



Text Amendment to the Zoning Ordinance Checklist

Pursuant to O.C.G.A. § 8-2-26, this checklist must be completed and submitted with each permit application. Please check **every** item as either “Y” for items that are included with the application or “N” for items that are not included with the application. Items without an “N” checkbox are minimum requirements initially due with the application if applicable.

Required Forms & Documents

Y N

- Signed Application;
- Complete Application Checklist (*This Form*);
- Letter of Authorization: If the applicant is the agent of the petitioner, the agent shall file, simultaneously with the petition, a notarized letter signed by the owner, authorizing the agent to file on his behalf. No application shall be accepted which fails to meet this requirements;
- Text Amendment Review Criteria Form;
- Electronic or digital Word document of the Text Amendment.

All Required Meetings

Y N

- Prior to the submittal of an application for a Text Amendment to the Zoning Ordinance, the applicant shall participate in a pre-application conference with the MPC and City planning staff.

All Required Information

- Applications shall be signed and shall state the name and address of the applicant, who must be the petitioner or the authorized agent or attorney of the petitioner;
- Article and/or or Section number of the Zoning Ordinance sought to be amended;
- Existing text requested to be repealed, if any;
- Proposed text to be enacted;
- Reason(s) for the text amendment.

Please note: Supplemental information may be required during plan review to address deficiencies.

Statement of Application Completeness:

Pursuant to the requirements established by O.C.G.A. § 8-2-26, I am submitting all documents checked “Y” above for review and approval.

To facilitate compliance with this law, I am certifying that I understand all of the information and supporting documents required for a complete application, and **I hereby certify one of the following as it applies to this application:**

- All required documents are complete and included with this submittal. I understand the City will determine the completeness of this application and notify me of their finding within five business days;
- One or more documents required for a complete submittal are not included with this application. I request that the City begin the plan review process for this application while the outstanding items are completed. I acknowledge that the plan review times outlined in O.C.G.A. § 8-2-26 will not apply and the permit cannot be issued until the remaining documents are submitted, reviewed and approved by the City.

Signature of Petitioner or Petitioner’s Agent

Printed Name

Date