



**APPLICATION FOR
AMENDMENTS TO THE COMPREHENSIVE PLAN:**

(Check One)

PLAN TEXT

FUTURE LAND USE MAP

The procedure for amending the Comprehensive Plan is set forth in Section 2.03.A of the Unified Development Code (UDC). Generally, the amendment process involves review by the Community Development Director and the Planning Commission with a final review and decision by the City Council.

Please complete the blanks with the requested information. If any of the information or required materials is missing or incomplete, the application will not be processed. Also, please note the required information requested on the back of this page.

Date of Application: _____

APPLICANT

Applicant Name: _____
Address: _____ **City:** _____ **State:** _____ **Zip:** _____
Phone: () _____ - _____ **Fax:** () _____ - _____
Agent Name: _____
Address: _____ **City:** _____ **State:** _____ **Zip:** _____
Phone: () _____ - _____ **Fax:** () _____ - _____
Owner Name (If different from applicant): _____
Address: _____ **City:** _____ **State:** _____ **Zip:** _____
Phone: () _____ - _____ **Fax:** () _____ - _____
(Note: A notarized statement signed by the property owner(s) authorizing the applicant to make this request shall be attached to the application.)

I, _____, hereby state that all of the above statements and statements contained in the documents submitted with this application are true.

Signature of Applicant

Date



Required Materials to Accompany the Application for Map Amendment:

The Community Development Director may waive informational requirements upon finding that the information is not required to determine compliance with UDC requirements.

1. Copy of deed, lease, option agreement or other evidence of ownership or applicant's interest in the property. If the applicant is not the owner, attach a notarized statement signed by the owner authorizing the applicant to request the amendment.
2. A legal description of the subject property for which the Comprehensive Plan amendment is requested;
3. A scaled map of the property, correlating with the legal description, and clearly showing the property's location;
4. A written statement describing the property and the requested Comprehensive Plan amendment, including:
 - a. Description of the present use of the property and the existing zoning district classification;
 - b. Identification of the requested new Comprehensive Plan classification;
 - c. The area of the property in square feet and/or acres;
 - d. The proposed time schedule for development;
 - e. The source/method for providing utility/infra-structure services to the property;
 - f. A description of existing road conditions and any new roads to be included in the development and or the effect of the proposed development on existing roads and traffic conditions;
 - g. Declaration of the property's status relative to floodplain information provided by FEMA;
 - h. A list of any state, federal or other public agency approvals or permits required for the proposed development;
 - i. The effect that development of the property may have on surrounding properties and any proposed mitigation measures;
 - j. The existing Comprehensive Plan land use category and zoning districts of adjacent properties;
 - k. The existing land uses on adjacent properties;
5. Names and addresses of the owners of property located within 500 feet of the proposed plan amendment site.
6. Any other exhibits as may be required by the Community Development Director.

Required Materials to Accompany the Application for Text Amendment:

The Community Development Director may waive informational requirements upon finding that the information is not required to determine compliance with UDC requirements.

1. Proposed text amendment;
2. Written statement describing reasons for the proposed text amendment; and
3. Any other exhibits as may be required by the Community Development Director.

Return Form to:
Planning & Zoning Department
City of Villa Rica
571 West Bankhead
Villa Rica, GA 30180
(678) 785-1004
Fax: (770) 459-7003

For Department Use Only	
Case No:	_____
Filing Fee:	_____
Pre-Application Conf:	_____
Date Advertised:	_____
Date Notices Sent:	_____
Date Sign Posted:	_____
PC Public Hearing Date:	_____
PC Recommendation:	_____
CC Public Hearing Date:	_____
Action:	_____
Approved by Resolution #:	_____



PROCESS

