

4. **Date** of required "First Step" development (pre-application) meeting: \_\_\_\_\_
5. **Attachments:** The following items **must be submitted in full prior to acceptance of this application:**
  - A. Letter of Intent, stating the request and why the request is being made.
  - B. Letter of Authorization; if the applicant is not the current owner or is one of multiple owners. This shall be a notarized letter signed by the owner(s) authorizing the applicant to submit and be responsible for this application.
  - C. Survey Plat (for rezoning purposes); mechanically drawn and prepared by a licensed surveyor registered in the State of Georgia. Drawing shall include the following:
    1. Scale of drawing should be 1" = 100' or other more appropriate scale. Include north arrow and graphic scale.
    2. Inset map showing location relative to major roads, government boundaries, etc.
    3. All existing site improvements including buildings and drives.
    4. All existing water and sewer facilities, including their sizes and existing easements if any, as well as location of nearest fire hydrants.
    5. Depict base 100-year flood lines or note that property is not in flood zone.
    6. Notation of surrounding properties include current ownership, intersecting boundary lines, right-of-way lines, etc..
  - D. Legal description by metes and bounds.
  - E. List of **all** current owners of record for properties located immediately adjacent to or directly across the street or railroad right-of-way from the subject property. The list shall include the current names, mailing addresses and tax Map-Parcel numbers as reflected on the current tax roll of Lowndes County. (This information may be obtained from the Lowndes County Tax Assessor's Office.)
  - F. Proposed conceptual site plan (at the discretion of the Planning Director or designee). Details and contents of this shall be determined at the required "First Step" development review (Pre-application) meeting.
  - G. Zoning Change Questionnaire.