



Planning Department Oconee County, Georgia

Date Received: _____

Review Date: _____

Staff Member: _____

Rezone & Special Use Applications Staff Checklist

Tax Parcel #: _____ Current Zoning: _____

Acreage: _____ Requested Action: _____

Project Name: _____

Development Type: _____

Design Professional: _____

Instructions: ✧ Review each item. Mark the appropriate answer boxes. Items which need to be corrected, mark the "No" box and comment number in red ink.
 ✧ Each reference refers to the Unified Development Code, unless otherwise indicated.

Submittal Checklist	Submitted	Comment
▶ Application Form	Yes <input type="checkbox"/> No <input type="checkbox"/>	#
▶ Application Fee	Yes <input type="checkbox"/> No <input type="checkbox"/>	#
▶ Owner Authorization Form	Yes <input type="checkbox"/> No <input type="checkbox"/>	#
▶ Warranty Deed	Yes <input type="checkbox"/> No <input type="checkbox"/>	#
▶ Typed Legal Description	Yes <input type="checkbox"/> No <input type="checkbox"/>	#
▶ Plat of Survey	Yes <input type="checkbox"/> No <input type="checkbox"/>	#
▶ Disclosure of Interest	Yes <input type="checkbox"/> No <input type="checkbox"/>	#
▶ Disclosure of Campaign Contributions	Yes <input type="checkbox"/> No <input type="checkbox"/>	#
▶ Proof of property taxes paid	Yes <input type="checkbox"/> No <input type="checkbox"/>	#
▶ Zoning or Special Use Impact Analysis	Yes <input type="checkbox"/> No <input type="checkbox"/>	#
▶ Narrative	Yes <input type="checkbox"/> No <input type="checkbox"/>	#
▶ Concept Plan	Yes <input type="checkbox"/> No <input type="checkbox"/>	#
▶ Water/sewer capacity letter from Water Resources	Yes <input type="checkbox"/> No <input type="checkbox"/>	#
▶ Representative Photos	Yes <input type="checkbox"/> No <input type="checkbox"/>	#

Accuracy Review	Reference	Compliance	Comment
Application:			
▶ Requested Action: ▷ existing & proposed zoning identified ▷ change in conditions (case # identified) ▷ special use identified (zoning district identified)	1206.02.a	Yes <input type="checkbox"/> No <input type="checkbox"/>	#
▶ Applicant's Name	1206.02.a	Yes <input type="checkbox"/> No <input type="checkbox"/>	#
▶ Applicant's Physical Address (No P.O. Boxes)	1206.02.a	Yes <input type="checkbox"/> No <input type="checkbox"/>	#
▶ Applicant's Telephone Number	1206.02.a	Yes <input type="checkbox"/> No <input type="checkbox"/>	#
▶ Applicant's Status ▷ owner or agent for the owner	1206.02.a	Yes <input type="checkbox"/> No <input type="checkbox"/>	#
▶ Owners Name ▷ matches Tax Assessor Property Records & Deeds ▶ print WinGap property information sheet(s) card and place in staff documents	1206.02.a	Yes <input type="checkbox"/> No <input type="checkbox"/>	#
▶ Owner's Physical Address (No P.O. Boxes)	1206.02.a	Yes <input type="checkbox"/> No <input type="checkbox"/>	#
▶ Owner's Telephone Number	1206.02.a	Yes <input type="checkbox"/> No <input type="checkbox"/>	#
▶ Applicant's Certification ▷ signed ▷ dated ▷ notarized	1206.02.a	Yes <input type="checkbox"/> No <input type="checkbox"/>	#
▶ Property Location ▷ location description or physical address	1206.02.d	Yes <input type="checkbox"/> No <input type="checkbox"/>	#
▶ Tax Parcel Number(s)	1206.02.a	Yes <input type="checkbox"/> No <input type="checkbox"/>	#
▶ Size (total acreage - must match all submitted material)	1206.02.a	Yes <input type="checkbox"/> No <input type="checkbox"/>	#
▶ Existing Zoning	1206.02.a	Yes <input type="checkbox"/> No <input type="checkbox"/>	#
▶ Future Land Use Map Category ▷ designation(s) indicated	1206.02.a	Yes <input type="checkbox"/> No <input type="checkbox"/>	#
▶ Existing Use(s)	1206.02.a	Yes <input type="checkbox"/> No <input type="checkbox"/>	#
▶ Proposed Use(s)	1206.02.a	Yes <input type="checkbox"/> No <input type="checkbox"/>	#
▶ Attachments: ▷ all required attachments indicated	1206.02.a	Yes <input type="checkbox"/> No <input type="checkbox"/>	#

Accuracy Review	Reference	Compliance	Comment
Authorization Form:			
▶ Property Location: ▷ address ▷ location description	1206.02.b	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	#
▶ Tax Parcel Number(s)	1206.02.b	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	#
▶ Applicant's Name ▷ address (No P.O. Boxes) ▷ city, state, zip code ▷ telephone #	1206.02.b	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	#
▶ Owner's Signature ▷ printed name ▷ title, if any ▷ dated	1206.02.b	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	#
▶ Notarization ▷ notary signature ▷ dated ▷ notary seal	1206.02.b	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	#
Application Fee:			
▶ Refer to Fee Schedule	1206.02.c	Yes <input type="checkbox"/> No <input type="checkbox"/>	#
Deeds, Legal Descriptions, & Surveys:			
▶ Copy of Warranty Deed(s)	1206.02.e	Yes <input type="checkbox"/> No <input type="checkbox"/>	#
▶ Typed Legal Description ▷ metes & bounds description of the area sought for the request	1206.02.e	Yes <input type="checkbox"/> No <input type="checkbox"/>	#
▶ Plat of Survey (11x17) ▷ composite plat acceptable for sites with multiple surveys	1206.02.e	Yes <input type="checkbox"/> No <input type="checkbox"/>	#
▶ Legal/plat of survey/concept plan all match correctly	1206.02.e	Yes <input type="checkbox"/> No <input type="checkbox"/>	#
Procedural Review:			
▶ Disclosure of Interest ▷ submitted by the applicant & applicant's attorney	1206.03.a	Yes <input type="checkbox"/> No <input type="checkbox"/>	#
▶ Disclosure of Campaign Contributions ▷ submitted by the applicant & applicant's attorney	1206.03.b	Yes <input type="checkbox"/> No <input type="checkbox"/>	#
▶ Development of Regional Impact: ▷ (Refer to the Chapter 110-12-3 of the Georgia DCA - Rules)			
▷ For projects requiring DRI Review, complete and submit Form 1 after the submittal is accepted	1213	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	#
▶ All permits and actions on the subject property are temporarily suspended during zoning process	1214	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	#
▶ County / State taxes & other assessments paid in full on subject property ▷ proof submitted	1206.02.m	Yes <input type="checkbox"/> No <input type="checkbox"/>	#
Impact Analysis:			
▶ Zoning Impact Analysis: ▷ written, documented analysis of the proposed request			
▷ Rezones - refer to Standards for Rezoning Consideration - Section 1207.01			
▷ Special Uses - refer to Standards for Special Use Consideration - Section 1207.02	1206.02.g	Yes <input type="checkbox"/> No <input type="checkbox"/>	#
▶ Traffic Impact Analysis:			
▷ Refer to the criteria required for submittal of a Traffic Impact Analysis under Section 1206.04.b	1206.02.g	Yes <input type="checkbox"/> No <input type="checkbox"/>	#
▶ Additional Requested Impact Analyses			
▷ any other studies deemed necessary for adequate consideration of the proposed zoning change	1206.02.g	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	#
Narrative:			
▶ Specific descriptions of the proposed use(s) of the property:	1206.02.i	Yes <input type="checkbox"/> No <input type="checkbox"/>	#
▶ total acreage	1206.02.i	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	#
▶ adjacent land uses and zoning	1206.02.i	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	#
▶ existing zoning	1206.02.i	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	#
▶ existing use(s)	1206.02.i	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	#
▶ proposed zoning	1206.02.i	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	#
▶ proposed use(s)	1206.02.i	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	#
▶ Traffic Impacts:	1206.02.i	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	#
▶ estimated ADT (Average Daily Trips & Peak Hour Trips)	1206.02.i	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	#
▶ impacts to local traffic	1206.02.i	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	#
▶ proposed entrance / access locations	1206.02.i	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	#
▶ Impact to school system	1206.02.i	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	#
▶ Method of water supply	1206.02.i	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	#
▶ estimated GPD (Gallons Per Day)	1206.02.i	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	#
▶ location of existing water line indicated	1206.02.i	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	#
▶ Method of sewage disposal	1206.02.i	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	#
▶ location of existing county sewer line indicated	1206.02.i	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	#
▶ Section provided describing proposed utilities (Garbage, Cable, Phone, Electric, and Gas)	1206.02.i	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	#
▶ Method of storm water drainage	1206.02.i	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	#
▶ Total number of proposed Lots / Homes / Units / Buildings	1206.02.i	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	#
▶ Architecture / Themes of project	1206.02.i	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	#
▶ Construction / Facade materials for project	1206.02.i	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	#
▶ Range / Average cost of residences/buildings	1206.02.i	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	#
▶ Range / Average square footage(s) for residences/buildings	1206.02.i	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	#
▶ Estimated value of the project at completion	1206.02.i	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	#
▶ Type(s) of ownership	1206.02.i	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	#
▶ Common / Open space areas	1206.02.i	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	#
▶ Maintenance of common/open space areas	1206.02.i	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	#
▶ Buffers	1206.02.i	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	#
▶ Sidewalks / Curb&Gutter	1206.02.i	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	#
▶ Amenity / Recreation areas	1206.02.i	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	#

Accuracy Review	Reference	Compliance	Comment
Attachments to the Concept Plan:			
▶ Architectural Sketches, Photos & Renderings: ▷ proposed typical homes / buildings ▷ proposed signage / monuments ▷ proposed landscaping, buffers, screening, or fencing	1206.05.b.3	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	#
▶ Report setting forth the proposed development schedule: ▷ sequence of development ▷ approximate time period for each phase	1206.05.b.5	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	#
▶ Maintenance of common/open space areas	1206.05.b.6	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	#
▶ Utility Dept. pre-approval letter required for proposed connections to county sewer	1206.05.b.7	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	#
▶ Any other submissions or plans needed for evaluation	1206.02.n	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	#
Concept Plan:			
▶ Prepared by a qualified design professional (architect, engineer, landscape architect, planner, or surveyor)	1206.05.a	Yes <input type="checkbox"/> No <input type="checkbox"/>	#
▶ Drawn to scale of no less than 1"=100' (approval must be obtained for a different scale)	1206.05.a.1	Yes <input type="checkbox"/> No <input type="checkbox"/>	#
▷ written & graphic scale ▷ North arrow	1206.05.a.1	Yes <input type="checkbox"/> No <input type="checkbox"/>	#
▶ Sheet size should be no larger than 24"x36" ▷ match lines provided for multiple sheets	1206.05.a.2	Yes <input type="checkbox"/> No <input type="checkbox"/>	#
▶ Vicinity Map (scale must be 1"=2000'; showing adjoining roads, subdivisions, and other landmarks)	1206.05.a.3	Yes <input type="checkbox"/> No <input type="checkbox"/>	#
▶ Existing topography with maximum contour intervals of 5' ▷ reference source indicated	1206.05.a.4	Yes <input type="checkbox"/> No <input type="checkbox"/>	#
▶ Boundary description (metes and bounds)	1206.05.a.5	Yes <input type="checkbox"/> No <input type="checkbox"/>	#
▶ Adjacent Properties:	1206.05.a.6	Yes <input type="checkbox"/> No <input type="checkbox"/>	#
▶ adjacent land owners (including those across roadways)	1206.05.a.6	Yes <input type="checkbox"/> No <input type="checkbox"/>	#
▶ adjacent zoning districts	1206.05.a.6	Yes <input type="checkbox"/> No <input type="checkbox"/>	#
▶ adjacent driveways connecting to public R-O-W	1206.05.a.6	Yes <input type="checkbox"/> No <input type="checkbox"/>	#
▶ any other improvements adjacent to the subject property	1206.05.a.6	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	#
▶ natural & manmade drainage features generated off-site	1206.05.a.6	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	#
▶ Title Block:	1206.05.a.7	Yes <input type="checkbox"/> No <input type="checkbox"/>	#
▶ proposed name of the development	1206.05.a.7	Yes <input type="checkbox"/> No <input type="checkbox"/>	#
▶ type of plan (must read either Rezone or Special Use Concept Plan)	1206.05.a.7	Yes <input type="checkbox"/> No <input type="checkbox"/>	#
▶ owner name	1206.05.a.7	Yes <input type="checkbox"/> No <input type="checkbox"/>	#
▶ developer name	1206.05.a.7	Yes <input type="checkbox"/> No <input type="checkbox"/>	#
▶ applicant name	1206.05.a.7	Yes <input type="checkbox"/> No <input type="checkbox"/>	#
▶ person or firm preparing the plan	1206.05.a.7	Yes <input type="checkbox"/> No <input type="checkbox"/>	#
▶ date of drawing	1206.05.a.7	Yes <input type="checkbox"/> No <input type="checkbox"/>	#
▶ Acreage size for each proposed zoning category	1206.05.b.1	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	#
▶ Existing Zoning ▷ stated	1206.05.b.1	Yes <input type="checkbox"/> No <input type="checkbox"/>	#
▶ Proposed Zoning ▷ stated	1206.05.b.1	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	#
▶ Tax Parcel Number(s) ▷ stated	1206.05.b.1	Yes <input type="checkbox"/> No <input type="checkbox"/>	#
▶ Existing & Proposed Uses Identified:	1206.05.b.2	Yes <input type="checkbox"/> No <input type="checkbox"/>	#
▶ existing buildings and uses	1206.05.b.2	Yes <input type="checkbox"/> No <input type="checkbox"/>	#
▶ proposed buildings and uses	1206.05.b.2	Yes <input type="checkbox"/> No <input type="checkbox"/>	#
▶ any other significant site improvements:	1206.05.b.2	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	#
▶ buffers: ▷ buffers between incompatible land uses - Section 806	1206.05.b.2	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	#
▷ state protected rivers - Section 904.01	1206.05.b.2	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	#
▷ regulated streams & other state waters - Section 904.02	1206.05.b.2	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	#
▷ conservation corridors - Section 907.02	1206.05.b.2	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	#
▶ Existing & Proposed Infrastructure Shown:	1206.05.b.2	Yes <input type="checkbox"/> No <input type="checkbox"/>	#
▶ existing streets	1206.05.b.2	Yes <input type="checkbox"/> No <input type="checkbox"/>	#
▶ proposed streets	1206.05.b.2	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	#
▶ proposed driveways connecting to public R-O-W	1206.05.b.2	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	#
▶ bikeways	1206.05.b.2	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	#
▶ pedestrian ways	1206.05.b.2	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	#
▶ parking areas ▷ proposed parking area complies with requirements (Section 604 - Table 6.1)	1206.05.b.2	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	#
▶ drainage and storm water detention facilities	1206.05.b.2	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	#
▶ utilities	1206.05.b.2	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	#
▶ method of supply for utilities stated: ▷ water ▷ sewer	1206.05.b.2	Yes <input type="checkbox"/> No <input type="checkbox"/>	#
▶ public facilities	1206.05.b.2	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	#
▶ parks and recreation areas	1206.05.b.2	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	#
▶ tree areas to be retained or added	1206.05.b.2	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	#
▶ open / common space areas	1206.05.b.2	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	#
▶ landscaping (including screening and/or fencing)	1206.05.b.3	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	#
▶ signs (sketches or renderings, also showing locations and easements)	1206.05.b.3	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	#

Accuracy Review	Reference	Compliance	Comment
▶ Statistical & Technical Data:	1206.05.b.4	Yes <input type="checkbox"/> No <input type="checkbox"/>	#
▶ tax parcel number(s) ▷ stated	1206.05.b.4	Yes <input type="checkbox"/> No <input type="checkbox"/>	#
▶ total land area	1206.05.b.4.a	Yes <input type="checkbox"/> No <input type="checkbox"/>	#
▶ land area proposed for public / semi-public uses	1206.05.b.4.b	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	#
▶ land area proposed for recreational / open space purposes	1206.05.b.4.c	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	#
▶ land area to be occupied by streets / R-O-W	1206.05.b.4.d	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	#
▶ land area to be occupied by parking areas	1206.05.b.4.d	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	#
▶ amount of any land submerged or flood prone ▷ FIRM map / reference indicated	1206.05.b.4.e	Yes <input type="checkbox"/> No <input type="checkbox"/>	#
▶ total ground coverage & floor area of proposed buildings	1206.05.b.4.f	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	#
▶ total number of proposed lots / buildings	1206.05.b.4.g	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	#
▶ breakdown of the number & types of proposed buildings	1206.05.b.4.g	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	#
▶ range of proposed lot / building sizes	1206.05.b.4.g	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	#
▶ square footage breakdown of the proposed buildings	1206.05.b.4.g	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	#
▶ typical setback and yard dimensions for proposed lots	1206.05.b.4.g	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	#
▶ typical dimensions for proposed buildings	1206.05.b.4.g	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	#
▶ Note added to plan: "Stormwater Management shall be in accordance with county, state, and other appropriate ordinances and regulations in effect at time of construction plan approval."	1206.05.b.7.8	Yes <input type="checkbox"/> No <input type="checkbox"/>	#
▶ Intersection / stopping sight distance at all project entrances in both directions	1206.05.b.7.8	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	#
▶ 8 Full Size Copies of Concept Plan provided ▷ 1 Reduction (11x17) provided	1206.02.h	Yes <input type="checkbox"/> No <input type="checkbox"/>	#