

APPLICATION FOR CERTIFICATE OF ZONING COMPLIANCE

CITY OF COLLEGE PARK



www.collegeparkga.com

DATE SUBMITTED: _____

APPLICANT INFORMATION (PLEASE PRINT)

APPLICANT NAME _____

ADDRESS _____ CITY, STATE, ZIP _____

PHONE _____ CELL _____ FAX _____

E-MAIL ADDRESS _____

OWNER INFORMATION

PROPERTY OWNER (PLEASE PRINT) _____

ADDRESS _____ CITY, STATE, ZIP _____

PROPERTY INFORMATION

ADDRESS _____ CITY, STATE, ZIP _____

CURRENT USE _____

INFORMATION REQUESTED

Tier I - \$75.00

- What is the zoning of the property?
- What is the Future Land Use Map designation?
- What are the zoning designations of abutting properties?

Tier II - \$250.00

- Was the owner of the property granted any variances, special exceptions, conditional permits or other zoning relief?
- Are any zoning or building code violations present on this property?
- Was a Certificate of Occupancy issued for this property?
- Is the property conforming as to building height, setbacks, parking, landscaping, etc?

Auto Broker - \$75.00

- What is the zoning of the property? (Required by the Georgia State Board of Registration of Used Motor Vehicle Dealers & Used Motor Vehicle Parts Dealers)

In accordance with Article XXV. Section 2. (b) Certificate of zoning compliance, the following items MUST be received in order to process Tier II requests:

- (1) Identity of the owner of the subject property;*
- (2) Identity of any agent of the owner of the subject property;*
- (3) A legal description of the subject property;*
- (4) A complete description and inventory of all existing structures on the subject property;*
- (5) A complete description and inventory of all proposed structures to be located on the subject property;*
- (6) A complete description and inventory of any and all activities presently occurring on the subject property; and*
- (7) A complete description and inventory of any and all activities proposed to occur on the subject property*

NOTE: All requests for a Zoning Certification Letter will be processed within ten (10) business days.

Fees and Payment: Please make check or money order payable to City of College Park and follow the appropriate instructions below, depending on method of delivery.

Via U.S. Postal Service:
City of College Park
ATTN: City Planner
P.O. Box 87137
College Park, GA 30337

Via FedEx or UPS:
City of College Park
ATTN: City Planner
3667 Main Street
College Park, GA 30337