZONING/REZONING REVIEW STANDARDS

Any proposed zoning/rezoning will be evaluated using the following review standards. Applicants should include a response to how the proposed project meets the following standards in the Letter of Intent.

- A. Existing land use and zoning classification of nearby property.
- B. Whether the zoning/rezoning proposal will permit a use that is suitable in view of the use and development of adjacent and nearby property.
- C. Whether the zoning/rezoning proposal will adversely affect the existing use or usability of adjacent or nearby properties.
- D. Whether the zoning/rezoning proposal will result in a property use which will or could cause an excessive or burdensome use of existing streets, transportation facilities, utilities or schools.
- E. Whether the proposed use is supported by new or changing conditions not anticipated by the comprehensive plan or reflected in the existing zoning on the property or surrounding properties; and
- F. Whether the zoning/rezoning proposal is in conformity with the policies and intent of the comprehensive plan.

ANNEXATION/ZONING FEE SCHEDULE

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
Description		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



TRAFFIC IMPACT ANALYSIS REPORT CONTENTS

Traffic Impact Analysis reports shall be prepared by a Professional Engineer licensed to practice in Georgia and trained with experience in the application of traffic engineering and shall contain the following information.

Executive Summary.

An executive summary shall cover the following:

- A. The proposed site development;
- B. Major findings of the analysis; and
- C. Mitigation measures proposed, if necessary

Vicinity Map.

A vicinity map showing the location of the proposed development in relation to the transportation system of the area.

Description of Proposed Development.

A complete description of the proposed development, including:

- A. A site plan;
- B. The total size and nature of the entire proposed development; and
- C. The proposed location and traffic control of all proposed access points

Land Use.

A brief description of the current (and proposed, if applicable) land uses adjacent to the site.

Study Area.

A description of the study area for the Traffic Impact Analysis as defined by:

- A. All proposed site access points;
- B. All intersections bordering or adjacent to the site frontage including the closest intersecting collector or arterial street;
- C. Any road segment or intersection where the proposed development can be expected to generate more than 25 additional vehicle trips during a single hour;
- D. Any other neighboring intersections identified by Paulding County Traffic Operations as having capacity, safety, neighborhood, and/or geometric concerns that will be adversely impacted by the proposed development;
- E. The description of the study area shall include:
 - 1. Roadway names, locations and functional classifications;
 - 2. Intersection lane configurations and traffic control;
 - 3. Existing and future right-of-way;
 - 4. Pedestrian, bicycle, and transit facilities;

5. Planned transportation system improvements;
6. Existing traffic volumes (measured within the previous six months and adjusted to reflect current conditions) and operational analysis for study intersections including:
 - (a) Average intersection delay
 - (b) Level of Service
 - (c) Volume/capacity ratios
 - (d) Queue length analysis
7. Accident data summary and analysis within the study area for the most recent available three-year period. Accident data can be obtained through the Georgia Electronic Accident Reporting System;
8. Complete trip generation estimates for all phases and land uses of the proposed development should be calculated with the following requirements:
 - (a) The most recent edition of the ITE publication *Trip Generation Manual* should be used.
 - (b) If the ITE manual does not contain adequate data or the proposed land use is unique, a trip generation study can be conducted and its results used in place of the ITE manual.
 - (c) Pass-by and/or internal trip estimates may be developed for land uses where trip types are common. The ITE methods on handling these types of trips are required to be followed.
9. Trip distribution of the trip generation information should be performed using directional trip distribution patterns based on historical data. A figure showing the trip distribution pattern will be submitted as part of the study;
10. Trips associated with other proposed, approved developments in the area shall be included in the traffic operations analysis;
11. Forecast traffic volumes and performance evaluation (including average delay, levels of service, and volume-to-capacity ratios) for the study intersections without development of the site.
12. Forecast traffic volumes and performance evaluation, including the proposed development traffic, for all study intersections in the year that full buildout is expected to occur, as well as for the five-year future;
13. Safety analysis of the proposed site accesses, including sight distance (both stopping sight distance and intersection sight triangle) and operational characteristics;
14. Analysis of right and left turn lane warrants, queue lengths, acceleration lanes, throat lengths, channelization, and other characteristics of the site-access driveways as appropriate;
15. Comparison of the location and spacing of the proposed site-access driveways with Paulding County standards and the standards of the Georgia Department of Transportation, if necessary;

16. Analysis of the parking needs of the proposed development, the adequacy of the proposed facilities to meet those needs as appropriate, and the conformance of the proposed parking facilities to applicable standards;
17. Analysis as necessary of the adequacy of the internal vehicle and pedestrian circulation systems to serve the proposed development;
18. Description and analysis of mitigation measures necessary to bring the identified intersections and locations into compliance with the applicable standards. Include analysis showing that these measures will bring these locations into compliance and include signal, turn lane, or other warrant analyses as appropriate;
19. An appendix which includes:
 - (a) Copies of raw traffic count data used in the analysis;
 - (b) Calculation sheets and/or computer software output for all levels of service, delay, and volume-to-capacity ratio calculations in the analysis;
 - (c) Warrant worksheets for signals, turn lanes, signal phasing, all-way stops, and other proposed measures as appropriate

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