



Development Services Department  
Planning & Zoning  
(912)754-2105; ZoningInfo@effinghamcounty.org

## **CONDITIONAL USE APPLICATION**

All applications for Conditional Use submitted to Effingham County Planning & Zoning will be reviewed by staff, and considered by the Planning Board and the Board of Commissioners. Incomplete applications shall not be considered, until all of the following items are submitted to and accepted by Planning & Zoning. A complete submission consists of the following:

- Application Form (Attachment A)**
- Ownership Certification (Attachment B)**
- Authorization of Property Owner, if applicable**
- Deed**
- Last Recorded Plat/Proposed Plat/Site plan, if applicable (see Attachment C)**
- Any other supporting material or information requested**
- Application Fee - \$200.00**

PLEASE CHECK OFF EACH ITEM LISTED ABOVE, TO INDICATE THAT  
THE ITEM IS INCLUDED IN YOUR APPLICATION.

**INCOMPLETE SUBMISSIONS WILL NOT BE CONSIDERED.**

Any communication purporting to be an application shall be regarded as a mere notice of intent until such time as application is made for the above prescribed contents.

**APPLICATION FEES ARE NON-REFUNDABLE**

**ATTACHMENT A - CONDITIONAL USE APPLICATION**

Application Date: \_\_\_\_\_

Applicant/Agent: \_\_\_\_\_

Applicant Email Address: \_\_\_\_\_

Phone # \_\_\_\_\_

Applicant Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Property Owner, if different from above: \_\_\_\_\_

*Include Signed & Notarized Authorization of Property Owner*

Owner's Email Address (if known): \_\_\_\_\_

Phone # \_\_\_\_\_

Owner's Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Property Location: \_\_\_\_\_

Present Zoning of Property \_\_\_\_\_ Tax Map-Parcel # \_\_\_\_\_ Total Acres \_\_\_\_\_

**CONDITIONAL USE REQUESTED:**

\_\_\_\_\_ **Section 3.15A – Residential Business**

*See Section 3.15A for requirements*

\_\_\_\_\_ **Section 3.15B – Rural Business**

*See Section 3.15B for requirements*

\_\_\_\_\_ **OTHER** (provide relevant section of code): \_\_\_\_\_

Reason: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

How does request meet criteria of Section 7.1.6 (see Attachment C): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Applicant Signature: \_\_\_\_\_ Date \_\_\_\_\_

**ATTACHMENT B - OWNERSHIP CERTIFICATION**

I, (we) the undersigned, do hereby certify that I (we) own the property affected by the proposed Amendment to the Effingham County Zoning Ordinance by virtue of a deed date \_\_\_\_\_, on file in the office of the Clerk of the Superior Court of Effingham County, in Deed Book \_\_\_\_\_ page \_\_\_\_\_.

I hereby certify that I am the owner of the property being proposed for Conditional Use approval, and I have answered all of the questions contained herein and know the same to be true and correct. I hereby acknowledge that I have reviewed the application checklist, and further acknowledge that any omission of the items above will cause a delay in the review of my request.

Owner's signature \_\_\_\_\_

Print Name \_\_\_\_\_

Owner's signature \_\_\_\_\_

Print Name \_\_\_\_\_

Owner's signature \_\_\_\_\_

Print Name \_\_\_\_\_

Sworn and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_.

\_\_\_\_\_  
Notary Public, State of Georgia

**AUTHORIZATION OF PROPERTY OWNER**

I, \_\_\_\_\_, being duly sworn upon his/her oath, being of sound mind and legal age deposes and states; That he/she is the owner of the property which is subject matter of the attached application, as is shown in the records of Effingham County, Georgia

I authorize the person named below to act as applicant in the pursuit of a Conditional Use application. I acknowledge and accept that I will be bound by the decision of the board of commissioners, including any conditions, if the application is approved.

Name of Applicant/Agent: \_\_\_\_\_

Applicant/Agent Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

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

Owner's signature \_\_\_\_\_

Print Name \_\_\_\_\_

Personally appeared before me \_\_\_\_\_ (Owner print)

Who swears before that the information contained in this authorization is true and correct to the best of his/her knowledge and belief.

Sworn and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_.

\_\_\_\_\_  
Notary Public, State of Georgia

## **ATTACHMENT C - SITE PLAN REQUIREMENTS**

All Conditional Use submissions shall be accompanied by a site plan. This site plan shall be made on a scale in conformance with appropriate County Tax Maps and contain the following elements, as applicable (consult with Planning & Zoning staff to determine what features are required):

- A. Dimensions of the property involved.
- B. Location and dimensions of existing and/or proposed structures with the type of usage designated.
- C. Requested variance in relation to existing structures and surrounding parcels and uses.
- D. Access road or easement.
- E. Setbacks.
- F. Right-of-way.
- G. Proposed or existing water, sewer, and drainage facilities.
- H. Buffers.
- I. Off-street parking.
- J. Wetlands.
- K. Floodplain.
- L. Loading areas, parking, signage, and outdoor lighting.

### Appendix C – Zoning Ordinance, Article VII. – Planning Board, Section 7.1. Organization

*7.1.6 Conditional uses.* It shall be the responsibility of the planning board to review and recommend to county commission on all requests for interpretation of conditional use. The initial application for a conditional use shall be made to the zoning administrator who shall determine whether the use is allowed as a conditional use in the particular zone. If such use is allowed, then the zoning administrator shall submit the application to the planning board. After review by the planning board, recommendations shall be presented to the county commission as to additional restraints, restrictions, qualifications, or limiting factors that are felt to be desirable. The county commission shall review all recommendations and approve or disapprove the conditional use upon review by the planning board.

Considerations for determining additional requirements for conditional use:

- (a) Approval of a conditional use shall not adversely affect the economic values or the physical appearance of the neighborhood or areas surrounding the site or lot in question.
- (b) The physical and environmental effects of allowing the conditional use shall be considered.
- (c) Buffer zones, where necessary to shield any adverse factors, shall be considered.
- (d) Additional space for parking, landscaping, building, loading zones, and setback shall be considered if necessary to protect adjacent structures or lots from any adverse impact.