



SPECIAL APPROVAL APPLICATION

City of Albany Dougherty County

Property Address: _____

Name of Property Owner(s): _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Telephone: _____ Email: _____

Name of Applicant: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Telephone: _____ Email: _____

Current use of property: _____

Property owner requests special approval to allow the following special use: _____

The applicant is required to provide a site plan, an 8" X 11" copy of the site plan, and a letter of intent with each application. In the event the applicant is someone other than the current owner, the applicant must attach a letter of authorization signed by the current owner(s) of the property authorizing the filing of the application. A complete application must be filed by the 10th of the month to be considered for the meeting of the following month.

I hereby authorize the Planning, Development Services & Code Enforcement Department staff to inspect the premises of the above described property and to place a public notice sign on the premises as required by law. I also hereby depose and say that all statements herein, and attached statements submitted are true and accurate to the best of my knowledge and belief.

Sworn to and subscribed before me this _____ day of _____, 20 _____

Signature of Applicant: _____

Notary Public: _____ Commission expires: _____

(Staff Use)

Posting fee: _____ Date paid: _____ Receipt: _____

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ARTICLE 5: SPECIAL APPROVAL BY THE CITY/COUNTY COMMISSION (CC)

Section 5.01 APPLICATION FOR SPECIAL APPROVAL OF THE CITY/COUNTY COMMISSION.

An application requesting special approval by the City/County Commission must include:

- A letter of intent addressing all Special Approval Review Criteria.
- A site plan that includes all site plan review requirements found in [Section 6.01](#).
- A letter from the applicant providing basic project information.

The City/County Commission will not take action on the application until it has received a recommendation from the Planning Commission. An application may be approved, denied, or approved with conditions. In reviewing the application, the City/County Commission will consider the following Special Approval Review Criteria:

1. The effect of the proposed activity on traffic flow along adjoining streets. Will it adversely impact flow on adjoining streets?
2. The location of off-street parking facilities. Are parking facilities adequate and properly located to serve the use and not impact surrounding properties?
3. The number, size and type of signs proposed for the site.
4. The amount and location of open space. Is open space adequate to preserve the character of the area and to reduce environment impacts?
5. Protective screening. Is screening adequate to protect the adjacent uses from any negative impacts of this use?
6. Hours and manner of operation of the proposed use. Are they compatible with surrounding uses?
7. Outdoor lighting.
8. Ingress and egress to the property. Does it reduce negative impacts and/or does it enhance safety?

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VERIFICATION OF OWNERSHIP

Name of all owners: _____

Address: _____

City/State/Zip Code: _____

Telephone Number: _____

Email: _____

Property Location (give description if no address): _____

I am the owner of the property listed above, which is the subject matter of the attached application, as shown in the records of the City of Albany, or Dougherty County.

Owner Signature (all owners must sign)

Owner Signature (all owners must sign)

Personally appeared before me _____, who has stated that the information on this form is true and correct.

Notary Public

Date

In my absence, I authorize the person named below to act as the applicant in the pursuit of action for the attached application.

Name: _____

Address: _____

City/State/Zip Code: _____

Telephone Number: _____

Email: _____

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APPLICANT/AGENT DISCLOSURE CAMPAIGN CONTRIBUTIONS
(Required by Title 36, Chapter 67A, Official Code of Georgia Annotated)

The applicant filed on this date: _____, to apply for a rezoning approval affecting described property as follows:

Yes No

Within the last two years preceding the above filing date, the applicant has made campaign contributions aggregating \$250 or more to a member or members of the City Commission or County commission who will consider application number _____

(Please list the name(s) and official position of the local government official; the dollar amount, description, and date of each campaign contribution).

I hereby depose and say that all statements herein are true, correct, and complete to the best of my knowledge and belief.

Sworn to and subscribed before me this _____ day of _____, 20 _____

Signature of Applicant

Notary Public

Commission Expires

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FEE SCHEDULE

A. Zoning

AG (Agricultural District)	\$400
R-E (Estate District)	\$400
R-1 (Single-Family Residential District)	\$400
R-2 (Single-Family Residential District)	\$400
R-G (Single-Family Residential District in the County only)	\$400
R-MHS (Mobile Home Single-Family District)	\$400
R-3 (Single-Family & Two-Family Residential District)	\$500+\$50/acre
R-MHP (Mobile Home Park District)	\$500+\$50/acre
C-R (Community Residential Multiple-Dwelling District)	\$500+\$50/acre
C-1 (Neighborhood Mixed-Use Business District)	\$600+\$60/acre
C-2 (General Mixed-Use Business District)	\$600+\$60/acre
C-3 (Commercial District)	\$600+\$60/acre
C-5 (Office-Institutional-Residential District)	\$600+\$60/acre
C-6 (Transitional Business District)	\$600+\$60/acre
C-7 (Mixed-Use Planned-Development District)	\$600+\$60/acre
C-8 (Commercial Recreation District)	\$600+\$60/acre
M-1 (Restricted Industrial District)	\$600+\$60/acre
M-2 (Heavy Industrial District)	\$600+\$60/acre
Special Approval	\$400+\$40/acre

All properties will be rounded to the nearest full acre.

There is a \$3,500 cap on zoning/special approvals.

Site Plan Review	\$400+\$40/acre
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B. Subdivisions

1 to 2 lots	\$300
3 lots or more	\$300 for first 2 lots + \$30 per each additional lot

The subdivision application fees are for the subdividing, combining, and recombining of lots.

C. Variances

Residential	\$100
Commercial	\$400
Floodplain: Residential/Commercial	\$100/\$400

The fee is double after the fact.



D. Historic Preservation Commission

COA Rehabilitation	\$50
COA New Construction	\$100
COA Demolition/Relocation	\$250

E. Other Fees

Administrative Review	\$50
Floodplain Special Use: Residential/Commercial	\$100/\$400
Zoning Certification	\$50

F. Documents

Zoning Ordinance	\$30
Street Index	\$20
Historic Ordinance	\$10
Comprehensive Plan	\$110
Sign Ordinance	\$5
Floodplain Ordinance	\$5
Soil Erosion & Sedimentation Control Ordinance	\$5
Tree Ordinance	\$5
A disk copy of a document	\$20

First 2 sheets of documents copied is \$3.00. Additional sheets are 25¢ each.

G. Maps

City/County small map	(Blue/black line copy)	\$15
City/County medium map	(Blue/black line copy)	\$15
City/County large map		\$25
Election District Map		
Board of Education		\$10
City/County		\$10
General Assembly		\$10
Precinct		\$10
Aerial Map		\$10
Computer copy of map		\$20
Complete set of Zoning Maps		\$250

Maps created from the plotter cost \$20 per hour for labor and \$10 for each additional print.