



## **Zoning Application Process**

The Zoning Division is responsible for the governing of all uses of land and developments within the incorporated limits of the City of Waycross. Complaints of zoning violations are handled in conjunction with building inspection personnel. The Zoning Division works closely with the Waycross-Ware County Planning Commission to ensure that present and future uses of land for development are compliant with the Comprehensive Plan and Future Land Use Plan.

*Application Process:* The Zoning Division receives all applications for rezoning of property, applications for text amendments, and applications for special exceptions and variances to the zoning regulations. Applications are heard by the appropriate government agency monthly. Different time frames allow for proper advertisement of the cases in the legal organ of the city, and proper posting of the public notice signs on the property to be rezoned. When an application is received, it is checked for completeness. Legal descriptions are typed and carried to the legal organ of the city for publication.

### *Types of Applications:*

**Rezoning Requests** The applicant must complete the application, which includes the following information:

- Applicant's name
- Name of property owner
- Location of property to be rezoned (address, block, lot)
- Current zoning classification and the requested zoning classification
- Tax map and parcel number of property to be rezoned
- Legal survey of the plat prepared by a registered surveyor in the State of Georgia
- Reasons for Request
- If the applicant is not the owner of the property, certification authorizing the applicant to apply for the rezoning must be signed by the property owner and duly notarized.

**Text Amendment Request** shall reference zoning ordinance section and proposed addition or deletion of text.

### *Appeals Requests Applications for appeals include:*

- Applicant's name
- Name of property owner

- Location of property where appeal (special exception/variance) is requested (address, block, lot)
- Current zoning classification
- Tax map and parcel number of property
- Legal survey of the plat prepared by a registered surveyor in the State of Georgia showing:
  - Size and location of the lot
  - Dimensions and location of any existing structures
  - Dimensions and location of proposed structures or additions
- Nature of Request
- If the applicant is not the owner of the property, certification authorizing the applicant to apply for the rezoning must be signed by the property owner and duly notarized.