



# **Public Hearing Application and Filing Procedures (2026)**

**Community Development Department  
110 Academy Street  
Canton, Georgia 30114  
(770) 704-1500**

# APPLICATION FILING PROCEDURES

- To best prepare your application within City parameters, the Department suggests that all Applicants research the applicable City Codes and Ordinances. The City of Canton Municipal Code may be found online at “[www.cantonga.gov](http://www.cantonga.gov)”.
- Please ensure your application is completed in its entirety prior to submittal. If you have any questions about completing the application or the application process, please contact the Community Development Department at (770) 704-1500.
- **The deadline for completed applications is the FIRST working day of each month.**
- Applicants are required to schedule and complete the following two (2) meetings prior to submitting their application:
  1. **Pre-Application Meeting with Community Development**, in-person at City Hall.
    - The Applicant will meet with Staff to discuss specific aspects of the application and how it relates to City Codes, the City Comprehensive Plan, and the City Roadmap for Success.
  2. **Development Review Team (DRT) Meeting**, held virtually.
    - This meeting will include staff from various City departments including Community Development, Engineering, Fire, Building & Safety Services, Police, Utilities, Stormwater, Economic Development, Public Works, etc.
    - Staff will be able to provide valuable feedback and comments about the proposed application during this meeting.
- **Application fees must be paid at time of submittal and are non-refundable.**
- Any variance application(s) affiliated with an application before the Mayor and City Council may run concurrently with those cases. A separate variance application must be submitted.
- Applications shall be submitted through the City’s online permitting portal system found at “[www.canton.onlama.com](http://www.canton.onlama.com)”. Two (2) paper copies must also be furnished to the Community Development Department.
- Prior to submission, all taxes must be paid-in full and outstanding code violations must be addressed on the subject property(s).
- **The Applicant or his/her representative *MUST* attend the Public Hearing to present the proposal. If a representative is not present at the Public Hearing, the case will be tabled and readvertising fees shall apply.**
- An application may be withdrawn without prejudice (*no waiting time to refile*) at any time prior to the Public Hearing. A request for withdrawal without prejudice must be made in writing.
- The City of Canton allows the Applicant two (2) requests for extensions beyond the scheduled Public Hearing. If the request for extension is received after the Notice of Public Hearing is published, a \$500.00 readvertising fee will be assessed for each extension.
- In order to preserve your legal rights, if you allege that the property as currently zoned by the City of Canton constitutes a violation of the Federal Constitution and/or State Constitution as to amount to a taking of property without due process of law, you are required to raise said objections before the City of Canton Mayor and City Council. It is advised that said constitutional challenge be included with the application. If you have any questions concerning this provision, please contact the City Attorney.
- An aggrieved party to the final decision of the City of Canton City Council may appeal the final decision to the Cherokee County Superior Court. This appeal must be filed within thirty (30) days of the final decision.

## 2026 Mayor and City Council Public Hearing Cycles

<b>Submittal Deadline (Month One)</b>	<b>Informational Item (Month Two)</b>	<b>Public Hearing (Month Three)</b>	<b>Action (Month Four)</b>
January 5, 2026	February 5, 2026	March 5, 2026	April 2, 2026
February 2, 2026	March 5, 2026	April 2, 2026	May 7, 2026
March 2, 2026	April 2, 2026	May 7, 2026	June 4, 2026
April 1, 2026	May 7, 2026	June 4, 2026	July 2, 2026
May 1, 2026	June 4, 2026	July 2, 2026	August 6, 2026
June 1, 2026	July 2, 2026	August 6, 2026	September 3, 2026
July 1, 2026	August 6, 2026	September 3, 2026	October 1, 2026
August 3, 2026	September 3, 2026	October 1, 2026	November 5, 2026
September 1, 2026	October 1, 2026	November 5, 2026	December 3, 2026
October 1, 2026	November 5, 2026	December 3, 2026	January 7, 2027
November 2, 2026	December 3, 2026	January 7, 2027	February 4, 2027
December 1, 2026	January 7, 2027	February 4, 2027	March 4, 2027

*Some dates may be affected by holidays, and hearing dates are subject to change. Please refer to the currently scheduled dates and deadlines listed above.*

### FEE SCHEDULE FOR PUBLIC HEARING APPLICATIONS

<b>TYPE</b>	<b>BASE FEE</b>	<b>ADD'L PER ACRE</b>	<b>ADVERTISING</b>
<b>A.</b> Annexation	\$1,000.00	\$25.00	\$500.00
<b>B.</b> Rezoning	\$500.00	\$25.00	\$500.00 (\$0 if heard with Annexation)
<b>C.</b> Master Plan	\$800.00	\$25.00 – Single Family Detached and Open Space \$50.00 – All Other Uses	\$500.00
<b>D.</b> Master Plan Amendment	\$500.00 – Single Family Detached and Open Space \$800.00 – All Other Uses	\$25.00 – Single Family Detached and Open Space \$50.00 – All Other Uses	\$500.00
<b>E.</b> Conditional Use Permit	\$500.00		\$500.00
<b>F.</b> Land Use Modification	\$800.00		
<b>G.</b> Zoning Condition Amendment	\$500.00 (per Amendment)		\$500.00
<b>H.</b> Density Transfer within Master Plan	\$500.00 (per Transfer Type)		\$500.00
<b>I.</b> Temporary Use Permit	\$200.00		
<b>J.</b> Zoning Ordinance Text Amendment	\$500.00		\$500.00

## PUBLIC HEARING DATES AND DEADLINES

- **All zoning cases are heard before the Mayor and City Council first Thursday meeting of each month.**
- After submittal, the Public Hearing application follows a 4-month timeline.
  - Pre-Submittal Steps: Pre-Application Meeting, Development Review Team Meeting
  - Month One: Submittal by 1<sup>st</sup> Working Day of the month
  - Month Two: Informational Item
  - Month Three: Public Hearing
  - Month Four: Action
- The case will be heard by the Mayor and City Council in the form of an Informational Item at the first meeting of Month Two. Staff will present a general overview of the application.
- The first meeting of Month Three will be the Public Hearing.
  - During this meeting, a Staff Report will be presented by a member of the Community Development Department.
  - The Applicant will have an opportunity to speak in favor of the proposal before the Mayor and City Council.
  - An Applicant may withdraw their application without prejudice any time prior to the Public Hearing. The request to withdraw must be made in writing.
  - Following the Public Hearing, Staff will work with the Applicant to address any concerns or answer any questions that may arise before Action is taken on the case(s).
  - **Applicants may not directly communicate with the Mayor and City Council after this date.**
  - This date also serves as the **last date by which an Applicant may submit revisions to their application.**
- A Community Information and Input Meeting must be scheduled for and held **no more than forty-five (45) and no less than fifteen (15) days prior to the Public Hearing**. The meeting must be held in accordance with the guidelines on Page ix.
- The first meeting of Month Four will be the Action meeting.
  - Staff will answer any final questions that the Mayor and City Council may have about the case(s).
- If the application is approved by the City Council, the Applicant can proceed with the development permitting process within the parameters of the application approval.
  - Annexations become effective the first (1<sup>st</sup>) working day of the month following the vote of final approval. Permit submittals may not be made, nor permits granted on any property which is not officially annexed into the City of Canton.

## ADJACENT PROPERTY OWNER NOTIFICATION

- Applicants shall notify adjacent property owners as required by the City of Canton Unified Development Code Section 105.10.03.
  - Such notification shall be forwarded to all **contiguous property owners** and **their respective homeowner's association** utilizing the City of Canton formatted notification letter located on Page xi.
- Applicants should furnish a copy of each forwarded notification letter and one copy of a certified Certificate of Mailing from the United States Postal **Service no later than fifteen (15) days prior the Public Hearing meeting.**

# CHECKLIST AND SUPPORTING DOCUMENTS GUIDE

1. \_\_\_ Complete pre-application research and obtain application forms.
2. \_\_\_ Schedule and attend the required two (2) meetings:
  - a. **Pre-Application Meeting with Community Development Staff**
  - b. **Development Review Team (DRT) Meeting**
3. \_\_\_ Complete the application.

The following supporting documents must be submitted as attachments to the primary application forms:

- a. \_\_\_ Current Property **Deed(s)**  
Deed must document the current property owner.
  - b. \_\_\_ Current **Legal Description(s)** of the subject property  
No legal description should include more property than what is being requested for zoning. The legal description must match the boundary survey in its entirety.
  - c. \_\_\_ Current **Boundary Survey**  
The boundary survey must match the legal description in its entirety. The boundary survey should be prepared by a registered professional in accordance with Georgia law.
  - d. \_\_\_ Copy of current paid **Tax Receipt(s)**
  - e. \_\_\_ **Letter of Intent** (See Page viii for Content Requirements)
  - f. \_\_\_ **Location Map** of subject property
  - g. \_\_\_ **Master Plan** and/or **Site Plan**, as required (See Page vi and vii for Content Requirements)
  - h. \_\_\_ **Architectural Design Plan**, as required (See Page vi for Content Requirements)
  - i. \_\_\_ **Traffic Impact, Hydrology, and/or Water/Wastewater Studies**, prepared by a registered engineer if the proposed development exceeds 100,000 net square feet or 200 dwelling units. Proposed developments less than 100,000 net square feet or 200 dwelling units may be required to submit one or all of the above studies upon request by the responsible department. If requested by City Staff, a final decision by the City of Canton Mayor and Council may not be made without these exhibits.
4. \_\_\_ Submit application by the 1<sup>st</sup> working day of the month (See Page iii for Cycle Schedule)
  5. \_\_\_ Schedule and hold a **Community Information and Input Meeting** no more than forty-five (45) and no less than fifteen (15) days prior to the Public Hearing. Submit a Meeting Report, Sign-In Sheets, Certificates of Mailing, and copy of Notification Letter. (See Page ix for complete guidelines)
  6. \_\_\_ Send **Adjacent Property Owner notification letters**. Submit copies of letters and Certificate of Mailing to the Community Development Department no later than 15 days prior to Public Hearing (See Page iv)
  7. \_\_\_ Attend the City of Canton City Council Public Hearing and Action Meetings.

# CONTENT REQUIREMENTS: SITE PLAN & ARCHITECTURAL DESIGN PLAN

(Plans must be drawn to scale by a registered engineer, architect, landscape architect or land surveyor in accordance with applicable state laws.)

**Site Plan** - Single-Use Site Plan providing a detailed concept for design purposes.

Site Plans shall provide the following. This should not be construed as an exhaustive list of information:

- (1) Name of development
- (2) Graphic scale and North arrow
- (3) Name, address, phone number of Owner, Developer, and Design Professional
- (4) Correct property boundary lines
- (5) Total acres
- (6) Topographic contours
- (7) Existing conditions (including infrastructure)
- (8) Surrounding property owners and zonings
- (9) Proposed layout of
  - a. Road system/Transportation Network(s)
  - b. Pedestrian and Transit Circulation
  - c. Proposed Uses (graphically indicate buildings)
  - d. Landscape areas, buffers, general open space and recreational areas
  - e. Drainage
  - f. Easements (existing and proposed)
  - g. Lakes, streams and limits of 100-yr floodplain;
- (10) Notes detailing:
  - a. Total acres
  - b. Uses allowed.
  - c. Total number of residential units or square feet of commercial use
  - d. Maximum density in both Gross and Net
  - e. Acres within public rights-of-way
  - f. Amount of open space (acres and percentage)
  - g. Maximum building coverage or impervious surface ( square feet, acres, and percentage)
- (11) Area requirements
  - a. Building setbacks (front, side, corner side and rear yard setbacks)
  - b. Maximum building height (by feet and stories)
  - c. Minimum parking requirements per use (must adhere to minimum parking regulations)
- (12) Road and Circulation components:
  - a. Adjoining street with existing and proposed rights-of-way
  - b. Curb cuts (existing and proposed)
  - c. Proposed road improvements (indicate pavement widths)
  - d. Deceleration lanes and other entrance improvements

**Architectural Design** - Architectural design and renderings with color schemes are required for all development(s). Architectural Design submittal shall provide the following. This should not be construed as an exhaustive list of information:

- (a) Elevation of building from all directions
- (b) Proposed colors to be used
- (c) Type of materials

## **CONTENT REQUIREMENTS: MASTER PLAN**

(Plans must be drawn to scale by a registered engineer, architect, landscape architect or land surveyor in accordance with applicable state laws.)

**Master Plan** - Multi-Use Site Plan using the Pod or Nodal concept for design purposes. It is suggested that for these types of developments the Letter of Intent be combined with the Master Plan.

Master Plans shall provide the following. This should not be construed as an exhaustive list of information:

- (1) Name of development
- (2) Graphic scale and North arrow
- (3) Name, address, phone number of Owner, Developer, and Design Professional
- (4) Correct property boundary lines
- (5) Total acres
- (6) Topographic contours
- (7) Existing conditions (including infrastructure)
- (8) Surrounding property owners and zonings
- (9) Proposed layout of
  - a. Road System/Transportation Network(s)
  - b. Pedestrian and Transit Circulation
  - c. Proposed Pods (uses)
  - d. Proposed Uses (graphically indicate buildings)
  - e. Landscape areas, buffers, general open space, and recreational areas
  - f. Drainage
  - g. Easements (existing and proposed)
  - h. Lakes, streams, and limits of 100-yr floodplain
- (10) Notes detailing:
  - a. Total acres of each Pod (use)
  - b. Uses allowed within each Pod (use)
  - c. Maximum density per Pod (use) in both Gross and Net
  - d. Total number of residential dwelling units and/or square feet of commercial use for each Pod
  - e. Acres within public rights-of-way
  - f. Amount of open space (acres and percentage) on a Pod-by-Pod basis and overall
  - g. Maximum building coverage (square feet, acres, and percentage)
- (11) Area requirements
  - a. Building setbacks (front, side, corner, side, and rear setbacks)
  - b. Maximum building height (by feet and stories)
  - c. Minimum & maximum parking requirements per use (must adhere to parking regulations)
- (12) Road and Circulation components:
  - a. Adjoining street with existing and proposed rights-of-way
  - b. Curb cuts (existing and proposed)
  - c. Proposed road improvements (indicate pavement widths)
  - d. Deceleration lanes and other entrance improvements

## ***CONTENT REQUIREMENTS: LETTER OF INTENT***

**Letter of Intent** - A narrative, in executive form, which describes the proposed development/variance request in detail. The content of the Letter of Intent should support and expand upon the Master Plan / Site Plan contents.

The following information should be included in the Letter of Intent, but should not be construed as an exhaustive list of information:

- (1) Describe the overall development (including ownership)
- (2) General history of the parcel
- (3) Traffic Analysis (Contact the Planning and Zoning Department for a guidelines package)
  - a. How the traffic from the proposed development will impact, or not impact, the adjoining land uses (peak hour, average daily trips, trip generation by use)
  - b. Impacts to the existing roadway network
  - c. Proposed improvements to the existing roadway network
- (4) Impact and/or enhancements of the proposed development on the adjoining land uses
- (5) Proposed Land Use (On a pod-by-pod basis, when relevant, describe the land use activity in each) primary and permissible uses for each use/pod/area
- (6) Indicate any phasing of the proposed development and the timing of the phases (duration of temporary uses)
- (7) Acres within each proposed use
- (8) Indicate maximum density in both Net and Gross of the proposed development in units per acre or square feet per acre
- (9) Where minimum area requirements are not stated in the current City of Canton Zoning Ordinance, establish the following:
  - a. Maximum building height (by feet and stories)
  - b. Maximum building coverage (square feet, acres, and percent)
  - c. Percent of impervious surface
  - d. Amount of open space (acres and percentage)
  - e. Minimum lot size(s)
  - f. Front, side, corner side and rear yard setbacks
  - g. Minimum & maximum parking requirements per use (must adhere to parking regulations)
- (10) General landscaping requirements
- (11) Specify requirements (size, height and material) for signs when they are more restrictive than City regulations. If same as City regulations, state so. If Signage is proposed to be less restrictive than City regulations, said signage will require application for a Variance. (See Code Section 103.05.00)

# COMMUNITY INFORMATION AND INPUT MEETING POLICY

- The purpose of the meeting is to ensure early and effective communication with nearby property owners and interested citizens, giving them the opportunity to understand the proposed request for a change of zoning and to mitigate any impacts such proposal may have on the community. Community Information and Input is intended to facilitate fair, open, and honest discussions between an Applicant and citizens. Emerging from these discussions should be a better understanding of the issues and an atmosphere for informed decision-making. The desired outcome is for citizens and the Applicant to work together to refine the proposal to mitigate any impacts the proposal might have on the surrounding community.
- The Community Information and Input Meeting should be scheduled and held **at least fifteen (15) but no more than forty-five (45) days prior to the Public Hearing.**
- Notification letters should be mailed **at least ten (10) days prior to the scheduled meeting.** The Applicant must include Certificates of Mailing for the Notification Letters and should include said Certificates with this application.
- At a minimum, Notification letters must be sent to property owners within the following notification target areas:
  - All properties that lie within 1,000 feet of the legal boundary of the subject property.
  - Any homeowners associations that represent subdivisions or properties that lie within 1,000 feet of the legal boundary of the subject property.
- Notifications shall meet the requirements as set forth by the Department, but at a minimum should include:
  - (1) Applicant Name
  - (2) Contact Information
  - (3) Details regarding the date, time, and location of the required meeting and any additional proposed meetings
  - (4) A brief description of the project and/or scope of the proposed development (including the impacted acreage) and where more information may be obtained
  - (5) A legible 8.5" x 11" copy of the site plan
  - (6) Current zoning, current use of the property, proposed zoning, and proposed use of the property, to include the number of residential units proposed, if for a residential rezoning.
- The meeting location **shall be held at a public facility, within the City limits of Canton, near the community for which the application is seeking the request.** An alternative location may be discussed with the Community Development Director, or designee, if no such facility is available, prior to making such arrangements.
- The meeting **should not begin prior to 6:30pm nor later than 8:30pm** on the evening the meeting is to be held, and should not occur on any Federal, State, or City Holiday.
- **Sign-in sheets should be provided and furnished to Community Development after the meeting.** A sign-in sheet template can be found on the Community Development page on the City's website.
- The Applicant is to provide for the public to view at the meeting: (1) the proposed site plan, (2) name and phone number/email address for the Applicant or Authorized Representative, and (3) Procedure and Contact Information for the City of Canton Community Development Department.
- **A written summary report on the results of the meeting should be included in this application.** At a minimum, the summary should include:
  - (1) Dates and locations of all meetings where citizens were invited to discuss the proposal
  - (2) A copy of the notification letter required by this policy with Certificates of Mailing for each notification letter, and any copies of any additional letters, notices, newsletters, or publications concerning notice of the Community Information and Input Meeting or any additional meeting
  - (3) The number of people that participated in the process
  - (4) A summary of concerns, issues, and problems expressed during the process, including:
    - (a) The substance of the concerns, issues, and problems
    - (b) How the Applicant has addressed or intends to address concerns, issues, and problems expressed during the process
    - (c) Concerns, issues, and problems the Applicant is unable/unwilling to address and why

## **SAMPLE COMMUNITY INFORMATION AND INPUT LETTER TEMPLATE**

(put on letterhead or include your name and return address here)

(DATE)

### **NOTIFICATION OF PUBLIC HEARING APPLICATION**

Dear Property Owner,

This letter is to inform you that (APPLICANT) has applied to the City of Canton for (TYPE OF APPLICATION) for the property located at (ADDRESS), being more particularly described in Map Book (#) and Parcel(s) (#). You are receiving this notice because you own property within 1,000' of the proposed project or are listed as an Interested Party.

You are invited to attend a Community Information and Input Meeting to learn more about the proposal. The Community Information and Input Meeting will be held on (DATE), beginning at (TIME) at (LOCATION NAME) located at (ADDRESS). This will be an informal meeting that will allow (Applicant) to tell you about the proposal and to answer any questions you may have about the project. A copy of the proposed site plan is enclosed with this notice.

There will be a public comment opportunity for this case, anticipated to take place on Thursday, (DATE), at 6:00pm before the Canton City Council. The Public Hearing will be held in the Auditorium at Canton City Hall, located at 110 Academy Street, Canton, GA 30114. Please note this date is subject to change.

If you are unable to attend the Community Information and Input Meeting and would like additional information, you may contact (APPLICANT) at (PHONE NUMBER AND/OR EMAIL ADDRESSES)

Please contact staff at the City of Canton Community Development Department at (770) 704-1500 if any questions about the case should arise.

Sincerely,

(APPLICANT)

## **NOTIFICATION LETTER TEMPLATE**

(put on letterhead or include your name and return address here)

(DATE)

(SUBJECT PROPERTY OWNER)

### **Re: Case #(s)**

Dear (PROPERTY OWNER):

(APPLICANT) has filed a (TYPE OF APPLICATION) request with the City of Canton on (#) acres of land located at (ADDRESS), being more particularly described in Map Book (#) and Parcels (#).

Our request is to (annex / rezone / etc.) the property (and rezone the property) from (ZONING) zoning classification to (ZONING) zoning classification.

### **OR**

Our request is to obtain approval of a (Master Plan / Master Plan Amendment / Conditional Use Permit) in order to (PROJECT INTENT).

A Public Hearing will be held before the Canton City Council on (DATE), at 6:00p.m. in the Auditorium at Canton City Hall, 110 Academy Street, Canton, GA 30114. (BE SURE TO CHECK THE PUBLIC HEARING DATE CALENDAR FOR THE CORRECT DATES).

Anyone wishing to speak in opposition must file a disclosure form with the City of Canton on or up to five (5) days prior to the date of the hearing.

The hearing on this matter is open to the public, and the application is on file in the Community Development Department located at Canton City Hall, 110 Academy Street, Canton, GA 30114, and may be viewed Monday through Friday 9:00 a.m. to 4:00 p.m.

Sincerely,

(APPLICANT)



Community Development Department  
 110 Academy Street, Canton, GA 30114  
 (770) 704-1500

## PUBLIC HEARING APPLICATION

**Project #(s):**

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This Application is for:

<input type="checkbox"/> <b>A</b> Annexation	<input type="checkbox"/> <b>I</b> Temporary Use Permit
<input type="checkbox"/> <b>B</b> Rezoning	<input type="checkbox"/> <b>J</b> Zoning Ordinance Text Amendment
<input type="checkbox"/> <b>C</b> Master Plans	
<input type="checkbox"/> <b>D</b> Master Plan Amendment	<input type="checkbox"/> Appeal
<input type="checkbox"/> <b>E</b> Conditional Use Permit	<input type="checkbox"/> Adjustment
<input type="checkbox"/> <b>F</b> Land Use Modification	<input type="checkbox"/> Special Exception
<input type="checkbox"/> <b>G</b> Zoning Condition Amendment	
<input type="checkbox"/> <b>H</b> Density Transfer within Master Plan	

1. Please check all information supplied on the following pages to ensure that all spaces are filled out completely and accurately before signing this form. State **N/A**, where Not Applicable.
2. If you are not paying online, please make your check payable to "**City of Canton.**"
3. If you have questions regarding this form, please contact the Community Development Department by calling (770) 704-1500.

### Applicant Information:

### Owner Information:

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_  
 City: \_\_\_\_\_  
 State: \_\_\_\_\_ ZIP Code: \_\_\_\_\_  
 Telephone: \_\_\_\_\_  
 Email Address: \_\_\_\_\_

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_  
 City: \_\_\_\_\_  
 State: \_\_\_\_\_ ZIP Code: \_\_\_\_\_  
 Telephone: \_\_\_\_\_  
 Email Address: \_\_\_\_\_

I, \_\_\_\_\_ (Applicant), do solemnly swear and attest, subject to criminal penalties for false swearing, that the information provided in the Application for Public Hearing is true and correct and contains no misleading information. I, \_\_\_\_\_ (Applicant), have received and thoroughly read the Public Hearing Procedures.

This \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

**Applicant Signature:** \_\_\_\_\_ **Print Name:** \_\_\_\_\_



Community Development Department  
110 Academy Street, Canton, GA 30114  
(770) 704-1500

## AUTHORIZATION OF OWNER AND APPLICANT

**Project #(s):**  
\_\_\_\_\_

This form is to be executed under oath. I, \_\_\_\_\_ (Property Owner), do solemnly swear and attest, subject to criminal penalties for false swearing, that I am the owner of the property, which is the subject matter of the attached application, as is shown in the records of Cherokee County, Georgia. I hereby authorize the City of Canton and its representatives to inspect the property, which is the subject of this application, and post any notices required thereon.

This \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

Owner Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_

I, the above signed legal owner of the subject property, do hereby authorize the following application to be submitted to the City of Canton and do hereby authorize the following person named below to act as Applicant in the pursuit of a request for:

This Application is for:

<input type="checkbox"/> A Annexation	<input type="checkbox"/> I Temporary Use Permit
<input type="checkbox"/> B Rezoning	<input type="checkbox"/> J Zoning Ordinance Text Amendment
<input type="checkbox"/> C Master Plans	
<input type="checkbox"/> D Master Plan Amendment	<input type="checkbox"/> Appeal
<input type="checkbox"/> E Conditional Use Permit	<input type="checkbox"/> Adjustment
<input type="checkbox"/> F Land Use Modification	<input type="checkbox"/> Special Exception
<input type="checkbox"/> G Zoning Condition Amendment	
<input type="checkbox"/> H Density Transfer within Master Plan	

Name of Authorized Applicant: \_\_\_\_\_

Signature: \_\_\_\_\_

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

City: \_\_\_\_\_

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

Telephone: \_\_\_\_\_

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

### Applicant Status:

- Owner
- Option to Purchase
- Leasee
- Area Resident
- Other (Explain): \_\_\_\_\_

This Authorization of Owner and Applicant Form has been completed and the property owner's signature is

Sworn To and Subscribed Before Me This \_\_\_\_\_ Day Of \_\_\_\_\_, 20\_\_\_\_\_.

(Seal)

Notary Signature: \_\_\_\_\_



Community Development Department  
 110 Academy Street, Canton, GA 30114  
 (770) 704-1500

# DISCLOSURE FORM

**Project #(s):**

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**O.C.G.A. § 36-67A-2 / O.C.G.A. § 36-67A-3 requires disclosure of campaign contributions to government officials by an Applicant or opponent of a Public Hearing petition. Applicants must file this form with the Department of Community Development. Please complete a separate form for each authorized Applicant.**

Name of Applicant/Opponent: \_\_\_\_\_

## Section 1

If the answer to any of the following questions is "Yes," complete Section 2.

- A) Are you, or anyone else with a property interest in the subject property, a member of the City of Canton Mayor and City Council?  
 YES  NO
- B) Does an official of such public bodies have any financial interest in any business entity which has a property interest in the subject property?  
 YES  NO
- C) Does a member of the family of such officials have an interest in the subject property as described in (A) and (B)?  
 YES  NO
- D) Within Two (2) years of immediately preceding this application have you made campaign contributions(s) or given gifts to such public officials aggregating \$250 or more?  
 YES  NO

## Section 2

1. Name and the official position of the Canton Official to whom the campaign contribution was made **(Please use a separate form for each official to whom a contribution has been made in the past (2) years):**

\_\_\_\_\_

2. List the dollar amount/value and description of each campaign contribution made over the past two (2) years by the Applicant/Opponent to the named Canton Official:

	Description
\$	_____
\$	_____
\$	_____



Community Development Department  
 110 Academy Street, Canton, GA 30114  
 (770) 704-1500

## PROPERTY INFORMATION

**Project #(s):**

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Address:

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Land Lot(s): \_\_\_\_\_ District: \_\_\_\_\_ Section: \_\_\_\_\_ Parcel ID(s) \_\_\_\_\_

Existing Zoning Of Property: \_\_\_\_\_  City  County Total Acreage Of Property: \_\_\_\_\_

Proposed Zoning Of Property: \_\_\_\_\_ Existing Use(s) Of Property \_\_\_\_\_

## ADJACENT PROPERTY/OWNER INFORMATION:

Please provide the following information for all adjacent properties, including property connected by public rights-of-way. Attach additional sheets as necessary.

	OWNER NAME AND ADDRESS/PARCEL ID	CURRENT ZONING	CURRENT LAND USE
<b>NORTH</b>			
<b>SOUTH</b>			
<b>EAST</b>			
<b>WEST</b>			
<b>OTHER</b>			
<b>OTHER</b>			
<b>OTHER</b>			

## UTILITY INFORMATION:

How is sewage from this development to be managed? \_\_\_\_\_

Proposed managing jurisdiction: \_\_\_\_\_

How will water be provided to the site? \_\_\_\_\_

Proposed managing jurisdiction: \_\_\_\_\_ Size Limit: \_\_\_\_\_



Community Development Department  
 110 Academy Street, Canton, GA 30114  
 (770) 704-1500

## PUBLIC SCHOOL INFORMATION

**Project #(s):**

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### PUBLIC SCHOOL POLICY STATEMENT:

“The Mayor and Council of the City of Canton hereby recognize that growth and development can, at times, have an effect on school capacity within the county and therefore recognize the need to share information on developments that have regional impact. In an effort to cooperate with the Cherokee County School [District] and share information on residential rezoning requests, master plan applications, and land use modifications to the comprehensive land use plan, the Mayor and Council hereby encourage open dialogue and meeting between the Applicant and the appropriate school board representative.” (105.10.04)

- **Developers whose projects consist of 25 or more residential units shall contact the Cherokee County School District and communicate with a school board representative to discuss their intent.**
- **This communication between the Applicant and the school board should take place, at a minimum, prior to the Informational Item meeting in Month Two (see Pages iii and iv).**
- The Applicant should be prepared to address such communication if requested by the Mayor and Council at the meeting in which final action is to be taken.

The current Cherokee County School District contact regarding any potential mitigation required for this application and proposal is:

**Mitch Hamilton**  
**Director of Planning, Facilities, and Compliance**  
 200 Mountain Brook Court  
 Canton, GA 30115  
 (770) 721-8429  
[mitch.hamilton@cherokeek12.net](mailto:mitch.hamilton@cherokeek12.net)

### ZONED SCHOOLS: *(circle one each)*

<u>HIGH:</u>	CHEROKEE	CREEKVIEW	ETOWAH	SEQUOYAH
<u>MIDDLE:</u>	CREEKLAND	DEAN RUSK	FREEDOM	TEASLEY
<u>ELEMENTARY:</u>	AVERY	BALL GROUND	CLAYTON	HASTY
	INDIAN KNOLL	KNOX	R.M. MOORE	SIXES



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# REVIEW CRITERIA

**Project #(s):**  
\_\_\_\_\_

How will this proposal be compatible with surrounding properties? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

How will this proposal affect the use and value of surrounding properties? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Can the property be developed for a reasonable economic use as currently zoned? Please explain why or why not.

\_\_\_\_\_  
\_\_\_\_\_

What would be the increase to population and traffic if the proposal were approved? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

What would be the impact to schools and utilities if the proposal were approved? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

How is the proposal consistent with the Comprehensive Plan and the Future Land Use Map? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

How is the proposal consistent with the City of Canton Roadmap of Success? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Are there existing or changing conditions which affect the development of the property and support the proposed request? \_\_\_\_\_

\_\_\_\_\_

**(These criteria should additionally be addressed in the required Letter of Intent.)**