



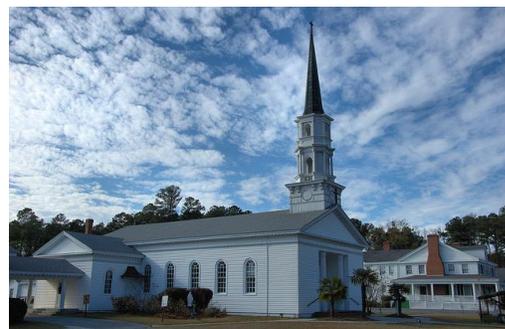
# **CITY OF RICHMOND HILL** **Public Hearing Packet:**

## **Applications for Rezoning (Map Amendment), Text Amendment, Conditional Use, and Variances**

**Zoning Administrator: (912) 756-3735**  
**Planning Technician: (912) 756-3592**

**Ordinances can be viewed online at:**

**[https://www.municode.com/library/ga/richmond\\_hill/codes/code\\_of\\_ordinances](https://www.municode.com/library/ga/richmond_hill/codes/code_of_ordinances)**



## **RICHMOND HILL PUBLIC HEARING PROCESS**

**This is a brief overview of the Public Hearing Process for the City of Richmond Hill. For more detailed information about the process, you can contact the Zoning Administrator at (912)756-3735 or go online to:**

**[https://www.municode.com/library/ga/richmond\\_hill/codes/code\\_of\\_ordinances?nodeId=PTIICOOR\\_APXAZO](https://www.municode.com/library/ga/richmond_hill/codes/code_of_ordinances?nodeId=PTIICOOR_APXAZO)**

- 1) Fill out the application packet completely and return it with the applicable fee.
- 2) Upon receipt of the complete application and fee, the Zoning Administrator will schedule the Public Hearing. Public Hearings are scheduled before Planning Commission meetings, which are held the 2<sup>nd</sup> and 4<sup>th</sup> Monday of the month at 7:00 pm in the council chamber of City Hall.
- 3) A legal advertisement will be placed in the local newspaper by the City, advertising the zoning request, not less than 15 days and not more than 45 days prior to the Public Hearing. A Public Hearing Notice sign will be placed on the property, affected by the zoning request, not less than 15 days prior to the Public Hearing.
- 4) The City will notify by mail all property owners within 300 feet of the affected property of the Public Hearing at least 7 days but not more than 45 days before the Public Hearing.
- 5) During a Public Hearing, the applicant for the zoning request shall be recognized and permitted to present their request to the Planning Commission.
- 6) Anyone who wants to speak for or against the zoning request must sign-in upon entering the Council Room before the Public Hearing starts. Only people who sign-in will be allowed to speak.
- 7) After those who have signed-in have spoken, the applicant can make summary remarks and address comments. Then, the Public Hearing will be brought to a close.
- 8) The Planning Commission will then open the regular meeting. The applicant for the zoning request shall be recognized and permitted to present their request to the Planning Commission and answer questions. When the question/answer period is over, the Planning Commission will make a recommendation for approval or denial of the zoning request.
- 9) The zoning request will go before the City Council the next Council Meeting that falls at least 5 days after the Public Hearing.
- 10) Once the City Council considers and acts on the zoning request, the applicant will be notified by mail of the decision for his/her records.

For general information about the Richmond Hill Code of Ordinances, go online to:

[https://www.municode.com/library/ga/richmond\\_hill/codes/code\\_of\\_ordinances?nodeId=14188](https://www.municode.com/library/ga/richmond_hill/codes/code_of_ordinances?nodeId=14188)

## Public Hearing Checklist

Complete the check list by checking under the “Yes” or “N/A” for not applicable under the correct corresponding box. Then print, sign, and date the check list signifying that you have returned the required documents and have paid the fee.

YES	N/A	CHECK LIST ITEM	Pg #
		I have read the RH Public Hearing Process Sheet	2
		I have read the Public Hearing Information Sheet	4
		I have completed the Rezoning (Map Amendment) Application	5, 6
		I have completed the Text Amendment Application	7, 8
		I have completed the Conditional Use Application	9
		I have completed the Variance Application	10, 11
		I have completed the Conflict of Interest-Campaign Disclosure Form	12
		I have completed the Certification by Applicant and Owner Form	13
		I have sent three (3) copies of Site Plan and/or Plat with application	*
		I have a check payable to City of Richmond Hill for fee(s) or Cash	*

I have read and understand the information and instructions for applying for a rezoning (map amendment), text amendment, conditional use, or a variance in the city limits of Richmond Hill. I have turned in all of the required application materials, and have paid the applicable filing fee.

\_\_\_\_\_  
PRINT NAME

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

## **PUBLIC HEARING INFORMATION & INSTRUCTIONS**

Below are instructions for applying for a Public Hearing for a Rezoning (Map Amendment), Text Amendment, Variance, or a Conditional Use.

### **What is a Rezoning (Map Amendment)?**

A rezoning (map amendment) is the adoption of an amendment to the zoning ordinance which rezones property from one zoning classification to another, or an amendment to a zoning ordinance which rezones property to be annexed into the municipality.

**If you are applying for rezoning, complete pages: 2, 4, 5, 6, 12, 13**

### **What is a Text Amendment?**

A text amendment is the adoption of an amendment to a zoning ordinance which changes the text of the zoning ordinance.

**If you are applying for a text amendment, complete pages: 2, 4, 7, 8, 12, 13**

### **What is a Conditional Use?**

Conditional use permits are specific land uses permitted in certain zoning districts only after a review by the planning commission, a public hearing has been held by the planning commission, and the mayor and council has determined that the use is appropriate based on certain criteria.

**If you are applying for a conditional use, complete pages: 2, 4, 9, 12, 13**

### **What is a Variance?**

A variance occurs when the city council may grant a deviation from the strict application of the provisions in the zoning ordinance only if at least two of the three standards for variances are met. The standards can be found on the variance application pages.

**If you are applying for a variance, complete pages: 2, 4, 10, 11, 12, 13**

### **How to apply:**

Get Public Hearing Application Packet from Richmond Hill Planning and Zoning Department located at 85 Richard Davis Drive, Richmond Hill, Georgia. Follow the checklist and complete the packet. Return completed packet to Planning Department, and pay the fee. Then, the Zoning Administrator will schedule dates for the zoning item to go before the Planning Commission and City Council. For more detailed information on the Public Hearing Process see page 2.

### **Application Fees:**

The application fee for a rezoning (map amendment) is based on the acreage of the property requested for the amendment. The other requests are flat fees. Listed below are the fees you will have to pay for your application to be processed. Fees are non-refundable.

<b>REZONING (MAP AMENDMENT)</b>	<b>\$150 Plus \$25 per Acre</b>
<b>VARIANCE</b>	<b>\$150 (One Sign Included)</b>
<b>CONDITIONAL USE PERMIT</b>	<b>\$150 (One Sign Included)</b>
<b>TEXT AMENDMENT</b>	<b>\$200 (One Sign Included)</b>
<b>ADDITIONAL SIGNS REQUIRED</b>	<b>\$15</b>

### **Where do Public Hearings take place?**

Public Hearings are held on the same nights as Planning Commission meetings, which are held the 2<sup>nd</sup> and 4<sup>th</sup> Monday night of each month in the council chambers of Richmond Hill City Hall located at 40 Richard R. Davis Drive, Richmond Hill, Georgia.

### **Notification of Public Hearing:**

Upon receipt of completed application and fees, a legal ad will be placed in the local newspaper not less than (15) days prior to public hearing, a sign will be placed on the affected property not less than (15) days prior to public hearing, and property owners within 300 feet of the affected property will be notified by mail not less than (7) days before the public hearing.



File #:	_____
PH Date:	_____
Fee:	_____
APPROVED?	
PC: Yes	____ No ____ Date _____
CC: Yes	____ No ____ Date _____

**REZONING (MAP AMENDMENT) APPLICATION**

NOT APPLICABLE

NAME OF APPLICANT

TELEPHONE NUMBER

MAILING ADDRESS

1) Give exact address of the property for which you propose a rezoning:

Street/Road address \_\_\_\_\_

2) Give the plat reference for which you propose a rezoning:

Map number \_\_\_\_\_ Parcel number \_\_\_\_\_

3) Area of property (sq. ft or acres) \_\_\_\_\_

4) How is the property currently zoned? Check one.

R-1	_____	PD	_____	C-1	_____	CP	_____
R-2	_____	PD-2	_____	C-2	_____	FH	_____
R-3	_____	I-1	_____	C-3	_____	AG	_____
RMHD	_____	I-2	_____	C-4	_____	UD	_____

5) What is the proposed new zoning for this property? Check one.

R-1	_____	PD	_____	C-1	_____	CP	_____
R-2	_____	PD-2	_____	C-2	_____	FH	_____
R-3	_____	I-1	_____	C-3	_____	AG	_____
RMHD	_____	I-2	_____	C-4	_____	UD	_____

6) Does the applicant own all of the property proposed for this zoning change? Check one.

Yes \_\_\_\_\_ No \_\_\_\_\_

7) If not, who owns the property? List owner contact info.

Owner: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_



**REZONING (MAP AMENDMENT) APPLICATION – Page 2**

NOT APPLICABLE

8) **If this request involves a change to the zoning text, what section(s) of the Zoning Ordinance will be affected?**

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9) **Explain the reason for your request. Attach additional pages if necessary.**

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10) **What is the information in support of this request? Attach additional pages if necessary.**

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**I understand that while this application will be carefully reviewed and considered, the burden of providing the need for the proposed amendment rests with the applicant.**

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

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

\_\_\_\_\_  
OWNER SIGNATURE

\_\_\_\_\_  
AGENT SIGNATURE

\_\_\_\_\_  
ADDRESS

\_\_\_\_\_  
ADDRESS

\_\_\_\_\_  
TELEPHONE

\_\_\_\_\_  
TELEPHONE



File #:	_____
PH Date:	_____
Fee:	_____
APPROVED?	
PC: Yes	____ No ____ Date _____
CC: Yes	____ No ____ Date _____

**TEXT AMENDMENT APPLICATION**

NOT APPLICABLE

**NAME OF APPLICANT**

**TELEPHONE NUMBER**

**MAILING ADDRESS**

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**1) Give exact address of the property for which you propose a text amendment:**

**Street Address:** \_\_\_\_\_

**2) Give the plat reference for which you propose a text amendment:**

**Map number** \_\_\_\_\_ **Parcel number** \_\_\_\_\_

**3) If this request involves a change to the zoning text, what section(s) of the Zoning Ordinance will be affected?**

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**4) Explain the reason for your request. Attach additional pages if necessary.**

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**TEXT AMENDMENT APPLICATION – Page 2**

NOT APPLICABLE

5) What is the information in support of this request? Attach additional pages if necessary.

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I understand that property owners within 300 feet of the affected property will be notified. I further understand that while this application will be carefully reviewed and considered, the burden of providing the need for the proposed amendment rests with the applicant.

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

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

\_\_\_\_\_  
OWNER SIGNATURE

\_\_\_\_\_  
AGENT SIGNATURE

\_\_\_\_\_  
ADDRESS

\_\_\_\_\_  
ADDRESS

\_\_\_\_\_  
TELEPHONE

\_\_\_\_\_  
TELEPHONE



File #:	_____		
PH Date:	_____		
Fee:	_____		
APPROVED?			
PC: Yes	____ No	____ Date	_____
CC: Yes	____ No	____ Date	_____

**CONDITIONAL USE APPLICATION**

**NOT APPLICABLE**

**NAME OF APPLICANT**

**TELEPHONE NUMBER**

**MAILING ADDRESS**

**1) Give exact address of the property for which you need a conditional use permit:**

**Street Address:** \_\_\_\_\_

**2) Give the plat reference for the conditional use permit:**

**Map number:** \_\_\_\_\_ **Parcel number:** \_\_\_\_\_

**3) List the current zone of the property:** \_\_\_\_\_

**4) The current zone of the surrounding property is:** \_\_\_\_\_

**5) Is the property in a flood zone? Check one. YES \_\_\_\_\_ NO \_\_\_\_\_**

**6) State briefly why a conditional use permit is needed:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
**OWNER PRINTED NAME**

\_\_\_\_\_  
**APPLICANT PRINTED NAME**

\_\_\_\_\_  
**OWNER SIGNATURE**

\_\_\_\_\_  
**APPLICANT SIGNATURE**

\_\_\_\_\_  
**ADDRESS**

\_\_\_\_\_  
**ADDRESS**

\_\_\_\_\_  
**TELEPHONE**

\_\_\_\_\_  
**TELEPHONE**



File #:	_____
PH Date:	_____
Fee:	_____
APPROVED?	
PC: Yes ___ No ___ Date _____	
CC: Yes ___ No ___ Date _____	

**VARIANCE APPLICATION**

NOT APPLICABLE

OWNER OR AGENT PRINTED NAME \_\_\_\_\_

Is making an application to request the following variance to the Richmond Hill Zoning Ordinance. ARTICLE \_\_\_\_\_ SECTION \_\_\_\_\_

1) Describe reason for variance. Attach additional pages if necessary.

\_\_\_\_\_

\_\_\_\_\_

2) Give the exact location or street address of the property for proposed variance. Also list the parcel number and zoning district.

Street Address: \_\_\_\_\_

Map # \_\_\_\_\_ Parcel # \_\_\_\_\_ Zone: \_\_\_\_\_

**Standards for Variances:**

- A. That there are unique physical circumstances or conditions beyond that of surrounding properties, including: irregularity, narrowness, or shallowness of the lot size or shape, or exceptional topographical or other physical conditions, peculiar to the particular property.
- B. Because of such physical circumstances or conditions, the property cannot be developed in strict conformity with the provisions of the zoning ordinance without undue hardship to the property.
- C. That granting the variance will not result in authorization of a use not otherwise permitted in the district in which the property is located or cause substantial detriment to the public good.

**For residential height variances:** The petitioner shall be required to add two feet to each side yard set back for each one foot above 35 feet in height and have safe-guard consisting of sprinkler systems, smoke detectors and any other fire protection equipment deemed necessary at the time by mayor and council. Where a rear yard abuts a side yard of the adjacent lot, the petitioner shall be required to add two feet to the rear setback for each foot above the 35 feet height, and have safe guards consisting of sprinkler systems, smoke detectors, and any other fire protection deemed necessary at the time by mayor and council.

**Permit longevity:** After a variance has been granted by the mayor and council it shall be valid for a period of 12 months from date of approval. Such approval is based on information provided in the application. Building permits may only be granted for plans consistent with the approved application. Any deviation from the information submitted will require a new public hearing separate and a new approval by mayor and council.



**VARIANCE APPLICATION – Page 2**

NOT APPLICABLE

**3) City Council may authorize a variance from the requirements of this ordinance where it can be shown that owing to special and unusual circumstances related to a specific lot, strict application of this ordinance would cause an undue or unnecessary hardship. The following hardship would be created without a variance:**

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**4) The following conditions exist which would allow this variance to be considered:**

- A) \_\_\_\_\_
- B) \_\_\_\_\_
- C) \_\_\_\_\_

**I understand that pursuant to city regulations a public hearing shall be held in reference to this matter. The property owners within 300 feet of the property will be notified. I understand that City Council may authorize a variance from the requirements of this ordinance where it can be shown that owing to special and unusual circumstances related to a specific lot, strict application of this ordinance would cause an undue or unnecessary hardship. I further understand that if approved, this authorization for a variance shall be void after one (1) year unless substantial construction has taken place.**

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

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

\_\_\_\_\_  
OWNER SIGNATURE

\_\_\_\_\_  
AGENT SIGNATURE

\_\_\_\_\_  
MAILING ADDRESS

\_\_\_\_\_  
MAILING ADDRESS

\_\_\_\_\_  
TELEPHONE

\_\_\_\_\_  
TELEPHONE



## CONFLICT OF INTEREST IN REZONING ACTIONS

### DISCLOSURE OF CAMPAIGN CONTRIBUTIONS:

Has the applicant and/or the applicant's attorney, within the past two (2) years, made campaign contributions or made gifts having an aggregate value of **\$250.00** or more to a member of the Richmond Hill Planning Commission or the Richmond Hill City Council or the any local government official who will be considering the rezoning action? Check one.

YES \_\_\_\_\_ NO \_\_\_\_\_

If YES, please complete the following. Attach additional pages if necessary.

NAME OF GOVERNMENT OFFICIAL	CONTRIBUTION/ GIFT	DATE OF GIFT
NAME OF GOVERNMENT OFFICIAL	CONTRIBUTION/ GIFT	DATE OF GIFT
NAME OF GOVERNMENT OFFICIAL	CONTRIBUTION/ GIFT	DATE OF GIFT
NAME OF GOVERNMENT OFFICIAL	CONTRIBUTION/ GIFT	DATE OF GIFT
NAME OF GOVERNMENT OFFICIAL	CONTRIBUTION/ GIFT	DATE OF GIFT

I (We) the undersigned, having made application for a rezoning action, do hereby declare that I (We) have reviewed and complied with Chapter 67A of Title 36 of the Official Cod of Georgia entitled "Conflict of Interest in Zoning Actions," to the best of my knowledge.

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

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

\_\_\_\_\_  
OWNER SIGNATURE

\_\_\_\_\_  
AGENT SIGNATURE

\_\_\_\_\_  
TELEPHONE

\_\_\_\_\_  
TELEPHONE

\_\_\_\_\_  
Property Owner Printed Name (If Different from Applicant)

\_\_\_\_\_  
Property Owner Signature

Property Location for Zoning Action: \_\_\_\_\_



**CERTIFICATION BY OWNER OR APPLICANT**

**I, the undersigned, do hereby certify under penalty of perjury that I am the owner of the lands described within the foregoing application for a zoning procedure, or I am the duly authorized agent for the owner.**

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**PRINT AGENT OR APPLICANT NAME**

**PHONE**

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**SIGNATURE**

**DATE**

**I, the undersigned, do hereby certify under penalty of perjury that I am the owner of the lands described within the foregoing application for a zoning procedure, and that the above stated agent is authorized by this owner to apply for the zoning procedure requested in this application.**

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**PRINT OWNER NAME**

**PHONE**

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**SIGNATURE**

**DATE**