



**Hapeville**  
*georgia*

Department of Planning & Zoning

**APPLICATION FOR CERTIFICATE OF ZONING COMPLIANCE**

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 \_\_\_\_\_

PARCEL IDENTIFICATION NUMBER (**REQUIRED**) \_\_\_\_\_

CURRENT USE \_\_\_\_\_

## **INFORMATION REQUESTED**

### **Tier I**

- ☐ 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**

- ☐ Was the owner 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?

**The following information MUST be received in order to process a Tier II request:**

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

**NOTE:** Please note the City has provided no authority to issue verification letters and in the absence of that authority any response letter is not binding. All requests for a Zoning Certification Letter will be processed within ten (10) business days.

Please email all requests to the Planning & Development Coordinator, Adrienne Senter, at [asenter@hapeville.org](mailto:asenter@hapeville.org). You may also call (404) 669-8269 for further assistance.

Please make all check out to the "City of Hapeville" and mail to: City of Hapeville, Department of Economic Development, Attn: Adrienne Senter, 3468 North Fulton Avenue, Hapeville, Georgia 30354.

### **Zoning Cert Fees are:**

**Tier I-\$75.00**

**Tier II-\$250.00**