

TEXT AMENDMENT APPLICATION



Paulding County Community Development Department Planning & Zoning Division

Watson Government Complex
Administration Building – 2nd Floor
240 Constitution Blvd
Dallas, GA 30157
770-443-7601

ONLY COMPLETE APPLICATIONS ACCEPTED

Pre-Application meetings will be required prior to the submittal for **ALL** Text Amendment applications:

A pre-application meeting may be scheduled by emailing the Section Number of the proposed text amendment to zoning@paulding.gov. Meetings should be scheduled no later than the first Friday of each month in order to be submitted by the last filing day of that month.

APPLICATION FORM

Name of Applicant / Authorized Agent _____

Address _____

City _____ State _____ Zip _____

Email _____ Phone _____

Signature of Applicant / Authorized Agent _____

Signed, sealed and delivered in the presence of:

_____ My Commission Expires _____
Notary Public

Section Number of Proposed Text Amendment _____

Proposed Wording of Text Change (attach if more space is required) _____

Reason for the Proposed Text Amendment (attach if more space is required) _____

****Staff Use Only****

Case # _____

Hearing Date _____

Planning Commission Recommendation:

Board of Commissioners Decision:

Approved _____ Stipulations _____

Approved _____ Date _____

Disapproved _____ Reason _____

Disapproved _____ Date _____

Tabled _____ Reason _____

Tabled _____ Date _____

REQUIREMENTS FOR COMPLETING TEXT AMENDMENT APPLICATIONS

Applications and related material shall be submitted and **typewritten** on supplied forms to the Community Development Department, Planning & Zoning Division, located at the Watson Government Complex, Administration Building, 2nd Floor, 240 Constitution Blvd, Dallas, Georgia. Applications are accepted Monday through Friday from 8:30 AM until 3:30 PM. Applications will not be accepted after 10:00 AM on the last filing day established by the Division.

- A completed **application form** signed by the applicant/authorized agent
- Notarized** Campaign Contribution forms and Property/Financial Disclosure Report for each applicant and each authorized agent (see attached).
- The filing fee is an amount set by the Paulding County Board of Commissioners and shall be paid at the time of filing. **This fee is non-refundable after the commencement of legal advertising** (See attached).
- Such other additional information as may be requested by the Planning & Zoning Division, Planning Commission, or Board of Commissioners.

I have read and understand each of the requirements and notes.

Signature of Applicant / Authorized Agent

Date

Signed, sealed and delivered in the presence of:

Notary Public My Commission Expires _____

TEXT AMENDMENT FEE SCHEDULE

Text Amendment	\$250
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MAKE CHECKS PAYABLE TO THE PAULDING COUNTY BOARD OF COMMISSIONERS

DISCLOSURE OF CAMPAIGN CONTRIBUTIONS AND GIFTS
BY APPLICANT AND/OR AUTHORIZED AGENT

Applicant(s) Name¹: _____

Reference: Application filed on _____, 20_____

to rezone real property described as follows: _____

All Individuals and business entities² have a property interest³ in said properties are as follows: _____

Has the applicant made, within two years immediately preceding the filing of this application for rezoning, campaign contributions aggregating \$250 or more, or made gifts having in the aggregate a value of \$250 or more to a member or members of the Board of Commissioners, Planning Commission or Zoning Board of Appeals (or any local government official) who will consider this applications? No Yes

If "Yes" to the above, [O.C.G.A. § 36-67A-3](#) requires applicant to file a disclosure report within 10 days after the rezoning application is filed. Please provide the following information which will be considered as the required disclosure:

Name and official position of the local government official to whom the campaign contribution/gift was made: _____

The dollar amount of each campaign contribution made by the applicant to the local government official during the two years immediately preceding the filing of this application and the date of each such contribution: _____

An enumeration and description of each gift having a value of \$250 or more made by the applicant to the local government official during the two years immediately preceding the filing of this application: _____

Please attach additional sheet if necessary.

I certify that the foregoing information is true and correct, this _____ day of _____, 20_____.

Applicant's Signature _____

Signed, sealed and delivered in the presence of:

_____ My Commission Expires _____

Notary Public

**Paulding County Community Development cannot advise anyone on how to complete this form.
Applicants may want to confer with an attorney for guidance.**

A SEPARATE DISCLOSURE OF CAMPAIGN CONTRIBUTIONS AND GIFTS FORM IS REQUIRED BY EACH APPLICANT AND/OR AUTHORIZED AGENT

¹Applicant means any person who applies for any application and any attorney or other person representing or acting on behalf of a person who applies for any application.

²Business entity – Corporation, partnership, limited partnership, firm, enterprise, franchise, association or trust.

³Property interest – Direct or indirect ownership, including any percentage of ownership less than total ownership.

PROPERTY/FINANCIAL DISCLOSURE REPORT BY APPLICANT¹ AND/OR AUTHORIZED AGENT

Does any member of the Board of Commissioners or Planning Commission have a property interest (direct or indirect ownership, including any percentage of ownership less than total) in the subject property? No Yes

If yes, describe the nature and extent of such interest: _____

Does any member of the Board of Commissioners or Planning Commission have a financial interest (direct ownership interests of the total assets or capital stock where such ownership interest is 10% or more) of a corporation, partnership, limited partnership, firm, enterprise, franchise, association, or trust, which has a property interest (direct or indirect ownership, including any percentage of ownership less than total) upon the subject property? No Yes

If yes, describe the nature and extent of such interest: _____

Does any member of the Board of Commissioners or Planning Commission have a spouse, mother, father, brother, sister, son or daughter who has any interest as described above? No Yes

If yes, describe the relationship and the nature and extent of such interest: _____

If the answer to any of the above is "Yes", as required by [O.C.G.A §36-67A-2](#), the member of the Board of Commissioners or Planning Commission must immediately disclose the nature and extent of such interest, in writing to the City Council of Hiram, Georgia. A copy should be filed with this application. Such disclosures shall be a public record and available for public inspection at any time during normal working hours.

I certify that the foregoing information is true and correct, this _____ day of _____, 20____.

Applicant's Signature _____

Signed, sealed and delivered in the presence of:

Notary Public My Commission Expires _____

A SEPARATE PROPERTY/FINANCIAL DISCLOSURE REPORT IS REQUIRED TO BE COMPLETED BY EACH APPLICANT AND AUTHORIZED AGENT

¹ Applicant means any person who applies for any application and any attorney or other person representing or acting on behalf of a person who applies for any application.

2023 MEETING SCHEDULE

LAST FILING DAY COMPLETE APPLICATION MUST BE IN OFFICE BY 10:00 AM	POST SIGNS SIGNS MUST BE POSTED BY 8:00 AM	PLANNING COMMISSION PUBLIC HEARING DATE 2:00 PM	BOC MEETING DATE 2:00 PM
DECEMBER 1, 2022	JANUARY 9, 2023	JANUARY 24, 2023	FEBRUARY 14, 2023
JANUARY 6, 2023	FEBRUARY 13, 2023	FEBRUARY 28, 2023	MARCH 14, 2023
FEBRUARY 3, 2023	MARCH 13, 2023	MARCH 28, 2023	APRIL 11, 2023
MARCH 3, 2023	APRIL 10, 2023	APRIL 25, 2023	MAY 9, 2023
APRIL 6, 2023 ⁴	MAY 8, 2023	MAY 23, 2023	JUNE 13, 2023
MAY 5, 2023	JUNE 12, 2023	JUNE 27, 2023	JULY 11, 2023
JUNE 2, 2023	JULY 10, 2023	JULY 25, 2023	AUGUST 8, 2023
JUNE 2, 2023 ⁵	AUGUST 7, 2023	AUGUST 22, 2023	SEPTEMBER 12, 2023
REVISED SCHEDULE BEGINS			
JULY 14, 2023	SEPTEMBER 4, 2023	SEPTEMBER 19, 2023 ⁶	OCTOBER 10, 2023
AUGUST 11, 2023	OCTOBER 9, 2023	OCTOBER 24, 2023	NOVEMBER 14, 2023
SEPTEMBER 8, 2023	NOVEMBER 13, 2023	NOVEMBER 28, 2023	DECEMBER 12, 2023
NO MEETING IN DECEMBER			

⁴The April deadline will be Thursday, April 6.

⁵Applications submitted by June 2, 2023 but incomplete in time to be advertised for July will be scheduled for August.

⁶The September Planning Commission will be held on the third Tuesday of the month.