

**City of Dallas**  
**Requirements for Completing Zoning/ Rezoning, Land Use Permit,**  
**Special Use Permit, and Medical Hardship Applications**

Completed application must be submitted in person to the City Community Development Director, located at 200 Main St., Dallas, Georgia. (770.443.8110 x.1502)

Applications are accepted Monday – Friday 8:30 a.m. until 3:30 p.m.

Applications will be time/date stamped.

1. Completed Zoning/Rezoning Application with notarized signatures of applicant(s), titleholder(s) and representative(s). Each applicant and titleholder must submit an application with original signature(s) and notarization.
2. Completed Applicant / Representative Attendance form with notarized signatures of applicant(s), titleholder(s) and representative(s).
3. Completed Disclosure Statement (Required by O.C.G.A. 36-67A) disclosing property interest, financial interest and campaign contribution. (A form shall be completed and submitted for each applicant and each representative).
4. Completed Legal Notice Zoning/Rezoning form.
5. Two (2) copies of the boundary survey prepared by a registered surveyor, drawn to scale, showing north arrow, land lot and district, dimensions, acreage and location of the tract. The preparing surveyor's seal shall be affixed to the plat and signed. All copies shall be to scale, and separately and individually folded to 8½" x 11". Boundary survey acreage must match application and legal description acreage, exactly.
6. Twenty (20) copies of a site plan must be easily legible, drawn to scale, prepared, signed and sealed by an engineer and/or a registered surveyor, clearly depicting the requested zoning/ rezoning, land use permit, special use permit or medical hardship (see attached site plan requirement sheet for additional requirements). All copies shall be to scale, and separately and individually folded to 8½" x 11" (refer to Site Plan Requirements form).
7. Provide one (1) copy of an 8½" x 11" site plan. (May be reduced scale)
8. 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 zoning / rezoning, land use permit, special use permit or medical hardship.
9. If the request is for a lot within a subdivision, a copy of the signed and recorded final plat must be submitted.
10. A copy of the warranty deed that reflects the current owner(s) of the property.
11. The applicant must furnish, in list form, the names, mailing address, and tax parcel ID number of all adjoining property owners, including the property owners across the road and to the rear, or any persons located along a joint access easement. It is the sole responsibility of the applicant to provide correct current information, and the applicant acknowledges that the data provided by the Tax Assessor's Office may not be current or correct. Failure, by the applicant, to provide correct information may result in the application being declared void.
12. Documentation from the Tax Commissioner that the tax levied against the property has been paid and is current.
13. Applications for medical hardships, must include an original, notarized doctor's certificate stating the name of the person, a description of the physical condition, an explanation of why the person needs to live in close proximity to receive care and any other supporting evidence.
14. The filing fee and sign fee shall be paid at the time of filing and is non-refundable.
15. The City Manager or his representative, The Dallas Planning Commission, and the Mayor and City Council may request additional information.
16. Applicant(s)/Representative(s) acknowledge and accept all responsibility for completeness of the application, as presented. If, upon further review by the City Manager or his representative, any information is lacking, unclear, or deemed incomplete, Applicant(s)/Representative(s) understand the application will not be placed on the agenda until such information is addressed and provided.

Application # \_\_\_\_\_ - \_\_\_\_\_



# ZONING / REZONING APPLICATION

City of Dallas, Georgia

Application # \_\_\_\_\_ - \_\_\_\_\_

Hearing Dates: PC: \_\_\_\_\_ CC: \_\_\_\_\_

OFFICE USE:

Time/Date Stamp

(PLEASE PRINT OR TYPE ALL INFORMATION)

**Applicant:** \_\_\_\_\_ Business phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Address: \_\_\_\_\_ Home phone: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Fax phone: \_\_\_\_\_

E-mail address: \_\_\_\_\_

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Printed Name of Signatory

*Signed, sealed and delivered in the presence of:*

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
Date Notary Commission Expires

**Representative:** \_\_\_\_\_ Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

E-mail address: \_\_\_\_\_ Fax phone: \_\_\_\_\_

\_\_\_\_\_  
Representative's Signature

\_\_\_\_\_  
Printed Name of Signatory

*Signed, sealed and delivered in the presence of:*

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
Date Notary Commission Expires

**Titleholder:** \_\_\_\_\_ Business phone: \_\_\_\_\_ Home phone: \_\_\_\_\_

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

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name of Signatory

*Signed, sealed and delivered in the presence of:*

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
Date Notary Commission Expires

## Property Information

Present Zoning Classification: \_\_\_\_\_ Requested Zoning Classification: \_\_\_\_\_

Total Acreage of Zoning/Rezoning 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 development (including maximum number of lots, if residential, or number of units): \_\_\_\_\_

Filed with City: \_\_\_\_\_ (Date) \_\_\_\_\_ (Signature)

City of Dallas Planning Commission Recommendation: \_\_\_ Approve \_\_\_ Disapprove \_\_\_ No recommendation

Conditions, reasons, stipulations: \_\_\_\_\_

City Council Decision: \_\_\_ Approve \_\_\_ Approve as different classification \_\_\_ Disapprove

Conditions, reasons, stipulations: \_\_\_\_\_



## Applicant / Representative Attendance Required

**Applicant or representative must be present at the public hearings before the Dallas Planning Commission and the Mayor and City Council. Failure to attend may result in dismissal with prejudice, rejection of the application, or continuance of the hearing at the Commission or Council's sole discretion.**

*I / We (Cross Out One) have investigated the site as to the existence of archeological and/or architectural landmarks. I / We (Cross Out One) hereby certify there are / are not (Cross Out One) any such assets. If any exist, documentation must be provided with the application.*

*I / We (Cross Out One) have investigated the site as to the existence of any cemetery located on the property. I / We (Cross Out One) hereby certify there is / is not (Cross Out One) such a cemetery. If any exist, documentation must be provided with the application, including notice to the Paulding County Cemetery Commission.*

\_\_\_\_\_  
Signature of Applicant/Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name of Applicant/Representative

*Signed, sealed and delivered in the presence of:*

\_\_\_\_\_  
Notary Public Signature

\_\_\_\_\_  
Commission Expiration

\_\_\_\_\_  
Signature of Applicant/Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name of Applicant/Representative

*Signed, sealed and delivered in the presence of:*

\_\_\_\_\_  
Notary Public Signature

\_\_\_\_\_  
Commission Expiration

**Disclosure Statement**  
**(Required by O.C.G.A. 36-67A)**



I (we), \_\_\_\_\_, do hereby certify that, to the best of my (our) knowledge, no elected official of the City of Dallas, Georgia has a property interest, a financial interest nor does any family member of an elected official of the City of Dallas, Georgia have a property interest or financial interest in this property or in this application for rezoning except as follows:

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I (we), \_\_\_\_\_, do further certify that we, nor the property owner, have not contributed any monies and/or gifts totaling over \$250.00 within the last two years to any elected official of the City of Dallas, Georgia except for the following (Give the names of officials, dates and amounts of contribution):

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\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant

**CITY OF DALLAS  
LEGAL NOTICE  
ZONING / REZONING**



I / WE(Choose one), \_\_\_\_\_  
HAVE APPLIED TO ZONE/REZONE A PORTION OF LAND LOT(S) \_\_\_\_\_  
IN THE \_\_\_\_\_ DISTRICT AND \_\_\_\_\_ SECTION OF PAULDING COUNTY, LOCATED  
AT \_\_\_\_\_ WITHIN THE CITY OF DALLAS, GEORGIA,  
FROM A ZONING DISTRICT OF \_\_\_\_\_ TO A ZONING DISTRICT OF \_\_\_\_\_  
SUBJECT TO PUBLIC HEARING TO BE HELD AT  
7:00 PM AT THE DALLAS CITY COUNCIL ROOM, 129 EAST MEMORIAL DRIVE, DALLAS, GEORGIA.

SAID PUBLIC HEARING WILL BE HELD ON \_\_\_\_\_ BEFORE THE  
CITY OF DALLAS PLANNING COMMISSION AND ON \_\_\_\_\_ BEFORE THE  
MAYOR AND COUNCIL OF THE CITY OF DALLAS.

THIS, THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
APPLICANT(S) NAME

For City Use

NOTICE WILL RUN WEEKS OF: \_\_\_\_\_

AND THE WEEK OF: \_\_\_\_\_

AND THE WEEK OF: \_\_\_\_\_



## CITY OF DALLAS REZONING APPLICATION SITE PLAN REQUIREMENTS

- Site Development Plan prepared by a Registered Surveyor, Engineer, Land Planner, or Architect (with professional seal and signature affixed) drawn to scale of the subject property.
- Scale (graphic and verbal).
- Exact size and location of all buildings, including out lots, for commercial and multi-family projects.
- Statement of proposed use of property within the requested zoning classification.
- Required and proposed setbacks and buffers.
- Parking areas, number of spaces, including access points for commercial and multi-family projects.
- 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 Lot(s)/District(s)/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 of 20-foot contour intervals clearly marked and labeled.
- Show creeks, streams, lakes, etc., with required buffers (50 foot undisturbed buffer and an additional 25 foot impervious buffer, totaling 75 feet, on each side of the stream), or note if not applicable.
- Detention/Retention areas, or note if not applicable.
- Easements of any type, or note if not applicable.
- Cemeteries, Architectural or Archaeological landmarks, or note if not applicable.
- Property owners and zoning category of adjacent properties depicted on site plan.

***Applicant may be required to furnish additional material  
that may aid in the understanding of the request.***

For City Use

# CITY OF DALLAS ZONING/ REZONING REQUEST DISPOSITION FORM



A PUBLIC HEARING WAS HELD ON AN APPLICATION FOR ZONING/REZONING REQUESTED BY \_\_\_\_\_ AT THE DALLAS COUNCIL ROOM. SAID HEARING WAS HELD ON \_\_\_\_\_.

THE CITY OF DALLAS PLANNING COMMISSION RECOMMENDS TO THE DALLAS CITY COUNCIL THAT THE ABOVE APPLICATION BE:

APPROVED

DISAPPROVED

PLEASE INDICATE BELOW ANY COMMENTS, REASONS FOR DISAPPROVAL, OPPOSITION TO THE REQUEST AND/OR ANY CONDITIONS THAT SHOULD BE MADE A PART OF THE ZONING AMENDMENT.


\_\_\_\_\_  
DATE

\_\_\_\_\_  
SECRETARY TO THE PLANNING  
COMMISSION

\_\_\_\_\_  
PRINTED NAME