

# MEDICAL HARDSHIP APPLICATION



## Paulding County Community Development Department Planning & Zoning Division

Watson Government Complex  
Administration Building – 2<sup>nd</sup> 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** Medical Hardship applications:

A pre-application meeting may be scheduled by emailing a site plan of the project to [zoning@paulding.gov](mailto: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

Name(s) of Titleholder(s) \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_

Signature of Titleholder(s) \_\_\_\_\_

Signed, sealed and delivered in the presence of:

\_\_\_\_\_ My Commission Expires \_\_\_\_\_

Notary Public

Present Zoning District(s) \_\_\_\_\_ Tax Parcel I.D. Number(s) \_\_\_\_\_

Total Acreage of Application \_\_\_\_\_ Total Acreage of Titleholder(s) \_\_\_\_\_

Land Lot(s) \_\_\_\_\_ District(s) \_\_\_\_\_ Section(s) \_\_\_\_\_

Location of property \_\_\_\_\_

*Nearest intersections, ( i.e. east/ west side of given road, and south/north of given road) and address if available*

Description of Medical Hardship \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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## REQUIREMENTS FOR COMPLETING MEDICAL HARDSHIP 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, 2<sup>nd</sup> 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 owner and the applicant (if applicable)
- If the **titleholder(s)** is a domestic or foreign corporation, then the following documentation shall also be required:

Written authentication with the presence of the corporate seal, or a facsimile thereof, attested by the secretary or assistant secretary of the corporation, or other officer to whom the bylaws or the directors have delegated the responsibility for authenticating records of the corporation, shall attest:

- a) That the corporate seal or facsimile thereof affixed to the document is in fact the seal of the corporation or true facsimile thereof, as the case may be;
  - b) That any officer of the corporation executing the document does in fact occupy the official position indicated, that one in such position is duly authorized to execute such document on behalf of the corporation, and that the signature of such officer subscribed thereto is genuine; and
  - c) That the execution of the document on behalf of the corporation has been duly authorized.
- A copy of the **recorded warranty deed** that reflects the current owner(s) of the property.
  - Documentation from the **Tax Commissioner** that the tax levied against the property has been paid and are current.
  - A **current legal description**, including acreage, of the subject property. If the application consists of several tracts, a legal description of each tract is required. A separate legal description of each zoning classification is also required, as well as an overall description of all tracts and/or classifications combined. No legal description should include more property than what has been requested for the Rezoning.
  - One copy, including an electronic copy, of a **boundary survey** prepared by a Registered Surveyor, drawn to scale, showing north arrow, land lot and district/section, dimensions, acreage and location of the tract. The preparer's seal shall be affixed to the plat signed and dated. **Boundary survey acreage shall match application and legal description acreage exactly.**
  - The names, mailing addresses and tax parcel ID number of all **adjoining property owners**, including the owners across the road, railroad, and to the rear, or any persons located along a joint access easement.
  - Notarized** Campaign Contribution forms and Property/Financial Disclosure Report for each applicant and each authorized agent (see attached).

- An original, notarized doctor's certificate stating the name of the person with the medical hardship, a description of the physical condition, and explanation of why the person needs to live in close proximity to receive care, and any other evidence to support the medical hardship application.
- 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 City Council.

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**\*\*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 \_\_\_\_\_

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**SIGN DEPOSIT**

Separate check for **sign deposit** of \$50.00 for sign(s), which may be refunded when signs are returned to the Planning & Zoning office within 15 days after the public hearing. If signs are not returned by the 15<sup>th</sup> day, the deposit check will be forfeited and Paulding County (or their representative) has permission to remove the signs. It is the Applicant’s responsibility to pickup and post signs provided by the Planning & Zoning Division. Signs must be posted in clear view along **each** road frontage with no obstacles blocking the view of the petitioned property as required by State law.

Applicants should not attach the notice signs to any natural vegetation, existing signage or utility structures and signs may not be posted in the right-of-way. Failure to post and maintain signs continuously will prohibit consideration of the application at any scheduled public hearing. It is the responsibility of the applicant to ensure that signs remain posted throughout the advertising period, **including the day of the public hearings.**

Signs must be posted on the property by 8:00 AM 15 days prior to the date of the public hearing and remain posted throughout the advertising period, including the day of the public hearings. **FAILURE TO MEET THIS REQUIREMENT WILL RESULT IN THE APPLICATION BEING FORWARDED AND WILL REQUIRE A FULL ORIGINAL APPLICATION FEE.**

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**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 \_\_\_\_\_

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**MEDICAL HARDSHIP FEE SCHEDULE**

Medical Hardship	\$125
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**MAKE CHECKS PAYABLE TO THE PAULDING COUNTY BOARD OF COMMISSIONERS**

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### SITE PLAN REQUIREMENTS\*

- Site Development Plan prepared by a Registered Surveyor, Engineer, Land Planner, or Architect (with professional seal affixed and signed) drawn to scale of the subject property
- Scale (graphic and verbal)
- Exact size and location of all buildings (showing intended use), including out lots, for commercial and multi-family projects
- Name, address and phone number of the Applicant and/or Developer
- State proposed use of property(s) within the requested zoning classification
- Required and proposed setbacks and buffers
- Parking areas, number of spaces, including access points and ADA requirements
- Show distance from the access point(s) in both directions to all curb cuts, driveways, easements and all points of ingress/egress on **both** sides of the road within 500 feet of property lines
- Current Location/Vicinity map
- North arrow
- Land Lots/District/Section depicted on plan and in description box
- City and/or County boundary lines depicted on plan; if applicable
- Bearings and distances
- Adjoining and **proposed** streets (paving **and** right-of-way widths)
- Total acreage (must match application, legal description and survey)
- Topography depicted at a minimum two-foot contour intervals clearly marked and labeled with source provided
- Show creeks, streams, lakes etc. with required bank buffers (50 foot undisturbed buffer and an additional 25 foot impervious buffer (total of 75 feet) on each side of stream banks) or note if not applicable.
- Identify flood plain and floodway area and note flood plain elevation
- Must reference most current FIRM panel numbers (<https://www.georgiadfirm.com> or <https://msc.fema.gov/portal/home>) and show limits of the 100-year flood plain and floodway and acreage of flood plain or floodway within property limits or note if not applicable
- Detention/Retention/Water Quality areas or note if not applicable
- Easements of any type; or note if not applicable
- Utility easements or note if not applicable.
- Cemeteries, Architectural, or Archeological landmarks, or note if not applicable
- Names and addresses of adjacent property owners (all adjoining property owners, including the owners across the road and to the rear, or any persons located along a joint access easement)
- Zoning category of adjacent properties depicted on site plan
- Date of the site plan and any revision dates
- A statement as to the source of water supply and sanity sewer facilities
- Applicant may also be required to furnish additional material that may aid in the understanding of the request.

\*Site plan requirements for properties requesting for Medical Hardship to be determined by staff.

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

Applicant(s) Name<sup>1</sup>: \_\_\_\_\_

Reference: Application filed on \_\_\_\_\_, 20\_\_\_\_\_

to rezone real property described as follows: \_\_\_\_\_

\_\_\_\_\_

All Individuals and business entities<sup>2</sup> have a property interest<sup>3</sup> 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\***

<sup>1</sup>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.  
<sup>2</sup>Business entity – Corporation, partnership, limited partnership, firm, enterprise, franchise, association or trust.  
<sup>3</sup>Property interest – Direct or indirect ownership, including any percentage of ownership less than total ownership.

**PROPERTY/FINANCIAL DISCLOSURE REPORT BY APPLICANT<sup>1</sup> 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\***

<sup>1</sup> 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

<b>LAST FILING DAY COMPLETE APPLICATION MUST BE IN OFFICE BY 10:00 AM</b>	<b>POST SIGNS SIGNS MUST BE POSTED BY 8:00 AM</b>	<b>PLANNING COMMISSION PUBLIC HEARING DATE 2:00 PM</b>	<b>BOC MEETING DATE 2:00 PM</b>
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 <sup>4</sup>	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 <sup>5</sup>	AUGUST 7, 2023	AUGUST 22, 2023	SEPTEMBER 12, 2023
<b>REVISED SCHEDULE BEGINS</b>			
JULY 14, 2023	SEPTEMBER 4, 2023	SEPTEMBER 19, 2023 <sup>6</sup>	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
<b>NO MEETING IN DECEMBER</b>			

<sup>4</sup>The April deadline will be Thursday, April 6.

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

<sup>6</sup>The September Planning Commission will be held on the third Tuesday of the month.