

# Town of Brooks

961 Hwy 85 Connector, PO Box 96  
Brooks, Georgia 30205  
770-719-7666

## SPECIAL EXCEPTION APPLICATION

File Number: \_\_\_\_\_ (to be filled in by Staff)

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

Project Address: \_\_\_\_\_

Description of project: \_\_\_\_\_

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

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

Applicant Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Parcel #: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

\_\_\_\_\_ Affirms that he is/ she is/ they are the owners/ specifically authorized agent of the subject property located at:

\_\_\_\_\_ Petitions the Town of Brooks Zoning Board to consider a request for a special exception from section # \_\_\_\_\_ of the Town of Brooks Zoning Ordinance to allow \_\_\_\_\_ zoning district.

The applicant tenders herewith the same of \_\_\_\_\_ to cover the expenses of staff administrative review, legal advertising, and public hearings.

🍏 Date Paid: \_\_\_\_\_

The Town of Brooks Zoning Board will hold a public hearing at Town Hall located at 961 Hwy 85 Connector, Brooks, Georgia to consider the rezoning application and make a recommendation to the Town Council.

The Zoning Board Meeting will be held at 7 p.m. on \_\_\_\_\_ to consider the application for rezoning of said property from \_\_\_\_\_ to \_\_\_\_\_ zoning classification and make a recommendation to the Town Council

The Mayor and Town Council will hold two public hearings at Town Hall located at 961 Hwy 85 Connector, Brooks, Georgia to consider the rezoning application.

The Town Council Meeting for the first public hearing will be held at 7 p.m. on \_\_\_\_\_ to consider the application for rezoning of said property from \_\_\_\_\_ to \_\_\_\_\_ zoning classification.

The Town Council Meeting for the first public hearing will be held at 7 p.m. on \_\_\_\_\_ to consider the application for rezoning of said property from \_\_\_\_\_ to \_\_\_\_\_ zoning classification

🍏 Signature of the Applicant: \_\_\_\_\_

🍏 Notary Public: \_\_\_\_\_

🍏 Staff Signature \_\_\_\_\_ Date: \_\_\_\_\_

All annexation, special exception, and rezoning must go to Town Council for two readings for final approval or denial.

# APPLICATION/CHECKLIST

**Three (3) black line copies of the development site plan and elevations for staff review.**

**To Include:**

- Vicinity map showing project location, north arrow, graphic scale and date
- Complete survey including property boundary lines, with bearings and distances
- Existing roads, streets, highways, and respective r-o-w widths on or adjacent to property
- Existing drainage ditches, canals, water courses, and drainage easements on or adjacent to the property
- Existing buildings, structures, and facilities on development property and adjacent property
- All existing utility lines on or adjacent to the property
- Adjacent property land uses, zoning and property owner names
- A complete legal description of property
- Impact on classification and structure of existing dams. Provide dam break analysis if applicable

**Three (3) 11" x 17" copies of the site plan and all four (4) sides color elevations for Zoning Board review.**

- TIFF or JPEG file of site plan and color elevations
- Narrative describing nature and scope of project