



# City of Carrollton Conditional Use Permit Application

Date of Application: \_\_\_\_\_ Public Hearing Date: \_\_\_\_\_ M & C Date: \_\_\_\_\_

**Applicant:** \_\_\_\_\_ **Owner:** \_\_\_\_\_

*(If other than Applicant)*

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

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

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

Phone #: \_\_\_\_\_ Phone #: \_\_\_\_\_

Mobile #: \_\_\_\_\_ Mobile #: \_\_\_\_\_

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

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

**\*APPLICANT OR A REPRESENTATIVE MUST ATTEND THE PUBLIC HEARING & MAYOR & COUNCIL MEETING\***

Present Zoning District: \_\_\_\_\_ Acreage: \_\_\_\_\_ Land Lot(s): \_\_\_\_\_ District(s): \_\_\_\_\_ Section(s) \_\_\_\_\_

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

Type of Request / Detailed Description: \_\_\_\_\_

Justification / Reason for Request: \_\_\_\_\_

- Letter of Request Submitted (detailing description of proposed variance);
- Six (6) copies of a current Survey of the Property
- Disclosure Statement (2 Pages)
- Scaled Plan & Elevation View (Wireless Communication Facilities Only)
- Warranty Deed & Authorization of Property Owner Form (If Property Owner(s) & Applicant are not the Same)
- Names & Address of all Adjacent Property Owners
- Intent of Allowed Share Use Statement (Wireless Communication Facilities Only)
- Inventory of Existing Sites (Wireless Communication Facilities Only)
- Non-refundable \$350 Fee Paid Date Paid: \_\_\_\_\_ Check #: \_\_\_\_\_



# Disclosure Report

Has the applicant made, within two (2) years immediately preceding the filing of this application for rezoning, campaign contributions aggregating \$250 or more or made gifts having in the aggregate a value of \$250 or more to a member of the Carrollton City Council or the Mayor who will consider the application?

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If so, the applicant and the attorney representing the applicant must file a disclosure report with the City within ten (10) days after this application is first filed.

**Please supply the following information, which will be considered as the required disclosure:**

The name of the Councilmember or Mayor to whom the campaign contribution or gift was made:

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The dollar amount of each campaign contribution made by the applicant to the Councilmember or Mayor during the two (2) years immediately preceding the filing of this application, and the date of such contribution:

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An enumeration and description of each gift having a value of \$250 or more made by the applicant to the Mayor or member of the Carrollton City Council during the two (2) years immediately preceding the filing of this application:

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I certify that the foregoing information is true and correct,

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

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Applicant's Attorney, if applicable

\* *Applicant* is defined as any individual or business entity (corporation, partnership, limited partnership, firm, enterprise, franchise, association, or trust) applying for rezoning action, and/or any attorney or other person representing or acting on behalf of a person who applies for a rezoning.



# Disclosure Report Continued

Does the Mayor, any member of the Carrollton City Council, or any member of the Planning Commission have a property interest (direct or indirect ownership, including any percentage of ownership less than total) in the subject property?

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If so, describe the nature and extent of such interest:

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Does the Mayor, any member of the Carrollton City Council, or any member of the Planning Commission have a financial interest (direct ownership interests of the total assets or capital stock where such ownership interest is 10% or more) of a corporation, partnership, limited partnership, firm, enterprise, franchise, association or trust, which has a property interest (direct or indirect ownership, including any percentage of ownership less than total) upon the subject property?

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If so, describe the relationship and the nature and extent of such interest:

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Does the Mayor, any member of the Carrollton City Council, or any member of the Planning Commission have a spouse, mother, father, brother, sister, son, or daughter who has any interest as described above?

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If the answer to any of the above is "Yes", then the Mayor, Councilmember, or Planning Commission member must immediately disclose the nature and extent of such interest, in writing, to the City Council of the City of Carrollton, Georgia. A copy should be filed with the rezoning application. Such disclosures shall be a public record and available for public inspection at any time during normal working hours.



# Authorization of Property Owner

**THIS FORM TO BE COMPLETED ONLY IF APPLICANT AND OWNER ARE NOT THE SAME PERSON(S).**

Applicant is person submitting the Conditional Use Application. Owner is the Property Owner.

**(Please type or legibly print)**

Property Address: \_\_\_\_\_

Property Owner(s) Name: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_ - \_\_\_\_\_

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

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

Phone: ( ) \_\_\_\_\_ - \_\_\_\_\_ Email Address: \_\_\_\_\_



\_\_\_\_\_ (Owner's Name), personally appeared before me, the undersigned officer, duly authorized to administer oaths in the State of Georgia and, having been duly sworn, sets forth the following statements for the purpose of being granted a Rezoning under the Ordinances of CITY OF CARROLLTON:

I affirm that I am the owner of the property that is the subject of the attached application, as shown in the records of Carroll County, Georgia. I authorize the person named above to act as applicant in the pursuit of rezoning this property.

FURTHER AFFIANT SAYETH NOT.

I declare under penalty of false swearing that the above is true and correct.

This \_\_\_\_ day of \_\_\_\_\_,

\_\_\_\_\_  
AFFIANT (Owner's signature)

Sworn to and subscribed before me this \_\_\_\_\_ day  
of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_

## Notary Public

My Commission Expires:

\_\_\_\_\_

# Wireless Communication Facilities

## Additional Information

Each applicant requesting a conditional use permit under this ordinance shall submit the following:

### **Plans**

The applicant shall submit a scaled plan and a scaled elevation view and other supporting drawings, calculations, and other documentation, signed and sealed by appropriately licensed professionals, showing the location and dimensions of all improvements, including information concerning topography, radio frequency coverage, tower height requirements, setbacks, drives, parking, fencing, landscaping, adjacent uses, and other information deemed by the City to be necessary to assess compliance with this ordinance.

### **Inventory of Existing Sites**

Each applicant for an antenna or tower shall provide to the City Manager an inventory of its existing towers that are either within the jurisdiction of the City or within one-quarter ( $\frac{1}{4}$ ) mile of the border thereof, including specific information about the location, height, and design of each tower. The City Manager may share such information with other applicants applying for administrative approvals or conditional use permits under this ordinance or other organizations seeking to locate antennas within the jurisdiction of the City, provided, however the City Manager is not, by sharing his information, in any way representing or warranting such sites are available or suitable.

### **Collocation**

Pursuant to goals in [Section 5.05.01](#), each applicant shall provide a statement indicating intent to allow shared use of the tower and how others will be accommodated. Any information of an engineering nature that the applicant submits, whether civil, mechanical, or electrical shall be certified by a licensed professional engineer.