

Application Submittal and Review

Rezoning and Conditional Rezoning

§§5.3 and 5.4, North Augusta Development Code
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Completeness Review

The approval process for a Rezoning or Conditional Rezoning application begins with a completeness review at initial submittal. Information required at initial submittal is listed on this checklist and in the North Augusta Development Code in §§5.3 and 5.4. An application is determined to be complete if the application form, required fee(s) and all requested supporting documents listed herein have been submitted to and received by the City. A determination of completeness for a Rezoning or Conditional Rezoning application must be made within fifteen (15) days of submission of initial review materials. The applicant will be notified when an application is determined complete or if additional information is required. A compliance review by City staff will begin after all required information has been submitted. Rezoning and Conditional Rezoning applications are subject to consideration by the Planning Commission and action by the City Council.

Required for all Rezoning or Conditional Rezoning Applications:

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| a. | Application for Development Approval. |
| b. | Required Fee. |
| c. | Executed Designation of Agent form, if the applicant is someone other than the property owner, i.e., developer, consulting engineer, consulting planner, etc. |
| d. | Certificate of Zoning Compliance form, if applicable. |
| e. | A recent survey or recorded plat showing the accurate location and dimensions of the property that is the subject of the application. (paper and PDF) |
| f. | A map or survey indicating the location, dimensions and uses of existing and proposed structures, easements, water sources, fences, curb cuts, street and alley right of way lines on and within one (1) foot of the property proposed for rezoning. (paper and PDF) |
| g. | If more than one (1) district is applied for, the map or survey shall show the areas requested to be changed and the district to which they are requested to be changed. |
| h. | The total acreage proposed to be rezoned and the acreage of each area to be rezoned to a different district, if applicable. |
| i. | A statement of the reasons for seeking the rezoning or conditional rezoning and any proposed justifications therefore. |
| j. | Traffic Impact Analysis, if applicable. |

Additional Information Required for Conditional Rezoning Applications:

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| k. | The specific uses for which the conditional rezoning is requested and the specific differences between the base zoning district and the conditional district requested. |
| l. | A list and explanation of any voluntary conditions on the project or use proposed to minimize any potentially adverse impacts. |

Compliance Review

After a Rezoning or Conditional Rezoning application has been determined to be complete, the application is reviewed by City staff for compliance with applicable provisions of the North Augusta Development Code and other City regulations and policies. The application shall be scheduled for consideration by the Planning Commission at the next regular monthly meeting following receipt of a complete application, provided that the complete application is submitted at least thirty (30) calendar days prior to said meeting. If additional information or revised plan submittals are necessary, the applicant will be notified as soon as possible. An application is determined to be in compliance when it meets all applicable City policies, regulations and provisions of the Development Code.