



Application for **Conditional Use**  
P.O. Box 386 Toccoa, Georgia 30577  
Phone: (706)886-9491/Fax: (706)886-2185

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Please type or print legibly. Attach additional sheets, if necessary, to fully answer any of the following sections. Incomplete applications will not be accepted for processing by the Stephens County Planning Commission (SCPC) until deficiencies are corrected. Additional instructions, information and important dates are located on page 5.

**I. GENERAL INFORMATION**

**Petitioner Information** (*Note: If the property owner(s) will have an agent serve on his or her behalf, the owner(s) must complete the attached Letter of Authorization.*)

Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_ Zip: \_\_\_\_\_

Telephone No.: (\_\_\_\_) \_\_\_\_\_ Fax No.: (\_\_\_\_) \_\_\_\_\_

E-mail Address: \_\_\_\_\_

**Property Owner Information, if different from Petitioner**

Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_ Zip: \_\_\_\_\_

Telephone No.: (\_\_\_\_) \_\_\_\_\_ Fax No.: (\_\_\_\_) \_\_\_\_\_

E-mail Address: \_\_\_\_\_

**Agent Information, if different from Petitioner or Owner** (*Note: A signed, notarized statement of authorization from the property owner is required and must be attached if this section applies. If the agent changes after submitting the application and the agent is not the property owner, a new authorization form will be required.*)

Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_ Zip: \_\_\_\_\_

Telephone No.: (\_\_\_\_) \_\_\_\_\_ Fax No.: (\_\_\_\_) \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Stephens County  
Conditional Use

Office Use Only

Petition #: \_\_\_\_\_  
Date Filed: \_\_\_\_\_

**II. ACTION REQUESTED**

**(A) Application History**

Have any previous applications been made to rezone or request a conditional use for the subject property?

Yes \_\_\_\_ No \_\_\_\_ If yes, please provide the file number(s):

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*(Note: In accordance with Section 1602, an application for conditional use cannot be accepted if a petition for the same property was denied by the Stephens County Board of Commissioners less than six (6) months before the date of filing this application. Likewise, if a previous conditional use petition was not acted upon by the Stephens County Board of Commissioners but was denied by SCPC less than six (6) months before the date of filing this application, the application cannot be processed.)*

**(B) Conditional Use**

*A conditional use is a use that is not listed as an allowed use for the district but that may be considered for approval by the SCPC and the Stephens County Board of Commissioners provided that the criteria in section 1608 can be met.*

1. What is the district of the use or proposed use?

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2. What use or uses are proposed?

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**III. Items required to be submitted with an Application for Conditional Use.**

**All applications must include the following:**

**A. Application.** A completed original application form and one copy.

**B. Submittal Fee.** \$50.00 to be paid at the time the application is submitted.

**C. Notarized Authorization Form.** If the property owner will not represent the petition, a signed, notarized statement from the property owner authorizing the petitioner / agent to act on his behalf is required.

**E.** A scaled or dimensioned boundary survey, tax map, plot plan or sketch showing the subject property.

Petitioner states that she/he has read, understands and has completed this application. Approval of an application for conditional use by the Stephens County Board of Commissioners does not constitute a waiver from any applicable local, state or federal regulations.

\_\_\_\_\_  
**Signature of  
Petitioner or Petitioner’s Agent**

\_\_\_\_\_  
**Printed Name**

\_\_\_\_\_  
**Date**

	<b>CONTACT INFORMATION</b>	
County Clerk	P. O. Box 386 Toccoa, GA 30577	706-886-9491
Planning Director	P.O. Box 386 Toccoa, GA 30577	706-886-9491
Stephens County Planning Commission	P. O. Box 386 Toccoa, GA 30577	706-886-9491

## Letter of Authorization

As fee simple owner of the subject property that is identified as Property Identification Numbers \_\_\_\_\_, I (we) authorize \_\_\_\_\_  
(Agent Name) of \_\_\_\_\_ (Firm or Agency, if applicable) to serve as agent on my  
(our) behalf for the purpose of making and executing this application for the proposed request. I (we)  
understand that any representations(s) made on my (our) behalf, by my (our) authorized representative, shall be  
legally binding upon the subject property.

\_\_\_\_\_  
Owner Name (Signature)

\_\_\_\_\_  
Owner Name (Print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Notary

Notary Seal

**INSTRUCTIONS / INFORMATION FOR THE PETITIONER**

**(Retain This Page for Your Records)**

1. The petitioner and/or agent is encouraged to speak with SCPC staff prior to submitting an application for conditional use.
2. Submit the completed original application and one copy to the County Clerk. Faxed applications will not be accepted.
3. The petitioner or agent may include exhibits (e.g., letters or photos) to support the request. If a signed petition is to be submitted, please provide the original at the Planning Commission meeting and make a copy to be retained for your records.
4. Once the application is deemed complete, SCPC staff will schedule the petition for review by the Planning Commission and prepare a recommendation. You will receive a letter acknowledging receipt of the petition and notifying you of the Planning Commission meeting date and time. The staff recommendation will be sent to you. A schedule of SCPC and Stephens County Board of Commissioner meetings is available online at [www.stephenscountyga.com](http://www.stephenscountyga.com).
5. **The petitioner must erect a sign(s) announcing the petition on each street frontage of the subject property at least 15 DAYS PRIOR TO THE SCPC MEETING.** The sign(s) must be posted no more than five (5) feet from the property line. If the property does not abut a public right-of-way, at least one (1) sign shall be placed on the property at the access point and additional sign(s) shall be placed on the nearest public right-of-way. If the sign is not erected in a timely manner, the petition will be rescheduled to the next scheduled SCPC meeting. The sign shall remain in place until a Planning Commission recommendation is made. Changes to signs shall be made by the applicant to reflect the correct dates and any other changing information involving a petition that has been postponed or continued at least ten (10) days prior to the revised public meeting or hearing date.

The sign must be obtained from the Stephens County Planning and Zoning Department, 802 E. Doyle Street. The petitioner will be contacted when the sign is ready to be picked up.

6. The Planning Commission will make a recommendation to the Stephens County Board of Commissioners regarding the petition. The Planning Commission may approve, deny or recommend an alternative to the request. The petitioner will be notified of the date and time of the Stephens County Board of Commissioner hearing. **The sign(s) for the Stephens County Board of Commissioner meeting must be obtained from Stephens County Planning and Zoning Department. The petitioner must erect the sign(s) AT LEAST 15 DAYS PRIOR TO A COMMISSION MEETING. Posting requirements are the same as the requirements for the SCPC meeting. The sign(s) shall remain in place until a Commissioner decision has been made.** The petitioner shall remove the sign(s) within 10 days of the decision.
7. The Stephens County Board of Commissioners must have at least two meetings for the petition for approval; a zoning hearing and then the first and second readings of the amendment or conditional use. If a motion is made at the hearing to approve the request, the following meeting(s) will be to hear the first and second readings of the amendment. Notification of the decision of the Stephens County Board of Commissioners will be sent to the petitioner or agent.
8. The petitioner or petitioner's agent should be in attendance at all Planning Commission and Stephens County Board of Commissioner meetings. If no one is present to represent the petition, it may be denied.