



Guidelines for Submission of Rezone and Special Use Applications in Oconee County

It is highly recommended that you contact the Planning Department prior to submittal to discuss your zoning or special use request.

The following document is an outline of the submission process for Rezone and Special use Applications in Oconee County. You may prepare and submit the application yourself or hire a land planning firm to make the application on your behalf. While online applications are preferred, paper submittals of the documents below are also accepted. The application deadline and public meeting schedule can be found on our website: [Meeting Schedules & Deadlines](#). The rezone or special use process is roughly 3 months from the application deadline to the Board of Commissioners' final action.

All questions may be directed to the Planning Department at ocplanning@oconee.ga.us or 706-769-3910.

Step 1: Gather Documents

The following documents are required for submission of Rezone and Special Use Applications.

1. Signed and Notarized Application
2. Copy of Warranty Deed
3. Typed Legal Description
4. Recorded Plat of Survey
5. Narrative Statement
6. Disclosure of Interest
7. Disclosure of Campaign Contributions
8. Proof of all taxes paid
9. Concept Plan
10. Rezone or Special Use Impact Analysis
11. Pictures/architectural renderings (if applicable)
12. Owner Authorization Form (if applicable)
13. Water and Sewer Capacity Letter (if applicable)
14. Traffic Impact Analysis (if applicable)
15. Fees – A [Fee Schedule](#) can be found on our webpage

Where can I find these documents?

1. Warranty Deed: This document can be found at the Clerk of Court's office at the Oconee County Courthouse <https://www.oconeecounty.com/270/Clerk-of-Courts>
2. Typed Legal Description: This must be a metes and bounds description of the property. It is sometimes listed on your warranty deed, which can be found at the Clerk of Court's office. If no metes and bounds description is shown on the deed, you will need to obtain a legal description from a surveyor. The legal description must match the metes and bounds shown on your concept plan.

3. Recorded Plat of Survey: Recorded plats can be found at the Clerk of Court's office at the Oconee County Courthouse. If no recorded plats exist, you may submit a new survey created by a surveyor.
4. Narrative Statement: A narrative statement must be provided by the applicant. See the narrative template and Rezone & Special Use Checklist in this packet.
5. Disclosure of Interest: This document can be found in this packet and must be signed by the property owner(s), the applicant, and a notary public. Separate disclosures for the applicant and the property owner may be submitted if necessary.
6. Disclosure of Campaign Contributions: This document can be found in this packet and must be signed by the property owner(s), the applicant, and a notary public. Separate disclosures for the applicant and the property owner may be submitted if necessary.
7. Copy of proof of all taxes paid: A copy of property taxes paid can be found on the tax commissioners' website: <https://oconeecountyga.governmentwindow.com/tax.html> or by visiting [the tax commissioner's office](#).
8. Concept Plan: The concept plan must be done by a design professional (engineer, landscape architect, or surveyor) and must show all proposed subdivisions, land use changes, and/or development associated with the zoning change or special use. See the Rezone & Special Use Checklist in this packet for specific concept plan requirements and contact Planning Department staff for guidance specific to your case.
9. Pictures/architectural renderings: If any new structures are proposed, architectural sketches, photos, or renderings of all building elevations are required.
10. Signed and Notarized Application: The application can be found in this packet
11. Owner Authorization Form: If you are applying for a rezone/special use on property that you do not own, the owner is required to sign an owner authorization form. This form can be found in this packet.
12. Water and Sewer Capacity Letter: If any new or additional public water or sewer services are requested to serve the property, you are required to obtain a water and sewer capacity letter from the [Water Resource Department](#).
13. Rezone or Special Use Impact Analysis: The impact analysis is a list of questions from UDC Section 1207.01 (for rezones) or 1207.02 (for special use permits) that must be answered in complete sentences. The questions can be found in this packet
14. Traffic Impact Analysis: The traffic impact analysis is required for proposed developments that are capable of generating 1,000 average daily vehicle trips or more. If you are requesting a rezone modification to a previously approved case that required a traffic study, a revised traffic study will be required if the average daily trips are projected to increase by 10% or more. Please see [Article 12; Sec.1206.04.b](#) for all the traffic impact analysis requirements.

Step 2: Submit Application and Documents

Oconee County is now accepting applications online through BS&A Online:

<https://www.bsaonline.com/?uid=2693>

Below are the steps for submitting the application and additional documents through BSA Online:

1. **Create an account**
Press register and then fill out the registration information. A business account is not required; personal accounts can be used to submit rezone/special use applications.
2. **Contact Planning Department to link the account**
After registering, please contact Planning Department staff to complete your account set up and activate your account.
3. **Login again and select “Apply for a Planning, Zoning or Engineering Process” on the left sidebar**
4. **Follow the steps in the application for Planning, Zoning, or Engineering Process and submit the application.**
Navigate to the subject property in our database and then select “rezone” or “special use” and follow the remaining steps to upload all documents. Fees are not accepted online and may be paid over the phone or in the Planning Department office.

Step 3: Application Review & Staff Report

After submitting your rezone or special use application through BS&A Online, your application will undergo two staff reviews.

1. **Application Completeness Review:** In this review, staff will ensure that a complete application was submitted with all the required documents.
2. **Accuracy Review:** In this review, staff will take a closer look at the documents submitted and ensure that all information is accurate and complies with the Oconee County Unified Development Code.

You will be contacted if any corrections are needed for either review. Staff will send an email through BS&A online with review comments and a link will also be provided for you to upload further documentation. Please see the Rezone & Special Use Checklist in this packet for the full completeness and accuracy review checklist.

Planning staff will also issue a staff report with background research and recommendations for the Planning Commission and Board of Commissioners’ consideration. Staff reports are posted online one week before the Planning Commission meeting and may be accessed at www.oconeecounty.com/zoning

Step 4: Attend Planning Commission Public Hearing

After submitting all the required documents, you will be scheduled to attend two public hearings. Please see our meeting schedules and deadlines sheet on our webpage ([Meeting Schedules & Deadlines](#)) and contact Planning Department staff if you are unsure about which hearing you are scheduled for. At the Planning Commission meeting, the board members will review your case, hear public comment, consider staff recommendations, and make a recommendation of approval, approval with conditions, or denial of your request to the Board of Commissioners.

Step 5: Attend Board of Commissioners Public Hearing

Next, you will be required to attend the Board of Commissioners meeting. The board will review your case, hear public comments, and consider recommendations given by staff and Planning Commission. They will then take final action to approve, approve with conditions, or deny your rezone/special use request. Once a zoning change has been either approved or denied, any portion of the same property may not again be considered for a zoning change until the expiration of at least 6 months immediately following the approval or denial by the Board of Commissioners. Furthermore, for a zoning change that has been denied, reapplication for the same zoning change that was previously denied may not be made earlier than 12 months from the date of denial.

The total length of time from the application deadline to attending the final public hearing is about three months.

Please direct questions to the Planning Department: 706-769-3910, ocplanning@oconee.ga.us



Planning Department Oconee County, Georgia

Date Received: _____

Review Date: _____

Staff Member: _____

Rezone & Special Use Applications Staff Checklist

Tax Parcel #: _____ Current Zoning: _____

Acreage: _____ Requested Action: _____

Project Name: _____

Development Type: _____

Design Professional: _____

Instructions: ♦ Review each item. Mark the appropriate answer boxes. Items which need to be corrected, mark the "No" box and comment number in red ink.

♦ Each reference refers to the Unified Development Code, unless otherwise indicated.

Submittal Checklist	Submitted	Comment
► Application Form	Yes <input type="checkbox"/> No <input type="checkbox"/>	#
► Application Fee	Yes <input type="checkbox"/> No <input type="checkbox"/>	#
► Owner Authorization Form	Yes <input type="checkbox"/> No <input type="checkbox"/>	#
► Warranty Deed	Yes <input type="checkbox"/> No <input type="checkbox"/>	#
► Typed Legal Description	Yes <input type="checkbox"/> No <input type="checkbox"/>	#
► Plat of Survey	Yes <input type="checkbox"/> No <input type="checkbox"/>	#
► Disclosure of Interest	Yes <input type="checkbox"/> No <input type="checkbox"/>	#
► Disclosure of Campaign Contributions	Yes <input type="checkbox"/> No <input type="checkbox"/>	#
► Proof of property taxes paid	Yes <input type="checkbox"/> No <input type="checkbox"/>	#
► Zoning or Special Use Impact Analysis	Yes <input type="checkbox"/> No <input type="checkbox"/>	#
► Narrative	Yes <input type="checkbox"/> No <input type="checkbox"/>	#
► Concept Plan	Yes <input type="checkbox"/> No <input type="checkbox"/>	#
► Water/sewer capacity letter from Water Resources	Yes <input type="checkbox"/> No <input type="checkbox"/>	#
► Representative Photos	Yes <input type="checkbox"/> No <input type="checkbox"/>	#

Accuracy Review	Reference	Compliance	Comment
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Application:

► Requested Action:	▷ existing & proposed zoning identified				
	▷ change in conditions (case # identified)	▷ special use identified (zoning district identified)	1206.02.a	Yes <input type="checkbox"/> No <input type="checkbox"/> #	
► Applicant's Name			1206.02.a	Yes <input type="checkbox"/> No <input type="checkbox"/> #	
► Applicant's Physical Address (No P.O. Boxes)			1206.02.a	Yes <input type="checkbox"/> No <input type="checkbox"/> #	
► Applicant's Telephone Number			1206.02.a	Yes <input type="checkbox"/> No <input type="checkbox"/> #	
► Applicant's Status	▷ owner or agent for the owner		1206.02.a	Yes <input type="checkbox"/> No <input type="checkbox"/> #	
► Owners Name	▷ matches Tax Assessor Property Records & Deeds		1206.02.a	Yes <input type="checkbox"/> No <input type="checkbox"/> #	
	► print WinGap property information sheet(s) card and place in staff documents			✓ <input type="checkbox"/>	
► Owner's Physical Address (No P.O. Boxes)			1206.02.a	Yes <input type="checkbox"/> No <input type="checkbox"/> #	
► Owner's Telephone Number			1206.02.a	Yes <input type="checkbox"/> No <input type="checkbox"/> #	
► Applicant's Certification	▷ signed	▷ dated	▷ notarized	1206.02.a	Yes <input type="checkbox"/> No <input type="checkbox"/> #
► Property Location	▷ location description or physical address			1206.02.d	Yes <input type="checkbox"/> No <input type="checkbox"/> #
► Tax Parcel Number(s)				1206.02.a	Yes <input type="checkbox"/> No <input type="checkbox"/> #
► Size (total acreage - must match all submitted material)				1206.02.a	Yes <input type="checkbox"/> No <input type="checkbox"/> #
► Existing Zoning				1206.02.a	Yes <input type="checkbox"/> No <input type="checkbox"/> #
► Future Land Use Map Category	▷ designation(s) indicated			1206.02.a	Yes <input type="checkbox"/> No <input type="checkbox"/> #
► Existing Use(s)				1206.02.a	Yes <input type="checkbox"/> No <input type="checkbox"/> #
► Proposed Use(s)				1206.02.a	Yes <input type="checkbox"/> No <input type="checkbox"/> #
► Attachments:	▷ all required attachments indicated			1206.02.a	Yes <input type="checkbox"/> No <input type="checkbox"/> #

Accuracy Review	Reference	Compliance	Comment
Authorization Form:			
► Property Location: ▷ address ▷ location description	1206.02.b	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	#
► Tax Parcel Number(s)	1206.02.b	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	#
► Applicant's Name ▷ address (No P.O. Boxes) ▷ city, state, zip code ▷ telephone #	1206.02.b	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	#
► Owner's Signature ▷ printed name ▷ title, if any ▷ dated	1206.02.b	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	#
► Notarization ▷ notary signature ▷ dated ▷ notary seal	1206.02.b	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	#
Application Fee:			
► Refer to Fee Schedule	1206.02.c	Yes <input type="checkbox"/> No <input type="checkbox"/>	#
Deeds, Legal Descriptions, & Surveys:			
► Copy of Warranty Deed(s)	1206.02.e	Yes <input type="checkbox"/> No <input type="checkbox"/>	#
► Typed Legal Description ▷ metes & bounds description of the area sought for the request	1206.02.e	Yes <input type="checkbox"/> No <input type="checkbox"/>	#
► Plat of Survey (11x17) ▷ composite plat acceptable for sites with multiple surveys	1206.02.e	Yes <input type="checkbox"/> No <input type="checkbox"/>	#
► Legal/plat of survey/concept plan all match correctly	1206.02.e	Yes <input type="checkbox"/> No <input type="checkbox"/>	#
Procedural Review:			
► Disclosure of Interest ▷ submitted by the applicant & applicant's attorney	1206.03.a	Yes <input type="checkbox"/> No <input type="checkbox"/>	#
► Disclosure of Campaign Contributions ▷ submitted by the applicant & applicant's attorney	1206.03.b	Yes <input type="checkbox"/> No <input type="checkbox"/>	#
► Development of Regional Impact: ▷ (Refer to the Chapter 110-12-3 of the Georgia DCA - Rules)			
▷ For projects requiring DRI Review, complete and submit Form 1 after the submittal is accepted	1213	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	#
► All permits and actions on the subject property are temporarily suspended during zoning process	1214	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	#
► County / State taxes & other assessments paid in full on subject property ▷ proof submitted	1206.02.m	Yes <input type="checkbox"/> No <input type="checkbox"/>	#
Impact Analysis:			
► Zoning Impact Analysis: ▷ written, documented analysis of the proposed request			
▷ Rezones - refer to Standards for Rezoning Consideration - Section 1207.01			
▷ Special Uses - refer to Standards for Special Use Consideration - Section 1207.02	1206.02.g	Yes <input type="checkbox"/> No <input type="checkbox"/>	#
► Traffic Impact Analysis:			
▷ Refer to the criteria required for submittal of a Traffic Impact Analysis under Section 1206.04.b	1206.02.g	Yes <input type="checkbox"/> No <input type="checkbox"/>	#
► Additional Requested Impact Analyses			
▷ any other studies deemed necessary for adequate consideration of the proposed zoning change	1206.02.g	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	#
Narrative:			
► Specific descriptions of the proposed use(s) of the property:	1206.02.i	Yes <input type="checkbox"/> No <input type="checkbox"/>	#
► total acreage	1206.02.i	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	#
► adjacent land uses and zoning	1206.02.i	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	#
► existing zoning	1206.02.i	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	#
► existing use(s)	1206.02.i	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	#
► proposed zoning	1206.02.i	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	#
► proposed use(s)	1206.02.i	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	#
► Traffic Impacts:	1206.02.i	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	#
► estimated ADT (Average Daily Trips & Peak Hour Trips)	1206.02.i	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	#
► impacts to local traffic	1206.02.i	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	#
► proposed entrance / access locations	1206.02.i	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	#
► Impact to school system	1206.02.i	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	#
► Method of water supply	1206.02.i	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	#
► estimated GPD (Gallons Per Day)	1206.02.i	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	#
► location of existing water line indicated	1206.02.i	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	#
► Method of sewage disposal	1206.02.i	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	#
► location of existing county sewer line indicated	1206.02.i	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	#
► Section provided describing proposed utilities (Garbage, Cable, Phone, Electric, and Gas)	1206.02.i	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	#
► Method of storm water drainage	1206.02.i	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	#
► Total number of proposed Lots / Homes / Units / Buildings	1206.02.i	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	#
► Architecture / Themes of project	1206.02.i	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	#
► Construction / Facade materials for project	1206.02.i	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	#
► Range / Average cost of residences/buildings	1206.02.i	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	#
► Range / Average square footage(s) for residences/buildings	1206.02.i	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	#
► Estimated value of the project at completion	1206.02.i	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	#
► Type(s) of ownership	1206.02.i	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	#
► Common / Open space areas	1206.02.i	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	#
► Maintenance of common/open space areas	1206.02.i	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	#
► Buffers	1206.02.i	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	#
► Sidewalks / Curb&Gutter	1206.02.i	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	#
► Amenities / Recreation areas	1206.02.i	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	#

Accuracy Review	Reference	Compliance	Comment
Attachments to the Concept Plan:			
<ul style="list-style-type: none"> Architectural Sketches, Photos & Renderings: <ul style="list-style-type: none"> proposed typical homes / buildings proposed signage / monuments proposed landscaping, buffers, screening, or fencing 	1206.05.b.3	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	#
<ul style="list-style-type: none"> Report setting forth the proposed development schedule: <ul style="list-style-type: none"> sequence of development approximate time period for each phase 	1206.05.b.5	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	#
<ul style="list-style-type: none"> Maintenance of common/open space areas 	1206.05.b.6	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	#
<ul style="list-style-type: none"> Utility Dept. pre-approval letter required for proposed connections to county sewer 	1206.05.b.7	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	#
<ul style="list-style-type: none"> Any other submissions or plans needed for evaluation 	1206.02.n	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	#
Concept Plan:			
<ul style="list-style-type: none"> Prepared by a qualified design professional (architect, engineer, landscape architect, planner, or surveyor) 	1206.05.a	Yes <input type="checkbox"/> No <input type="checkbox"/>	#
<ul style="list-style-type: none"> Drawn to scale of no less than 1"=100' (approval must be obtained for a different scale) <ul style="list-style-type: none"> written & graphic scale North arrow 	1206.05.a.1	Yes <input type="checkbox"/> No <input type="checkbox"/>	#
<ul style="list-style-type: none"> Sheet size should be no larger than 24"x36" match lines provided for multiple sheets 	1206.05.a.2	Yes <input type="checkbox"/> No <input type="checkbox"/>	#
<ul style="list-style-type: none"> Vicinity Map (scale must be 1"=2000'; showing adjoining roads, subdivisions, and other landmarks) 	1206.05.a.3	Yes <input type="checkbox"/> No <input type="checkbox"/>	#
<ul style="list-style-type: none"> Existing topography with maximum contour intervals of 5' <ul style="list-style-type: none"> reference source indicated 	1206.05.a.4	Yes <input type="checkbox"/> No <input type="checkbox"/>	#
<ul style="list-style-type: none"> Boundary description (metes and bounds) 	1206.05.a.5	Yes <input type="checkbox"/> No <input type="checkbox"/>	#
<ul style="list-style-type: none"> Adjacent Properties: <ul style="list-style-type: none"> adjacent land owners (including those across roadways) adjacent zoning districts adjacent driveways connecting to public R-O-W any other improvements adjacent to the subject property natural & manmade drainage features generated off-site 	1206.05.a.6	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	#
<ul style="list-style-type: none"> Title Block: <ul style="list-style-type: none"> proposed name of the development type of plan (must read either Rezone or Special Use Concept Plan) owner name developer name applicant name person or firm preparing the plan date of drawing 	1206.05.a.7	Yes <input type="checkbox"/> No <input type="checkbox"/>	#
<ul style="list-style-type: none"> Acreage size for each proposed zoning category 	1206.05.b.1	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	#
<ul style="list-style-type: none"> Existing Zoning <ul style="list-style-type: none"> stated 	1206.05.b.1	Yes <input type="checkbox"/> No <input type="checkbox"/>	#
<ul style="list-style-type: none"> Proposed Zoning <ul style="list-style-type: none"> stated 	1206.05.b.1	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	#
<ul style="list-style-type: none"> Tax Parcel Number(s) <ul style="list-style-type: none"> stated 	1206.05.b.1	Yes <input type="checkbox"/> No <input type="checkbox"/>	#
<ul style="list-style-type: none"> Existing & Proposed Uses Identified: <ul style="list-style-type: none"> existing buildings and uses proposed buildings and uses any other significant site improvements: buffers: <ul style="list-style-type: none"> buffers between incompatible land uses - Section 806 state protected rivers - Section 904.01 regulated streams & other state waters - Section 904.02 conservation corridors - Section 907.02 	1206.05.b.2	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	#
<ul style="list-style-type: none"> Existing & Proposed Infrastructure Shown: <ul style="list-style-type: none"> existing streets proposed streets proposed driveways connecting to public R-O-W bikeways pedestrian ways parking areas <ul style="list-style-type: none"> proposed parking area complies with requirements (Section 604 - Table 6.1) drainage and storm water detention facilities utilities <ul style="list-style-type: none"> method of supply for utilities stated: <ul style="list-style-type: none"> water sewer public facilities parks and recreation areas tree areas to be retained or added open / common space areas landscaping (including screening and/or fencing) signs (sketches or renderings, also showing locations and easements) 	1206.05.b.2	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	#

Accuracy Review	Reference	Compliance			Comment
► Statistical & Technical Data:	1206.05.b.4	Yes <input type="checkbox"/>	No <input type="checkbox"/>		#
► tax parcel number(s) ▷ stated	1206.05.b.4	Yes <input type="checkbox"/>	No <input type="checkbox"/>		#
► total land area	1206.05.b.4.a	Yes <input type="checkbox"/>	No <input type="checkbox"/>		#
► land area proposed for public / semi-public uses	1206.05.b.4.b	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>	#
► land area proposed for recreational / open space purposes	1206.05.b.4.c	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>	#
► land area to be occupied by streets / R-O-W	1206.05.b.4.d	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>	#
► land area to be occupied by parking areas	1206.05.b.4.d	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>	#
► amount of any land submerged or flood prone ▷ FIRM map / reference indicated	1206.05.b.4.e	Yes <input type="checkbox"/>	No <input type="checkbox"/>		#
► total ground coverage & floor area of proposed buildings	1206.05.b.4.f	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>	#
► total number of proposed lots / buildings	1206.05.b.4.g	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>	#
► breakdown of the number & types of proposed buildings	1206.05.b.4.g	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>	#
► range of proposed lot / building sizes	1206.05.b.4.g	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>	#
► square footage breakdown of the proposed buildings	1206.05.b.4.g	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>	#
► typical setback and yard dimensions for proposed lots	1206.05.b.4.g	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>	#
► typical dimensions for proposed buildings	1206.05.b.4.g	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>	#
► Note added to plan: "Stormwater Management shall be in accordance with county, state, and other appropriate ordinances and regulations in effect at time of construction plan approval."	1206.05.b.7.8	Yes <input type="checkbox"/>	No <input type="checkbox"/>		#
► Intersection / stopping sight distance at all project entrances in both directions	1206.05.b.7.8	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>	#
► 8 Full Size Copies of Concept Plan provided ▷ 1 Reduction (11x17) provided	1206.02.h	Yes <input type="checkbox"/>	No <input type="checkbox"/>		#



OCONEE COUNTY ZONING CHANGE APPLICATION

Requested Action:

- ☐ Rezoning from: _____ to _____ ☐ Change in Conditions of Approval for Case # : _____
- ☐ Special Use Approval for: _____ in the _____ Zoning District

Applicant

Name: _____

Address: _____
(No P.O. Boxes)

Telephone: _____

Email: _____

Applicant is (check one): ☐ the Property Owner ☐ Not the Property Owner (attach Property Owner's Authorization)

Applicant's Certification: I hereby certify that the information contained in and attached to this application is true and correct.

Signature: _____ Date: _____ Notarized: _____

Property Owner

Name: _____

Address: _____
(No P.O. Boxes)

Telephone: _____

Property

Location: _____
(Physical Description)

Tax Parcel Number: _____

Size (Acres): _____ Current Zoning: _____

Future Development Map—Character Area Designation: _____

Use

Current Use: _____

Proposed Use: _____

Attachments (check all that apply)

- | | |
|--|--|
| <input type="checkbox"/> Property Owner's Authorization (if applicable) | <input type="checkbox"/> Narrative (Detailed Description of the Request) |
| <input type="checkbox"/> Application Fee | <input type="checkbox"/> Concept Plan |
| <input type="checkbox"/> Warranty Deed | <input type="checkbox"/> Attachments to the Concept Plan: |
| <input type="checkbox"/> Typed Legal Description | <input type="checkbox"/> Water and/or Sewer Capacity Letter from OCUD |
| <input type="checkbox"/> Plat of Survey | <input type="checkbox"/> Representative Architecture/Photographs |
| <input type="checkbox"/> Disclosures (Interest & Campaign Contributions) | <input type="checkbox"/> Proof all property taxes paid in full |
| <input type="checkbox"/> Zoning Impact Analysis | <input type="checkbox"/> Other Attachments: _____ |

For Oconee County Staff Use Only

Application Date Received: _____ Date Accepted: _____
DRI Transmitted to RDC ☐ Date: _____ ☐ N/A
Date Submitted: _____ ☐ Findings Complete
Posted: _____ Ad: _____ Ad: _____
Application Withdrawn ☐ Date: _____

Action **APPLICATION NUMBER**
Planning Commission Date: _____
☐ Approval ☐ With Conditions ☐ Denial
Board of Commissioners Date: _____
☐ Approved ☐ With Conditions ☐ Denied



OCONEE COUNTY PROPERTY OWNER AUTHORIZATION FOR APPLICATIONS

I swear that I am the owner of the property located at (Address or Physical Description):

Tax Parcel #: _____

Which is the subject matter of the attached application, as shown in the records of Oconee County, Georgia.

I authorize the person identified below to act as applicant or agent in the pursuit of the requested action or consideration of this property.

Name of applicant or agent: _____

Address (No P.O. boxes): _____

City, State, & Zip Code: _____

Telephone Number: _____

SIGNATURE OF OWNER OR MANAGING MEMBER: _____

NAME OF OWNER OR MANAGING MEMBER (PLEASE PRINT): _____

OFFICER POSITION OR MEMBER TITLE, IF APPLICABLE: _____

DATE: _____

NOTARIZATION:

SWORN TO AND SUBSCRIBED BEFORE THIS _____ DAY OF _____, 20____

NOTARY SIGNATURE: _____

DATE: _____

SEAL:

Oconee County Board of Commissioners

Fee Schedule

Fee Description	Fee Basis	FY25 Rate
PLANNING		
Rezone to Agricultural District	per application	\$250.00
Rezone to Agricultural Residential District	per application	\$275.00
Rezone to R-1 Single Family Residential or R-2 Two-Family Residential	per application	\$400.00
Rezone to R-3 Multi-Family	per application	\$500.00
Rezone to OIP, OBP, B-1, B-2, or I Districts	per application	\$500.00
Rezone Modification of existing R-1 or R-2 MPD	per application	\$750.00
Rezone Modification of existing R3 or B-1 or B-2 MPD	per application	\$750.00
Flood Damage Prevention Variance	per application	\$250.00
Hardship Variance	per application	\$300.00 per request
Special Exception Variance	per application	\$300.00 per request
Conditional Use Permit/Special Use Permit	per application	\$400.00
P.U.D. Plan Amendment	each	\$150.00
Preliminary Plat	\$150 flat fee + \$30 for each lot	\$150.00 + \$30.00 each lot
Preliminary Site Plan	\$300 flat fee + \$30 each unit (condominiums only) or building (non-condominium)	\$300.00 + \$30.00 per unit/building
Preliminary Plat/Final Plat/Site Plan Third Review & All Subsequent Reviews	each review	\$150.00
Subdivision or Road Name Change after Preliminary Stage but before Final Plat	per name change	\$50.00
Subdivision Construction Plan Review	per linear foot of road (excluding alleys)	\$0.15/\$500.00 min
Site Development Plan Review	per disturbed acre or portion of acre to the nearest tenth	\$125.00/\$500.00 min
Subdivision Construction/Site Dev. Plan Third Review & All Subsequent Reviews	per application	\$150.00
Construction Plan Field Change	per set	\$200.00
Approved Construction Plan Set	per sheet	\$2.00
Road Name/Subdivision Name Request	per project	\$100.00
Final Plat Review & Recordation	\$150 flat fee + \$3 per lot or bldg. or condo unit	\$150.00 + \$3.00 per lot, bldg., unit
Revision to recorded Final Plat for subdivision name or road name change	each	\$50.00
Other Miscellaneous Fees		
Agritourism	per application	\$50.00
Short Term Rental	per application	\$50.00
Sign Plan Review	per sign	\$50.00
Admin Recombination Plat Fee	per plat	\$50.00
Admin Subdivision Plat Fee	per lot	\$50.00/\$150.00 min.
Appeal of Administrative Decision	per application	\$150.00
Environmental Permit (Aquifer protection, wetlands)	per application	\$150.00
Zoning Confirmation Letter	per letter	\$50.00
Street Light Tax District Application	per application	\$150.00
Postponement of Rezoning or Variance Request by Applicant	per request	\$75.00
Copy digital files to CD	per disk	\$5.00
BUILDING INSPECTION/CODE ENFORCEMENT		
Commercial Plan Review		
Commercial/Industrial new construction/renovation	per square foot	\$0.21
Commercial Building Permit		
Commercial/Industrial new construction/renovation	per square foot	\$0.66
Soil Erosion		
from 1-50 lots	flat fee	\$350.00
from 51-99 lots	flat fee	\$450.00
from 100-150 lots	flat fee	\$550.00
from 151 + lots	flat fee	\$600.00
Occupation Tax License		
1-3 Employees	flat fee	\$60.00
4-20 Employees	\$60 + \$8 per employee	\$60.00+
21-100 Employees	\$196 + \$6 per employee	\$196.00+
101 + Employees	\$676 + \$6 per employee	\$676.00+
Alcohol License		
Class B-1	flat fee	\$100.00
Class B-2	flat fee	\$500.00
Class B-3	flat fee	\$500.00
Class B-4	flat fee	\$1,000.00
Class C-1	flat fee	\$100.00
Class C-2	flat fee	\$500.00
Class C-3	flat fee	\$500.00
Class C-4	flat fee	\$1,000.00
Class D-4	flat fee	\$1,000.00
Class E	flat fee	\$1,000.00
Class F	flat fee	\$600.00
New Application Fee	flat fee	\$100.00
New Application Administrative Fee	flat fee	\$100.00
Existing Application Modification	flat fee	\$500.00
GBI Background Check	per background check	GBI Rate
Other Miscellaneous Fees		
Driveway Permit	flat fee	\$35.00
House Moving Permit Fee	flat fee	\$300.00
Hauling Bond	flat fee	\$5,000.00
Hauling Permit Fee	flat fee	\$35.00
Sign Permit	flat fee	\$100.00
Swimming Pool Permit Fee Residential	flat fee	\$50.00
Swimming Pool Permit Fee Commercial	flat fee	\$200.00
Solicitation Permit	flat fee	\$100.00
Road Race Permit-Special Event	flat fee	\$100.00
Zoning Compliance Review	flat fee	\$50.00
Commercial Fire Inspection	flat fee	\$50.00

Oconee County Board of Commissioners

Fee Schedule

Fee Description	Fee Basis	FY25 Rate
Trade (Plumbing, Electrical, HVAC, Gas) Permit - Commercial	flat fee per trade	\$70.00
Re-Permit (expired permit)	flat fee	\$100.00
SFD, Duplexes, Multifamily	per square foot	\$0.47
Manufactured Homes	per square foot	\$0.14
Trade (Plumbing, Electrical, HVAC, Gas) Permit - Residential	flat fee per trade	\$50.00
Roof Additions to Mobile Homes	per square foot	\$0.09
Remodeled House (Int/Ext)	per square foot	\$0.12
Relocation of Structure	per square foot	\$0.16
Relocation of Existing Mobile Home	per square foot	\$0.14
Open Porch w/roof & floor after C/O	per square foot	\$0.10
Open Deck 10x10 or larger after C/O	per square foot	\$0.10
Outbuildings open end (not farm)	per square foot	\$0.10
New enclosed garages/stg bldgs.	per square foot	\$0.10
Enclosed Garage for Living Space	per square foot	\$0.31
Screened Porch, new after C/O	per square foot	\$0.10
Enclosed Porch for Living Area	per square foot	\$0.31
Additions to Living Area	per square foot	\$0.31
New Car Shelter Open	per square foot	\$0.10
Finished Basement	per square foot	\$0.47
Unfinished Basement	per square foot	\$0.05
2nd Re-inspection	flat fee	\$75.00
3rd Re-inspection	flat fee	\$100.00
Certificate of Occupancy or Cert. of Completion	flat fee	\$50.00
Temporary Certificate of Occupancy	flat fee	\$100.00
New Address	flat fee	\$25.00
Minimum Permit Fee for Construction	flat fee	\$35.00
Work started without permit	permit fee	3 X permit fee
Demolition	flat fee	\$50.00
Agriculture Land Structures	per square foot	\$0.04
*Agr. Land Structures includes Hay Barn, Pole Barn, Tractor Shed, Turkey House, Range House, Hog Parlor, Hog Farrowing House, Cage Layer House,		
Dairy Barn, Farm Steel Building, Stack House, Farm Storage Shed (enclosed) and Egg Cooling House.		



Planning Department Oconee County, Georgia

2026 Meeting Schedules & Deadlines

Rezone/Special Use Permit/Variance Submission Deadlines 5:00 p.m.	Planning Commission Meeting for Rezone/SUP 6:00 p.m.	Board of Commissioners Meeting for Rezone/ SUP/Variance 6:00 p.m.
October 13, 2025	December 8, 2025	January 6, 2026
November 17, 2025	January 20, 2026	February 3, 2026
December 15, 2025	February 16, 2026	March 3, 2026
January 20, 2026	March 16, 2026	April 7, 2026
February 16, 2026	April 20, 2026	May 5, 2026
March 16, 2026	May 18, 2026	June 2, 2026
April 20, 2026	June 15, 2026	July 7, 2026
May 18, 2026	July 20, 2026	August 4, 2026
June 15, 2026	August 17, 2026	September 1, 2026
July 20, 2026	September 21, 2026	October 6, 2026
August 17, 2026	October 19, 2026	November 3, 2026
September 21, 2026	November 16, 2026	December 1, 2026
October 12, 2026	December 14, 2025	January 5, 2027
November 16, 2026	January 19, 2027	February 2027 (TBD)

Narrative Template

For Rezone or Special Use Applications

Introduction:

In this section, you can give a description of the rezone or special use requested. Please include the following:

- A brief description of the request.
- The address (if applicable) and parcel number of the subject property.
- The existing zoning district of the subject property and requested zoning district (if applicable).
- The existing use of the subject property and proposed use.
- If companion applications were also submitted, include a brief description of the companion zoning, special use, or variance application(s).

Adjacent Properties

In this section, you will give detailed information about the zoning of the adjacent properties and a description of the use of the adjacent properties.

- Qpublic Oconee County provides detailed information of the zoning districts of in Oconee County: [Qpublic](#)

Development Details

This section will include details of the proposed development as applicable to your case. Please see the rezone/special use application checklist in this packet for more information.

Architecture (If applicable)

In this section, you will describe any proposed structures. Please discuss architectural design, construction materials, and façade materials. Architectural sketches, photos, or renderings of all proposed structures are also required with the application.

Access and Traffic

In this section, you will provide information about how the property will be accessed (driveways, proposed interior roads, access easements, etc.) You will also be required to provide the anticipated average daily trips generated by the project and discuss the impact on local traffic. For average daily trip calculations, please consult the most recent edition of *The Trip Generation Manual by the Institute of Transportation Engineers*, or contact the Planning Department for assistance.

Water and Sewer

If applicable, in this section you will provide information on whether public water or sewer services will be used or if a well or septic system will be used. Please contact the [Water Resource Department](#) for more information on water/sewer availability.

Stormwater Drainage

If applicable, in this section you will provide information on existing topography and proposed stormwater management.

Schools

If applicable, in this section you will discuss how the proposed request will impact the Oconee County School System.

Landscaping

If applicable, in this section you will provide detailed information on any landscaping or buffers that are proposed or required for your request.

Schedule

If applicable, in this section you will provide the expected time of completion of the project and whether the proposed development will be completed in phases.

Conclusion

In this section include any additional information that you believe is relevant to the case. For example:

- Mention any letters of support from adjacent property owners.

Please direct questions to the Planning Department: 706-769-3910, ocplanning@oconee.ga.us

Zoning Impact Analysis Questions

Please answer each question in complete sentences.

[Unified Development Code Sec. 1207.01](#): Standards for rezoning consideration.

In consideration of a rezoning, the Board of Commissioners shall consider factors relevant in balancing the interest in promoting the public health, safety, or general welfare against the right of the individual to the unrestricted use of property and shall specifically consider the following objective criteria. Emphasis may be placed on those criteria most applicable to the specific use proposed:

- a. Whether the zoning proposal will permit a use that is suitable in view of the existing uses, development, and zoning of nearby property.
- b. Whether the property to be rezoned has a reasonable economic use as currently zoned.
- c. The extent to which the zoning proposal promotes the health, safety, morals or general welfare of the public with consideration to:
 - a. Population density and effect on community facilities such as streets, schools, water and sewer;
 - b. Environmental impact;
 - c. Effect on the existing use, usability and/or value of adjoining property.
- d. The length of time the property has been vacant as zoned, considered in the context of land development in the vicinity of the property.
- e. Consistency of the proposed use with the stated purpose of the zoning district that is being requested.
- f. Whether there are other existing or changing conditions or land use patterns affecting the use and development of the property which give supporting grounds for either approval or disapproval of the zoning proposal.
- g. Conformity with or divergence from the Future Development Map or the goals and objectives of the Oconee County Comprehensive Plan.
- h. The availability of adequate sites for the proposed use in districts that permit such use.

Please direct questions to the Planning Department: 706-769-3910, ocplanning@oconee.ga.us

Special Use Impact Analysis Questions

Please answer each question in complete sentences.

[Unified Development Code](#) Sec. 1207.02: Standards for special use consideration.

A Special Use otherwise permitted within a zoning district shall be considered to be compatible with other uses permitted in the district, provided that due consideration is given to the following objective criteria. Emphasis may be placed on those criteria most applicable to the specific use proposed:

- a. Will the proposed special use be consistent with the stated purpose of the zoning district in which it will be located?
- b. Is the proposed special use compatible with the goals, objectives, purpose and intent of the Comprehensive Plan?
- c. Will the establishment of the special use impede the normal and orderly development of surrounding property for uses predominate in the area?
- d. Is the location and character of the proposed special use consistent with a desirable pattern of development for the locality in general?
- e. Is or will the type of street providing access to the use be adequate to serve the proposed special use?
- f. Is or will access into and out of the property be adequate to provide for traffic and pedestrian safety, the anticipated volume of traffic flow, and access by emergency vehicles?
- g. Are or will public facilities such as schools, water or sewer utilities, and police or fire protection be adequate to serve the special use?
- h. Are or will refuse, service, parking and loading areas on the property be located or screened to protect other properties in the area from such adverse effects as noise, light, glare or odor?
- i. Will the hours and manner of operation of the special use have no adverse effects on other properties in the area?
- j. Will the height, size or location of the buildings or other structures on the property be compatible with the height, size or location of buildings or other structures on neighboring properties?

Please direct questions to the Planning Department: 706-769-3910, ocplanning@oconee.ga.us

DISCLOSURE OF INTEREST
APPLICATION FOR REZONING
OCONEE COUNTY, GEORGIA

To the best of my knowledge, no local government official, including members of the Planning Commission and members of the Board of the Commissions, has a property interest in any real property affected by a rezoning action or has a financial interest in any business entity which has a property interest, or has a member of his/her family having such an interest.

Signature of owner

Date

Signature of Applicant

Date

Signature of Notary Public

Date

PROPERTY OWNER'S
DISCLOSURE OF CAMPAIGN CONTRIBUTIONS
APPLICATION FOR REZONING

Pursuant to section 36-67A-1 et seq. of the Georgia Code Annotated, adopted by the Georgia General Assembly, effective July 1, 1986, the following disclosure is mandatory. When any applicant for rezoning action has made, within two years immediately preceding the filing of that applicant's application for the rezoning action, campaign contributions aggregating \$250.00 or more to a local government official, it shall be the duty of the applicant and the agent representing the applicant to file a disclosure report with the governing authority of the respective local government.

Any applicant for rezoning action knowingly failing to make any disclosure as required by Code Section 36-67 A-1 et seq. shall be guilty of a misdemeanor.

- A. Name of local government official to whom the campaign contribution or gift was made (or N/A if not applicable):

- B. The dollar amount of each campaign contribution made by the applicant to the local government official during the two years immediately preceding the filing of the application for the rezoning action and the date of each such contribution (or N/A if not applicable):

Amount: _____

Date of contribution: _____

- C. Enumeration and description of each gift having a value of \$250.00 or more made by the applicant to the local government official during the two years immediately preceding the filing of this application for rezoning (or N/A if not applicable).

Signature of owner: _____

Date: _____

Signature of applicant: _____

Date: _____

Signature of Notary Public: _____

Date: _____