



Elbert County—Community & Development Services

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NOTE: This is a very brief overview and does not contain all details necessary

For full details see: Elbert County Zoning Regulations, Part I, Section 6

ElbertCounty-co.gov > Government > Departments > Community & Dev Services > Zoning Regs >PI, Sec 6

REZONE

This is a BRIEF OVERVIEW and does not intend to cover all the required details. For all the details and all the requirements refer to Part I, Section 6 of the Elbert County Zoning Regulations.

START: Brief, conversation with CDS about your application concept.

Step 1: Pre-Application meeting.

Step 2: Community Meeting if required (sometimes a direct mailing to neighbors will satisfy this requirement).

Step 3: Formal Submittal with all required elements as directed by staff.

Step 4: Staff review for completeness and basic accuracy.

- o If parts are missing or some information is incorrect, staff will communicate to applicant so the changes can be made prior to sending out for referral.

Step 5: Application deemed "Complete" by staff & referral packets prepped by applicant.

Step 6: Referral period: Complete application is reviewed by staff and other relevant agencies. They review the complete application and make comments, request changes or identify errors. Referral period is 35 days long.

Step 7: As staff receives referral comments from agencies those comments will be immediately forwarded on to the applicant so the applicant can make the changes and corrections in a timely fashion.

Step 8: Applicant resubmits the elements in need of correction as required by referral agencies and staff. Staff then sets the dates for the public hearings (both Planning Commission and Board of County Commissioners).

Step 9: NOTIFICATION: Applicant runs a PUBLIC NOTICE ad in the newspaper announcing the nature of the application and the dates for hearings. (NOTE: CDS can provide the proper wording for this notice.) Applicant is also required to conduct a certified mailing to all adjacent property owners and will be required to submit receipts for the mailing and in some cases a sign must be posted at and around the property. Affidavits are required.

Step 10: Planning Commission hearing and recommendation.

Step 11: Board of County Commissioners Hearing for final decision.

Step 12: Final recordation after all conditions of approval are met.