



Text Amendment Application Packet

Applicant's Public Notice Requirements

The Code requires public notice of your Text Amendment request. The Community Development Department will tell you when and where the Planning and Zoning Commission will hold their public hearing on your application.

Newspaper: The City will publish a legal notice in the newspaper regarding your application and announcing the time and place of the public hearing. At least 15 days before the Mayor and Council but no more than 45 days prior to the date of the public hearing.

City Actions

The Community Development Department will date your application when it is received. The Community Development Department has five (5) working days in which to determine that your application is complete or to return it to you for additional information. The application will not be scheduled for public hearing until it is complete. The Planning Commission's public hearing will be held at the time advertised. At the public hearing, you will be allowed to speak first in order to present the application. Others in support of the application may then speak, followed by those in opposition to the application. You may then be allowed time for rebuttal if adequate time remains. Rebuttal must be limited to points or issues raised by opponents to the application at the hearing. After the Planning Commission has made their recommendation, the Mayor and City Council will consider approval or denial of the application at their own public hearing. You or a representative thereof with authority to make binding commitments to the City with respect to any stipulations that may be offered in connection with such application shall attend the meetings, and make a presentation following the same procedure as the Planning Commission hearing. The final action taken by the Mayor and City Council will be indicated on the application form, along with any stipulations that they impose on the property if approved, and a copy will be given to you as official notice of their final action.

Required Information

Submitting after 4pm on the deadline will result in the application being held until the Commission's next meeting .

- 1 Application (to be notarized)
- 2 Notice of Intent
- 3 Proposed Text to be Amended
- 4 Application Fee. City initiated requests may be waived.

Contact Information

The Community Development Dept.
4181 Atlanta Street
Powder Springs GA 30127.
commdev@cityofpowdersprings.org
770-943-1666

Zoning Official
Shaun Myers
Planning and Zoning Manager
smyers@cityofpowdersprings.org
770-943-1666



Text Amendment Application Form

Applicant Information

Name	Phone
Mailing Address	Email

Section of the Code to be amended

Unified Development Code. Section 13-12.

An application to amend the text of this development code may be initiated by:

- a. The governing body.
- b. The planning commission.
- c. The community development director.
- d. The director of public works, in the case of text amendments pertaining to article 21 of this development code.
- e. The building inspector, in the case of text amendments pertaining to article 24 of this development code.
- f. Any person, firm, corporation or agency, provided said individual, firm, corporation or agency is the owner or owner's agent of the property for which an amendment is sought, and further provided that the applicant has attended a pre-application meeting with the Community Development Director.

Notary Attestation

Executed in _____ (City), _____ (State).

Signature of Applicant	Printed Name	Date
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NOTARY STAMP

Subscribed and sworn before me this _____ day of _____ month, 20 ____.

Signature of Notary Public	Name of Notary Public	My Commission Expires
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For Official Use Only

PZ #
Planning Commission Hearing
Withdrawal Date

City Council Hearing
Reason for Withdrawal



Text Amendment Notice of Intent

Applicant Information

Name	Phone
Mailing Address	Email
Section of the Code to be amended	

Notice of Intent

PART I. Please indicate the purpose of this application :

(This section contains five blank lines for writing.)

PART II. Other Pertinent Information: (List or attach additional information if needed)

(This section contains five blank lines for writing.)

Applicant Signature

Signature of Applicant	Printed Name	Date
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Text Amendment

Applicant's Written Analysis

Applicant Information

Name	Phone
Mailing Address	Email
Section of the Code to be amended	

Written Analysis

In details please address these Text Amendment Criteria:

a. Is the proposed amendment consistent with the purpose and intent of this development code?

b. Does the proposed amendment further the purpose and intent of the comprehensive plan, or is it needed to properly implement the comprehensive plan?

c. Is the proposed amendment needed to address new or changing conditions?

e. Does the proposed amendment reasonably promote the public health, safety, morality or general welfare?

Applicant Signature

Signature of Applicant	Printed Name	Date
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Text Amendment

Campaign Contribution Disclosure

Applicant and Attorney Information

Applicant's Name

Applicant's Address

Applicant's Attorney

Attorney's Address

Campaign Contribution Disclosure

The following information is provided in accordance with the Georgia Conflict of Interest in Zoning Actions Act, O.C.G.A. 36-67A-1 et seq.

The property that is the subject of the attached application is owned by:

Individual(s) Corporation Partnership Limited Partnership Joint Venture

All persons, corporations, partners, limited partners, or joint ventures party to ownership of the property that is the subject of the attached application are listed below:

APPLICANT: Within the two years preceding the date of the attached application, the applicant has made campaign contributions or gifts aggregating \$250 or more to the Mayor, to members of the Powder Springs City Council, or to members of the Planning Commission, as follows:

Name of Official	Amount of Contribution or Gift	Date of Contribution or Gift

ATTORNEY: Within the two years preceding the date of the attached application, the attorney representing the applicant has made campaign contributions or gifts aggregating \$250 or more to the Mayor, to members of the Powder Springs City Council, or to members of the Planning Commission, as follows:

Name of Official	Amount of Contribution or Gift	Date of Contribution or Gift