

reviews pertaining thereto prior to receiving public input on such proposed zoning decision or application. Proposed zoning decisions or applications shall be called in the order in which they were filed.

3. The Chairman of the Board of Commissioners or his designee shall then call each person who has signed up to speak on the zoning decision or application in the order in which the persons have signed up to speak.
 - a. The applicant will always speak first.
 - b. Prior to speaking, the speaker will identify himself or herself and state his/her current address.
 - c. Only those persons who signed up to speak prior to the commencement of the hearing shall be entitled to speak.
4. Each speaker shall be allowed sufficient time to address the Board of Commissioners concerning the zoning decision or application then under consideration.
 - a. The County Clerk shall be designated as the time keeper to record the time expended by each speaker.
 - b. Pursuant to O.C.G.A. § 36-66-5, and as amended from time to time, both proponents and opponents of any proposed zoning decision shall be given a minimum of ten (10) minutes per side for their presentation.
5. Each speaker shall:
 - a. Speak only to the merits of the proposed zoning decision or application under consideration and shall address his remarks only to the Board of Commissioners.
 - b. Refrain from personal attacks on any other speaker or the discussion of facts or opinions irrelevant to the proposed zoning decision or application under consideration.
 - c. The Board of Commissioners may limit or refuse a speaker the right to continue, if the speaker, after first being cautioned, continues to violate this subsection.
6. Nothing contained herein shall be construed as prohibiting the Board of Commissioners from conducting the hearing in an orderly and decorous manner to assure that the public hearing on a proposed zoning decision or application is conducted in a fair and orderly manner.

(Res. of 12-20-11)

10.00.07 Notice Requirements

- A. Before making a recommendation concerning a proposed rezoning or variance request, the Planning Commission shall hold a public hearing thereon.

- B. At least fifteen (15) but not more than forty-five (45) days prior to the date of the public hearing, the Planning Commission shall cause to be published in a newspaper of general circulation within the County notice of the hearing.
1. Such notice shall be published once a week for two (2) consecutive weeks in such newspaper.
 2. The notice shall state:
 - a. The time, place and purpose of the hearing.
 - b. Location of the property.
 - c. Present zoning classification of the property.
 - d. Proposed zoning classification of the property.
- C. A sign containing the required public notice information shall be placed by the applicant in a conspicuous location on the property not less than fifteen (15) days prior to the date of the hearing but not more than forty-five (45) days before the hearing.
- D. All applicants requesting a zoning change or variance request shall provide a copy of the application for zoning change or variance request by certificate of mailing. Notice shall be provided for:
1. All abutting property owners of record, at their last known address.
 2. Applicants requesting a zoning change shall also provide notice for all properties within one thousand (1,000) feet of the property for which the change in zoning is sought.
- E. The cost of the notices shall be borne by the applicant.
- F. On the date of the public hearing, all applicants requesting a zoning change or variance request shall present receipts for certificates of mailing to the Planning Commission.

10.01.00 APPLICATION AND DECISION-MAKING REQUIREMENTS

10.01.01 Pre-Application Conference Required

- A. A pre-application conference is a meeting between an applicant the County Administrator for the purposes of:
1. Exchanging information on the potential development of a site;
 2. Providing information on permissible uses of the site proposed for development;
 3. Providing information to an applicant regarding the design standards set forth in this ULDC that are applicable to a potential application;
 4. Providing information to an applicant regarding standards of regional, state, or federal agencies that may be applicable to a potential application;

Application Number: _____



Please list all individuals, firms and/or corporations owning or leasing property adjacent to the subject property on all sides and across any natural or manmade boundaries (*this includes roads, rivers, railroads etc.*). For *Dry Litter Poultry Operations*, also include all properties within one thousand (1,000) feet of the property for which the change in zoning is sought.

PLEASE BE ADVISED THAT RELIANCE ON TAX ASSESSOR'S RECORDS MAY NOT PROVIDE THE APPLICANT WITH THE MOST RECENT OWNERS.

NAME

ADDRESS

- 1) _____
- 2) _____
- 3) _____
- 4) _____
- 5) _____
- 6) _____
- 7) _____
- 8) _____
- 9) _____
- 10) _____
- 11) _____
- 12) _____
- 13) _____
- 14) _____
- 15) _____
- 16) _____

Please attach additional pages if necessary)

**Public Notice
Regarding a Land Use Decision**

The following public notice must be made prior to the hearing of an application by Gordon County regarding a land use decision:

Gordon County shall publish in the Calhoun Times a notice of the public hearings related to the applicant's proposal. Said notice will be published at least **fifteen (15) days** but not more than **forty-five (45) days** prior to the date of the Planning Commission meeting. Said notice will be published once a week for two (2) consecutive weeks in said newspaper. The cost of said notice shall be borne by the applicant and is included in the application fee.

It is the responsibility of the applicant to notify each owner and, if applicable, each lessee of the abutting property, (including across roads, waterways, and railroads), and each lessee with an interest in the subject property by providing said persons with a copy of the subject application. Said notification must be by **certificates of mailing, (not certified mail)**. Said notice must be given no later than **ten (10) days** prior to the date of the Planning Commission meeting.

On the date of the public hearing, all applicants requesting a zoning change or variance request shall present proof of receipts for the certificates of mailing to the Planning Commission. Failure to provide proof of notification as required herein may cause for tabling the application proposal or the proposal being denied.

The County Tax Assessor's office will assist in determining abutting property owners and their addresses: however, please be advised that the Tax Assessor's records may not provide the most recent owners.

Gordon County Planning and Development Department
200 S. Wall Street, Calhoun, Georgia
706-879-2175