



# APPLICATION

## [REZONING]

CITY OF COLUMBUS, GEORGIA  
DEPARTMENT OF PLANNING  
420 10TH Street  
COLUMBUS, GEORGIA 31901

Last Updated: October 2024

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# APPLICATION INSTRUCTIONS

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The accompanying application package must be completed in full in order to be accepted. Applications are only accepted on deadlines as outlined on the City of Columbus Planning Advisory Commission Schedule. A pre-application conference with staff is recommended to insure that all information is submitted correctly with the application. Additional information may be requested during the pre-application conference and during the application review process. Please attach additional pages where necessary to identify all requested information clearly.

## Application for Rezoning

- 1. Project Name:** Please give your rezoning request an identifiable name.
- 2. Property Location:** Information listed here shall enable the property to be located on the ground with the aid of a map. A general location description using street names and addresses are usually sufficient.
- 3. Legal Description of Property:** Written legal description of the property. Full metes and bounds description is required rather than plat information (e.g.-Copy of the deed). In the boxes below this section, please show the existing and proposed zoning for the property, along with the number of acres.
- 4. Current Use of Property:** The property's existing land use.
- 5. Proposed Use of Property:** The intended use of the property.
- 6. Reason For Request:** A request to amend the zoning atlas should be based upon the Comprehensive Plan and must have sound reasons that indicate why the current zoning should be changed. It is up to the applicant to make the case for the change. Check the boxes that apply on how your request satisfies each of the following statements. You may also attach additional sheets to explain your answers.
- 7. Listing of Application Contacts:** The names and addresses of all owners, agents, consultants, should be listed here.
- 8. Post of Public Notice on Property:** Please identify the number sign(s) posted and where they are located on the concept plan. An application will not be processed until the signs are posted and certified by the applicant.
  - A.** At the time a petition for a zoning change is filed with the Columbus Consolidated Government Planning Department, the petitioner shall post a sign or signs of wood or metal, a minimum of 48 vertical inches by 72 horizontal inches in size, and with lettering of a minimum of three (3") inches in height in black letters on a white background, except that the **existing and the proposed zoning districts shall be in red letters.**

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1. The sign shall list the name of the applicant, telephone number, address of property, present zoning, proposed zoning, proposed use of the property and the telephone number of the Department of Planning.
  2. A sign shall be placed within one foot of the public right-of-way along street frontage of the property at 500-foot intervals for which the zoning change has been requested.
  3. If the property has 500 feet or less frontage, only one sign is required.
  4. If the property has no street frontage, the sign shall be placed within one foot of the right-of-way of the street or road at each location from which access will be gained to the property.
- B.** The petitioner shall notify the Director of Planning in writing that the signs have been erected and where they are located (to be shown on this application). **Pictures of the rezoning sign are required to complete the application.**
- C.** The signs shall remain posted until final action has been taken by the Council or the application has been withdrawn.
- D.** The petitioner shall remove all “notice to rezone” signs within 10 days after final action by Council.

## NOTICE TO REZONE

**NAME:**

**PHONE:**

**ADDRESS:**

**PRESENT ZONING:**

**PROPOSED ZONING:**

**PROPOSED USE:**

**CCG – PLANNING DEPARTMENT**

**PHONE: (706) 653-4116**

**[WWW.COLUMBUSGA.GOV/PLANNING](http://WWW.COLUMBUSGA.GOV/PLANNING)**



**9. Owner(s) Signature:** The property owner(s) must sign and date the application. If the owner does not sign the application, a power of attorney must be submitted indicating as such; see page 8.

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**10. Concept Plan:** An application for a rezoning shall be accompanied by one copy of the concept plan as required by the Columbus Consolidated Government.

**A.** The applicant, a professional engineer, a registered land surveyor, a landscape architect, a land planner or any other person familiar with land development activities may prepare a concept plan.

**B.** The concept plan shall be drawn to scale on a boundary survey of the tract or on a property map showing the approximate location of the boundaries and dimensions of the tract based on the legal description of the property.

**C.** The concept plan shall show, as appropriate to the zoning or special exception use requested, the information indicated below.

**1.** Location of existing roads and driveways, including widths, location of existing parking areas and other such details as may be pertinent to the review and recommendation of the petition.

**2.** Name and address of the property owner.

**3.** Name, address and telephone number of the applicant. Date of survey, north point and graphic scale, source of datum, date of plan drawing and revision dates, as appropriate.

**4.** Proposed use of the property.

**5.** Location (Land District and Land Lot) and size of the property in acres or in square feet if less than an acre.

**6.** Location sketch of the property in relation to the surrounding area with regard to well-known landmarks such as arterial streets and railroads.

**7.** Sketches may be drawn in freehand and at a scale sufficient to show clearly the information required, but not less than one inch equal to 2,000 feet.

**8.** U.S. Geological Survey maps may be used as a reference guide for the location sketch.

**9.** Zoning district classification of the subject property and all adjacent properties, and zoning district boundaries as appropriate.

**10.** Man-made features within and adjacent to the property, including existing streets and names, city and county political boundary lines, and other significant information such as location of bridges, utility lines, existing buildings to remain and

# APPLICATION INSTRUCTIONS

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other features as appropriate to the nature of the request.

**11.** The proposed project layout including the information listed below:

**A.** For subdivisions, approximate lot lines and street right-of-way lines, along with the front building setback line on each lot.

**B.** For multifamily and nonresidential development projects, the approximate outline and location of all buildings and the location of all minimum building setback lines, outdoor storage areas, solid waste disposal facilities, buffers, curb cuts, parking areas and driveways.

**12.** A statement as to the source of domestic water supply.

**13.** A statement as to the provision for sanitary sewage disposal.

**14.** The approximate location of proposed storm water detention facilities.

**15.** Such additional information as may be useful to permit an understanding of the proposed use and development of the property.

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## Special Power of Attorney Affidavit

If the property owner(s) is giving authorization to the applicant to act on their behalf, this form must be signed and notarized.

## Interest Disclosure Statement

This form is required to be signed by the applicant and to be notarized, which states whether the applicant has or has not made contributions aggregating \$250.00 or more to member(s) of the Columbus Consolidated Government's City Council.

## Additional Information

The fee for a rezoning/text amendment application is below. If the fee is paid by check or money order, please make it payable to the Columbus Consolidated Government. The fee shall not be refundable after the application has been submitted. No application will be processed until all items on the form have been completed to the satisfaction of the Columbus Consolidated Government. The applicant or his/her appointed representative must be present at the Planning Advisory Commission meeting and the Public Hearing before City Council.

## Fee Schedule\*

Master Planned Development Overlays .....	\$1,700
Major Rezoning .....	\$1,500
Minor Rezoning .....	\$1,000
Development of Regional Impact .....	\$300
Condition Change .....	\$1000

**\*All credit/debit cards transactions will incur a processing fee of 2.5% + \$1.00.**

# REZONING APPLICATION

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

Case Number: \_\_\_\_\_

Planning District: \_\_\_\_\_

Council District: \_\_\_\_\_

Existing Land Use: \_\_\_\_\_

Future Land Use: \_\_\_\_\_

Overlay / Historic Districts: \_\_\_\_\_

The applicant propose(s) to amend the condition(s) of Ordinance # \_\_\_\_\_

## Applicant Information

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

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

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

Phone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

## Owner Information

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

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

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

Phone Number: \_\_\_\_\_

## Property Information

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

Present Zoning: \_\_\_\_\_

Proposed Zoning: \_\_\_\_\_

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

Parcel ID Number: \_\_\_\_\_

Current Use: \_\_\_\_\_

Proposed Use: \_\_\_\_\_

Total Acres: \_\_\_\_\_

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## Engineer / Surveyor / Attorney / Architect / Agent Information

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Name: \_\_\_\_\_  
\_\_\_\_\_  
Company: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Email: \_\_\_\_\_  
\_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Fax Number: \_\_\_\_\_

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Legal Description: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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**Posted Notice of Rezoning:** A total of \_\_\_\_\_ sign(s) have been posted on \_\_\_\_\_,  
\_\_\_\_\_, 20\_\_\_\_ and are located as shown by the concept plan.

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**Concept Site Plan Required:** One (1) hard copy and one (1) digital copy of an **Engineered To Scale Site Plan** must be included on all Commercial, Multifamily, Office and Industrial Rezoning. Those zoning types include GC / NC / CO / RO / HMI / LMI / UPT / SAC / CRD / RMF1 / RMF2.

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I have read this application, understand its intention, and freely consent to its filing. Furthermore, I have the power to authorize and hereby grant permission to the Columbus Consolidated Government officials and other authorized government officials on official business to enter the property as necessary to process this application.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_

Signature of the Applicant

\_\_\_\_\_

Print Name

# REZONING APPLICATION

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**Reason for Request:** Please check below all that apply on how your request satisfies each of the following requirements (You may attach additional sheets to explain your answers).

- Comprehensive Plan** - The proposed use(s) is compatible with the purpose and intent of the comprehensive plan.
- Consistency** - The proposed use(s) is consistent with the purpose and intent of the zoning district.
- Suitability** - The proposed use(s) is suitable in view of the zoning and development of adjacent and nearby properties.
- Effects on Existing Uses and Properties** - The proposed use(s) will not adversely affect the existing use(s) or usability of adjacent or nearby properties.
- Use of Current Zoning** - There are substantial reasons why the property cannot or should not be used as it is currently zoned.
- Impact of Proposed Zoning or Use** - The proposed use(s) will not cause an excessive or burdensome use of public facilities or services, including, but not limited to, streets, schools, water, or sewer utilities and police or fire protection.
- New or Changing Conditions** - The proposed use is supported by new or changing conditions not anticipated by the comprehensive plan or reflected in the existing zoning on the property or surrounding properties.
- Public and Private Property Rights** - The proposed use reflects a reasonable balance between the promotion of the public health, safety, morality or general welfare and the right to unrestricted use of property.

# INTEREST DISCLOSURE STATEMENT

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Nothing in Title 36 of O.C.G.A. (36-67A-3) shall be construed to prohibit a local government official from voting on a zoning decision when the local government is adopting a zoning ordinance for the first time or when a local government is voting upon a revision of the zoning ordinance initiated by the local government pursuant to a comprehensive plan as defined in Chapter 70 of this title.

- No, I have not made any campaign contributions to City officials voting on this application exceeding \$250 in the past two (2) years.
  
- Yes, I have made campaign contributions to City Officials voting on this application exceeding \$250 in the past two (2) years.

To whom: \_\_\_\_\_

Value of contribution: \_\_\_\_\_

Date of contribution: \_\_\_\_\_

I have read and understand the above and hereby agree to all that is required by me as the applicant.

\_\_\_\_\_

Signature of the Applicant

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STATE OF GEORGIA:

County of \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ in my county and state aforesaid, by the aforesaid principal.

\_\_\_\_\_

Notary Public

My Commission Expires on: \_\_\_\_\_

# SPECIAL POWER OF ATTORNEY AFFIDAVIT

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This \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, I \_\_\_\_\_  
the owner of \_\_\_\_\_ (Tax Identification Number)  
make, constitute, and appoint \_\_\_\_\_ (Name of Agent), my  
true and lawful attorney-in-fact, and in my name, place and stead giving unto said  
\_\_\_\_\_ (Name of Agent) full power and authority to do and  
perform all acts and make all representation necessary, without any limitation whatsoever, to  
make application said rezoning.

The right, powers, and authority of said attorney-in-fact herein granted shall commence and be  
in full force and effect of this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, and shall remain  
in full force and effect thereafter until actual notice, by certified mail, return receipt requested  
is received by the Columbus Consolidated Government stating that the terms of this power  
have been revoked or modified.

\_\_\_\_\_  
Signature of the Owner

STATE OF GEORGIA:

County of \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ in my  
county and state aforesaid, by the aforementioned principal.

\_\_\_\_\_  
Notary Public

My Commission Expires on: \_\_\_\_\_

# REZONING TYPES

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## Master Planned Development Overlays

- Planned Unit Development (PUD)
- Planned Commercial Development (PCD)
- Planned Mixed-Use Development (PMUD)
- Planned Industrial/Manufacturing Development (PID)

## Major Rezoning

### Qualifications:

- Inconsistent with Comprehensive Plan
- Inconsistent with any element of the Columbus-Phenix City Transportation Plan
- One entrance on a major arterial
- Initiates a Development of Regional Impact (DRI) review
- A project that would include any of the following uses:
  - More than 100 dwelling units
  - More than 100 hotel rooms
  - More than 100,000 square feet of gross floor area in office use
  - More than 25,000 square feet of gross floor area in commercial sales or services use
  - More than 150,000 square feet of gross floor area in warehouse, wholesale, or industrial use

## Minor Rezoning

- A rezoning amendment that is not a major zoning change.

## Development of Regional Impact (DRI)

- Any application that would result in a zoning change that meets or exceeds any of the thresholds listed on Page 6, or as otherwise adopted by the Georgia Department of Community Affairs, shall be considered a development of Regional Impact (DRI).

## Condition Change

- An Amendment to a rezoning condition.

# DEVELOPMENT OF REGIONAL IMPACT (DRI)

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Any application that would result in a zoning change that meets or exceeds any of the thresholds listed on Page 6, or as otherwise adopted by the Georgia Department of Community Affairs, shall be considered a development of Regional Impact (DRI).

1. **Office.** New office use greater than 400,000 gross square feet.
2. **Commercial.** New commercial use greater than 300,000 gross square feet.
3. **Wholesale and Distribution.** New wholesale and distribution use greater than 500,000 gross square feet.
4. **Hospital and Health Care Facilities.** New hospitals and health care facilities greater than 300 new beds or generating more than 375 peak hour vehicle trips.
5. **Housing.** New housing greater than 400 new lots or units.
6. **Industrial.** New industrial use greater than 500,000 gross square feet, or employing more than 1,600 people, or covering more than 400 acres.
7. **Hotels.** New hotels greater than 400 rooms.
8. **Mixed Use.** Mixed use with a total gross square footage greater than 400,000 or covering more than 120 acres.
9. **Airports.** Any new airport, new runway or runway extension.
10. **Attractions and Recreational Facilities.** Attractions and recreational facilities greater than 1,500 parking spaces or a seating capacity of more than 6,000.
11. **Post-Secondary Schools.** New post-secondary school with capacity of more than 2,400 students or expansion of this type school by at least 25% of capacity.
12. **Waste Handling Facilities.** New waste handling facilities or expansion of an existing facility by 50 percent or more and located within ½ mile of a jurisdictional boundary.
13. **Quarries, Asphalt or Cement Plants.** New quarries, asphalt or cement plants or facilities or expansion of existing facility by more than 50 percent and located within ½ mile of a jurisdictional boundary.
14. **Wastewater Treatment Facilities.** New wastewater treatment facility or expansion of existing facility by more than 50 percent and located within ½ mile of a jurisdictional boundary.
15. **Petroleum Storage Facilities.** New petroleum storage facilities with storage greater than 50,000 barrels, if within 1,000 feet of any water supply; otherwise, storage greater than 200,000 barrels; and located within ½ mile of a jurisdictional boundary.
16. **Intermodal Terminals.** New intermodal terminals facilities.
17. **Truck Stops.** A new facility with more than 3 diesel fuel pumps, or containing a ½ acre of truck parking or 10 truck parking spaces.
18. **Other Development Types.** Any other development types not identified above, including parking facilities of at least 1,000 parking spaces.

# REZONING APPLICATION CHECKLIST

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Notes

- Completed Application \_\_\_\_\_
  - Applicant Information \_\_\_\_\_
  - Owner Information \_\_\_\_\_
  - Property Information \_\_\_\_\_
  - Engineering Information \_\_\_\_\_
  - Legal Description \_\_\_\_\_
  - Signs \_\_\_\_\_
  - Site / Concept Plan \_\_\_\_\_
  - Reasons for Request \_\_\_\_\_
- Interest Disclosure Form \_\_\_\_\_
- Special Power of Attorney \_\_\_\_\_
- Rezoning Types \_\_\_\_\_
- Sign Pictures \_\_\_\_\_
- Fee Paid \_\_\_\_\_