



City of Cornelia
181 Larkin Street
P.O. Box 785
Cornelia, Ga. 30531

706-778-8585
Fax# 706-778-2234

PROCESS FOR ZONING APPLICATIONS

1. Once application is received, the Zoning Department will process application. This includes verifying that all information needed has been submitted and is accurate. Applications take **30-45 days** to process.
2. The Zoning Department will give the legal arm (The Northeast Georgian) notice of the Public Hearing. Public notice must run for **15 days**, as required by Georgia State Law.
3. Public Hearings will be heard at the next available Planning Commission meeting. **ALL** applications must have a Public Hearing and be heard by both the Planning Commission **AND** the City Commission.
4. Applicants must present their case to the Planning Commission at the Public Hearing and allow for questions from the commissioners and the public.
5. The Planning Commission's recommendation will be presented to the City Commission at the next City Commission meeting. Applicant may also be present to answer any questions that the City Commissioners or the public may have.
6. Application will be voted on by City Commission. If approved, applicant may proceed with plans.

For questions or more information, please contact the Planning and Zoning Department at City Hall.

Robert Gutowski
Building Official
building@corneliageorgia.org
706-778-8585 ext. 248

Jessie Owensby
Community Development Director
dmanager@corneliageorgia.org
706-778-8585 ext. 280



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APPLICATION TYPE

Variance: _____ Conditional Use: _____ Rezoning: _____ Annexation: _____

{Check appropriate application(s)}

PLEASE BE ADVISED THIS FORM IS PUBLIC INFORMATION

Applicant/Primary Contact _____

Address _____ City _____ State _____ Zip _____

Telephone # () _____ Cell Phone # () _____

Fax # () _____ E-Mail _____

Property Owner(s): _____

Address _____ City _____ State _____ Zip _____

Telephone # () _____ Cell Phone () _____

Fax # () _____ E-Mail _____

Agent: _____

Address _____ City _____ State _____ Zip _____

Telephone # () _____ Cell Phone # () _____

Fax # () _____ E-Mail _____

Location of Property: _____

Street Address: _____

Acreage of Site: _____ Tax Map & Parcel #: _____ Existing Zoning: _____

Action Requested: _____

Cite Pertinent Section (s): _____

Existing Use: _____

Proposed Use: _____

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PROPERTY OWNER'S CERTIFICATION

I hereby certify that I am the owner of the property described in the attached legal description, that all information contained in this application is true and correct to the best of my knowledge, and that the applicant and/or agent in the pursuit of the proposed application of this property.

_____/_____/_____
 Signature of Property Owner/Executor/Officer Date of Signature

 Estate/Company/Corporation Authorized Agent (Please Print)

_____/_____/_____
 Signature of Authorized Agent Date of Signature

 Estate/Company/Corporation Authorized Agent (Please Print)

_____/_____/_____
 Signature of Authorized Agent Date of Signature

ACKNOWLEDGEMENT:

It is the responsibility of the Applicant/Developer to insure that all information presented on a final plat is correct and complete; and that the proposed development adheres to the City of Cornelia Developments Regulations. This is not an exhaustive checklist. It is at the discretion of the City of Cornelia Staff if a final plat is complete.

 Applicants Signature Date of Signature

 Developers Signature Date of Signature

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CAMPAIGN CONTRIBUTION DISCLOSURE FORM
 Required for all Zoning Procedures

Disclosure of Campaign Contributions:

When any application is made for Public Hearing regarding a Zoning Procedure within two (2) years immediately preceding the filing of the applicant's application for public hearing, campaign contributions aggregating \$250.00 or more to a local government official who will consider the application, it shall be the duty of applicant to file a disclosure report with the governing body of the respective local government showing:

- (1) The Name and Official position of the local government official to whom the campaign contribution was made; and
- (2) The dollar amount and description of campaign contribution made by the applicant to the local government official during the two (2) years immediately preceding the filing of the application for public hearing and the date of each contribution; and
- (3) The disclosure shall be marked by the **applicant, property owner, or person representing the property owner** and shall be filed within ten (10) days after the application for Public Hearing is first filed with the Planning Staff within said 10 days, the application shall be removed from the scheduled agenda.

I hereby certify that I have ____; I have not ____; (please v one) made any contribution(s) aggregating \$250.00 or more to any local government official involved in the review or consideration of this application.

If you have made such contributions, you must provide the data required below within 10 days of filing this application.

	\$	/	/	
Name of Official (s)	Office	Amount	Date of Contribution	

 Applicant's Name (Please Print)

	/	/	
Signature of Applicant	Date of Signature		

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REQUIRED DOCUMENTATION FOR FINAL PLAT APPLICATION

1. Three (3) copies of the Final Plat

Note: Additional Plat shall be provided to Environmental Health. Be Aware of their Deadline.

2. Proof of Ownership of Parcel, (if ownership has changed from Preliminary)
3. Letter of Intent (if requested)
4. Provide covenants (if applicable)

Permit Check List

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	Items	Required for Review	Need from Customer	Turned In Office/Rec'd
1.	All applications must be completed to best of applicant's ability before submitted.			
2.	Copy of the recorded plat for the property where building/structure is being built.			
3.	Building/structure, including existing & proposed structures, driveway, power line, creek in blue must be drawn or located on the plat. Commercial buildings require additional documents. See the attached sheet titled "Documents Needed When Applying for a Commercial Permit"			
4.	A set of detailed plans are required for any new residential building/structure. Plans must include house, garage, carport, basement, etc. within plans, showing location & size of windows and doors.			
5.	New structures with plumbing: a septic tank permit is required. If adding to an existing structure: On property less than two acres in size, a letter from Environmental Services will be required approving the location of the addition in relations to the septic tank. On property more than two acres in size, the septic tank location is to be drawn on plat with applicant's initials that they have located it accurately as possible.			
6.	The applications must be signed in blue ink. Contractors must have a current state license and be registered with this office. Manufactured/Mobile Home Installer's must have a current state license. Homeowners may act as contractor own their residences or buildings accessory to the residence. If any person is hired or contracted with to do work requiring a state license, then the license should be registered with this office. No work requiring a license can be done by an unlicensed person under a permit where the Homeowner is acting as the contractor.			
7.	911 numbers are issued by and signed off by the 911 Coordinator.			
*8.	Land Disturbance permit applied for if required.			
9.	GDOT permits or approvals are required for driveways accessing state roadways.			

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