



City of Ball Ground

SPECIAL USE PERMIT Application

215 Valley St, P. O. Box 285 – Ball Ground, Georgia 30107

Phone: 770-735-2123 Fax: 770-735-4575

STAFF USE ONLY		
Case Number: - - - - SU - -		
Date Received:	Date Reviewed:	Reviewed by:

- A pre-application meeting is **required before submission** of application.
 - Contact the Planning Department for more information: 770-735-2123 or cluly@cityofballground.com
- Please ensure that all required information has been filled out accurately and completely before signing this form.
 - All required documents must be submitted at the same time as the application.
- Submit only one application per request. If there are multiple landowners, etc., please copy and attach additional signature pages.
 - Executors of estates must provide legal documentation proving they are authorized to sign for deceased property owner(s).
- A digital submission of all required documents must be sent to cluly@cityofballground.com
- Payments may be made by check or over the phone at 770-735-2123

APPLICANT INFORMATION

Name (First and Last; Printed): _____

Address: _____

City, State, Zip: _____

Phone: _____

Email: _____

PRIMARY CONTACT INFORMATION

Same as above

Name (First and Last; Printed): _____

Phone: _____

Email: _____

PROPERTY OWNER(S) INFORMATION

Same as above

Name (First and Last; Printed): _____

Address: _____

City, State, Zip: _____

Phone: _____

Email: _____

PROPERTY LOCATION INFORMATION

Property Address(es): _____

Tax Identification Number(s) (TIN): _____

PROPERTY USE INFORMATION

Current Land Use(s): _____

Current Zoning: _____

Total Acreage: _____

Future Development Map Designation: _____

Adjacent Land Uses:

North _____

South _____

East _____

West _____

Adjacent Zoning:

North _____

South _____

East _____

West _____

Proposed Zoning of Property: _____

Proposed Use of Property: _____

If residential, is this a "For Sale" **or** "For Rent" development?

Proposed Number of Residential Units: _____

PROPERTY USE QUESTIONNAIRE

Please describe in detail the reasoning for the requested Special Use Permit on the subject property:

If the requested Special Use Permit is granted as requested, the intended use(s) for this property is:

If the requested Special Use Permit is approved as requested, would this allow for a more intense use of the subject property?

Yes *No*

Please explain in detail:

Will the requested Special Use Permit on the subject property adversely affect the existing use(s) or usability of adjacent or nearby property(s)?

Yes *No*

Please explain in detail:

Does the subject property have a reasonable economic use without the requested Special Use Permit?

Yes No

Please explain in detail:

Will the requested Special Use Permit result in a use which will or may cause an excessive impact or become burdensome to existing streets, transportation facilities, utilities, or schools?

Yes No

Please explain in detail:

Are there other existing or changing conditions affecting the use and development of the subject property, supporting grounds for either approval or disapproval of the requested Special Use Permit?

Yes No

Please explain in detail:

If the proposed use involves ***more than one (1) single family residence***, please answer the following questions:

Range of house sizes (square feet): _____

Exterior façade material: _____

Maximum number of units in this project: _____

Anticipated Start Date _____

Anticipated Completion Date: _____

Are there restrictive covenants: Yes No

For a proposed use involving ***commercial or industrial development***, please answer the following questions:

Number of buildings: _____

Maximum square footage in this portion of the project: _____

Total estimated number of employees: _____

Exterior façade: _____

Anticipated Start Date: _____

Anticipated Completion Date: _____

Anticipated Open Hours of Business (Days and Times):

Are there restrictive covenants: Yes No

APPLICANT AND PROPERTY OWNERS SIGNATURE SECTION

• Applicant Name (First and Last, Printed): _____

Applicant Signature: _____

Company Name and Title: _____

Date Signed: ____/____/____

Sworn to and Subscribed before me this: ____ day of _____, 20____.

Notary Signature: _____ (Notary Seal)

• Property Owner Name (First and Last, Printed): _____

Property Owner Signature: _____

Company Name and Title: _____

Date Signed: ____/____/____

Sworn to and Subscribed before me this: ____ day of _____, 20____.

Notary Signature: _____ (Notary Seal)

*If additional signatures are required, please copy and use this page, then attach to the application.

State Law requires a disclosure report to be filed by applicant if within the past two years an applicant has given campaign contribution or made gifts of \$250 or more to the Mayor, a Council Member of the City of Ball Ground or a member of the Planning Commission of Cherokee County who may consider the application. Indicate if applicant needs to file a disclosure report.

Yes No

SUPPORTING DOCUMENTS REQUIRED FOR SUBMISSION:

- Please include the following:
 - **Warranty Deed** - A copy of the warranty deed that reflects the current owner(s) of the property. Security deeds are not acceptable.
 - **Legal Description** - The legal description must be a metes and bounds description. It must establish a point of beginning and from the point of beginning cite each dimension bounding the property, calling the directions (ie. North, Northeasterly, Southerly, etc.) that the boundary follows around the property returning to the point of beginning.
 - **Site Plan** - showing any and all proposed improvements to be constructed if the application is approved
 - BOUNDARY DATA AND REFERENCE
 - PROPOSED LOT LINES
 - BUILDING FOOTPRINTS AND DIMENSIONS graphically noted and plans to scale
 - BUILDING SETBACK LINES labeled with dimensions noted
 - BUFFER LINES labeled with dimensions noted
 - GRADING CALCULATIONS (approximate numbers of truckloads of earth brought in and loads taken out)
 - HYDROLOGY
 - Ponds
 - Wetlands
 - Streams
 - Required Stream Buffers labeled with dimensions noted
 - COMMUNITY/AMENITY/OPEN SPACE AREAS
 - EXISTING AND PROPOSED EASEMENTS labeled with dimensions noted
 - PARKING AREAS
 - Total Spaces
 - Number required by ordinance

- Cite “use or use category” from zoning code table
 - Space dimensions (graphically noted and plans to scale)
 - ADJACENT CURB CUTS both sides of the street for a distance of 200 feet either side of property line
 - DISTANCE TO NEAREST INTERSECTION from proposed curb cuts (measured from point of tangency)
 - SITE DISTANCE TRIANGLES
 - STREET/TRAFFIC/PARKING SIGNS/MONUMENT SIGNS AND LOCATIONS
 - ADJOINING STREET RIGHT-OF-WAY and GEOMETRICS including turn lanes and curb setback
 - SIDEWALKS internal and external, labeled with dimensions noted
 - OTHER SITE ELEMENTS: MAIL KIOSKS, DUMPSTER ENCLOSURES, ETC.
- **Plat or Boundary Survey** - One copy of a boundary survey to scale for the subject property, displaying all metes and bounds. This is not necessary if the Site Plan includes this information
- **Property Owner’s Tax Receipt** (Can be obtained from the Cherokee Co. Tax Commissioner)
- **Authorization of Property Owner**