

APPLICATION FOR ADMINISTRATIVE ACTION

FEE: \$50 (Cash/card/check – make check payable to ACC)

APPLICATION DATE: _____

For Staff Use:

PLAN #: AA - _____ - _____ - _____

The application for Administrative Action by the Mayor and Commission to amend a binding document from a previously approved zoning action shall be executed by all property owners, including holders of Deeds to Secure Debt, as recorded in the official records of the Superior Court of Athens-Clarke County, or their authorized agents. If more than one person or entity owns the property, attach a list of property owners with name, mailing address, telephone number, and e-mail address for each. Each owner must complete the Declaration of Ownership and, if appropriate, the Agent’s Authorization must be signed by each owner. Make copies of these pages as necessary.

PROPERTY INFORMATION

PROPERTY ADDRESS: _____

COUNTY TAX MAP #: _____

ZONING DISTRICT: _____

FUTURE LAND USE DESIGNATION: _____

CURRENT USE: _____

ACREAGE: _____

UTILITIES: Public Water and Sewer Public Water and Septic Well and Septic

WHEN WAS PROPERTY PURCHASED? _____

Checklist for Administrative Action Application

- Application form with original signatures
- 3 copies of an application report explaining the proposed amendment
- 3 copies of site plan (or concept plan) and/or proposed architectural elevations
- Digital (PDF) versions of the application report, plan, and architectural elevations
- Application fee

The Unified Government of Athens-Clarke County is a public entity subject to Georgia's Open Records laws. All submitted applications and associated plans and documents are covered under such laws and may be released to other parties unless they contain information specifically protected by law.

APPLICANT’S NAME: _____

APPLICANT’S SIGNATURE: _____

DATE: _____

FOR STAFF USE ONLY:

3 Plan Sets: Yes Digital Copy: Yes

Received by/Date: _____

3 Application Reports: Yes

DECLARATION OF OWNERSHIP

The application shall be executed by all property owners, including holders of Deeds to Secure Debt, as recorded in the official records of the Superior Court of Athens-Clarke County, or their authorized agents.

I swear that I am the owner of the property located at _____,
(project address)
which is the subject property of the attached application, as shown in the records of Athens-Clarke County, Georgia

Owners Name (print): _____

Mailing Address: _____

City, State, Zip Code: _____

Telephone Number: _____

E-Mail Address: _____

OWNERS'S SIGNATURE*: _____ **DATE:** _____

**If owner is an LLC, corporation, or some other business entity, please provide name of individual signing on behalf of said entity on the provided line below:*

ORGANIZATION/BUSINESS REPRESENTATIVE*: _____

AGENT'S AUTHORIZATION BY PROPERTY OWNER

I authorize the person named below to act as applicant or agent in the pursuit of a Planned Development for this property.

Name of Agent (print): _____

Mailing Address: _____

City, State, Zip Code: _____

Telephone Number: _____

E-Mail Address: _____

OWNERS'S SIGNATURE*: _____ **DATE:** _____

**If owner is an LLC, corporation, or some other business entity, please provide name of individual signing on behalf of said entity on the provided line below:*

ORGANIZATION/BUSINESS REPRESENTATIVE*: _____