

## INSTRUCTIONS FOR OBTAINING A ZONING CERTIFICATION

The Cherokee County Planning & Zoning Department will certify the zoning of a property located in the unincorporated area of Cherokee County by using the following procedures.

Please provide the following items:

1. A signed and completed **Request for Zoning Certification application form**.
2. A legible **boundary survey** of the property *no larger than 11x17*. The surveyors stamp, title block and metes and bounds must be legible. The survey must show the boundary lines for the property for which the request is being made. The survey will become an exhibit in the Zoning Certificate.
3. A typed **legal description** (metes and bounds) of the property. The legal description will become an exhibit in the Zoning Certificate.
4. Check in the amount of \$ 50.00 (per parcel) made payable to **Cherokee County**. Payment may be made by cash or credit card only if brought in person to our offices in Canton, Georgia.

Our office will provide a letter certifying zoning of the property and conditions of zoning, if applicable. Please refer to the Zoning Ordinance, Table 7.2 – Permitted Uses Table for a list of permitted uses by zoning districts.

The zoning certification letter will **NOT** address:

- Whether a particular use is or would be permitted in the district.
- Whether a use on the property is or was considered a Non-Conforming Use.
- Whether buildings, structures or uses in the past or currently on the property are or were in compliance with zoning, development, building or any other regulation past or present.
- Zoning Staff will not fill out form letters or make statements about proper usage or if the property is a non-conforming use.

**Please allow up to 10 business days for processing, not including delivery time.**

Please be advised the Zoning Division does not certify conformance with the standards contained in the Zoning Ordinance and/or the Development Regulations, or confirm conformance with building codes, fire codes, sewer or water ordinances.

If you need additional information, please contact the Cherokee County Planning & Zoning Department at 678-493-6101.



**CHEROKEE COUNTY**  
**Request for Zoning Certification**

**Important Notes:**

1. Please check all information supplied on the following pages to ensure your application is complete and accurate before signing this form. This page should be the first page of your completed application package.
2. All required documents for this application shall be submitted at the same time as the application.
3. Please contact the Planning & Zoning Department at 678-493-6101 if you have questions regarding your application.

**Privacy Statement**

Cherokee County strives to provide online resources in a secure manner to respect your privacy. Please note this completed application form will be publicly available to view. To secure your privacy, please do not include the following sensitive information (e.g. driver's license #, social security #, private phone numbers, personal email, etc.).

We will not disclose any personally identifiable information collected except where you have given us permission, or is public information under the Georgia Open Records Act O.C.G.A. 50-18-70

**SECTION I Applicant's Information**

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Business Phone: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_ Business Email: \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

**SECTION II Property Information**

Location: \_\_\_\_\_

Tax Map #: \_\_\_\_ N \_\_\_\_ Parcel #: \_\_\_\_\_ Land Lot(s): \_\_\_\_\_ District: \_\_\_\_\_

Total Acreage: \_\_\_\_\_

**REQUESTING ZONING ONLY \_\_\_\_\_ INCLUDE ANY CONDITIONS ON PROPERTY \_\_\_\_\_\*\***

Mail to the mailing address above

Email to the email address above

Call when ready

**STAFF USE ONLY:**

Commission District: \_\_\_\_\_ Current Zoning \_\_\_\_\_ Zoning Case # (if any): \_\_\_\_\_

CityView # \_\_\_\_\_

Fee \$: \_\_\_\_\_ Date Paid: \_\_\_\_\_

**APPLICATION PACKAGE CHECKLIST:**

The following items are to be attached and made a part of this application:

- \_\_\_\_\_ Legible **boundary survey** of the property *no larger than 11x17*. The surveyors stamp, title block and metes and bounds must be legible. The survey must show the boundary lines for the property for which the request is being made. The survey will become an exhibit to the Zoning Certificate.
- \_\_\_\_\_ Typed **legal description** (metes and bounds) of the property. The legal description will become an exhibit to the Zoning Certificate.
- \_\_\_\_\_ Check in the amount of \$ 50.00 (per parcel) made payable to **Cherokee County**.