



## Application Process for Rezoning and Conditional Use Permits

### Main Components of the Process

#### Prior to Application Submittal for Zoning Review

- A pre-application meeting with planning staff is required for a Master Planned District (MPD) application.
- A pre-application meeting with planning staff and the District Commissioner is required for Mixed-Use Center District (MCD) and Mixed Residential District (MRD) applications.
- Senior housing applicants are strongly encouraged to meet with staff prior to application submittal.
- A pre-application meeting with the County or City Water & Sewer Department (whichever has jurisdiction) is required for rezoning and sketch plat applications. See [UDC 8-5.4\(G\)](#) for more information.
- A pre-submittal meeting with the County Arborist is required for any residential use on property of at least 10 acres, excluding Mixed Use Districts. A completed tree survey and site plan must be submitted to the County Arborist a minimum of 10 calendar days prior to the zoning review deadline. The pre-submittal meeting can be scheduled once the required documents have been received.
- Review the Unified Development Code to determine if a variance request is needed, which may necessitate further changes to the application and site plan per [UDC § 8-2.1\(E\)](#).
- Any application necessitating a stream buffer variance is required to submit additional application information including a buffer mitigation plan per [UDC §18-11.3 \(A\)\(4\)\(a-h\)](#). It is strongly suggested that an applicant contact the Forsyth County Engineering Department in advance of the Zoning Review submittal deadline in order to review buffer mitigation plan requirements so that an application will not be deemed incomplete and thereby be delayed.
- Applicants are encouraged to reach out to their district commissioner prior to application submittal. Contact information can be found on the County's website at [www.forsythco.com](http://www.forsythco.com).

#### Application Submittal for Zoning Review

- See calendar for deadlines.
- Application submittals must include all of the required items from the attached checklist and any applicable supplemental items in order to be deemed complete.
- All applications are to be submitted electronically through the Forsyth County online [Customer Self-Service portal \(CSS\)](#). The online CSS portal allows customers to submit applications and revisions and make Visa/Mastercard payments electronically. Staff is available to assist applicants with electronic submittals.
- Staff will review the submittal and send a notice of completion or inform the applicant of any missing items 5 business days after the submittal deadline.
- Following the completeness check, staff will review the site plan for all applicable requirements per [UDC § 8-2.1\(E\)](#).
- All subsequent submittals for completed applications should be uploaded through [CSS](#) under the same application number.
- Applications deemed incomplete are withdrawn. New, complete applications are to be submitted on [CSS](#).
- All documents must be uploaded in PDF format.

## Main Components of the Process Continued

### Zoning Review Meeting

- Zoning Review meetings are held once a month; see calendar for meeting dates. You will be notified in writing of your specific date and time.
- Staff will meet with the applicant to provide a staff review to inform the applicant of additional necessary requirements as well as to provide a recommendation.
- Staff will discuss the procedures for public participation and submittal for board consideration.
- Staff feedback during the application process focuses on administrative and technical compliance to prepare the proposal for a public hearing agenda.
- Public Participation signs will be provided to applicants at Zoning Review meetings.

### Public Participation

- A public participation meeting shall be conducted by the applicant Monday through Friday with a start time between 6:00 – 7:30 p.m.
- Meetings shall be held in a location relatively near the subject property, no earlier than 12 days after the Zoning Review Meeting. Meetings scheduled between November and February must be held inside a building.
- An audio and visual recording of the public participation meeting is required if the application involves a major subdivision or a minimum of 5,000 sq. ft. of non-residential building space.
- Public participation letters are to be mailed using the list provided by staff. Letters should be mailed in enough time to be received before the scheduled date of the public participation meeting.
- Public participation signs are to be posted on the subject property at least 10 days prior to the public participation meeting.
- Sign affidavit shall be submitted within 2 business days after the Zoning Review Meeting.

### Submittal for Board Consideration

- See calendar for deadlines.
- The following is required to submit for board consideration (all documents should be uploaded to [CSS](#) under the correct application number):
  - Application fee; see fee schedule.
  - Revised site plan, PDF format (if applicable).
  - Revised application and any revised or additionally requested submittal materials (if applicable).
  - Public Participation Reports, including an audio and visual recording in MP4 format (if applicable).
- Staff will review the submittal and send a notice of completion or inform the applicant of any missing items 5 business days after the submittal deadline.
- If the application is deemed complete, the staff will provide public hearing signs to be posted 21 days prior to the Public Hearing meeting.

For further information on the zoning application process, please call 770-886-2780.

The Unified Development Code (UDC) can be accessed by visiting [www.forsythco.com](http://www.forsythco.com) and choosing Unified Development Code from the “What Can We Help You With?” search bar at the top of the page. Application requirements may be found in [Chapter 8, section 8-2.1 \(A – H\)](#) and [section 8-5.4 \(A – I\)](#).

## Application Process

## Key Deadlines

### Application Submittal

See calendar for deadline

Applicant will be notified of completeness status 5 business days after submittal deadline

### Zoning Review

Meeting with staff to review revisions and public participation meeting procedures

Applicant to post public participation sign and submit sign affidavit within 2 days after zoning review meeting

### Applicant Work Time

Time allowed to finalize application proposal

Maximum of 180 days after zoning review meeting

### Public Participation Meeting

Applicant to send letters and host a public participation meeting

Meeting to be held a minimum of 12 days after zoning review meeting

### Board Consideration Submittal

Complete applications will be placed on a public hearing agenda  
See calendar for deadline

Approximately 2 weeks after zoning review meeting public participation report and site plan revisions must be submitted  
Applicant will be notified of completeness status 5 business days after submittal deadline

### Planning Commission Work Session

Application is informally discussed  
Attendance is optional, but encouraged

See calendar for meeting dates

### Planning Commission Public Hearing

Public hearing for rezonings and conditional use permits; recommendation made to the Board of Commissioners  
Attendance is optional, but encouraged

Applicant to post public hearing signs and submit sign affidavit 21 days prior to the public hearing

### Board of Commissioners Meeting

Final decision on application request may result in approval with or without conditions, withdrawal with or without prejudice, or denial  
Attendance is optional, but encouraged

3<sup>rd</sup> Thursday of the month in the month following the Planning Commission public hearing; postponement of decision to a subsequent meeting may occur



**Checklist for Rezoning and Conditional Use Permits**

**Unified Development Code**

Zoning and Application Procedures  
 Residential Districts  
 Commercial and Office Districts  
 Industrial and Mining Districts  
 Agricultural Districts  
 Supplementary Regulations for Specific Uses  
 Parking and Loading Regulations  
 Subdivisions and Land Development  
 Overlay Districts (If Applicable)

**Chapter Reference Guide**

[Chapter 8](#)  
[Chapter 11](#)  
[Chapter 12](#)  
[Chapter 14](#)  
[Chapter 15](#)  
[Chapter 16](#)  
[Chapter 17](#)  
[Chapter 18](#)  
[Chapter 21](#)

**Requirements for all applications**

Application Form	<ul style="list-style-type: none"> <li>Signed and notarized by Applicant and Property Owner(s)</li> <li>Electronic Submittal Contact Form</li> </ul>	<input type="checkbox"/>
Legal Description	<ul style="list-style-type: none"> <li>Must be a written metesand bounds legal description establishing a point of beginning and from the point of beginning give each dimension bounding the property, calling the directions, which the boundary follows around the property returning to the point of beginning. If there are multiple properties, all properties shall be combined into one legal description</li> </ul>	<input type="checkbox"/>
Boundary Survey	<ul style="list-style-type: none"> <li>1 PDF</li> <li>Shall be prepared by a registered land surveyor</li> </ul>	<input type="checkbox"/>
Site Plan	<ul style="list-style-type: none"> <li>1 PDF</li> <li>Shall be prepared by a registered land surveyor, professional engineer, landscape architect or architect licensed to practice in the state of Georgia is over 10 acres</li> <li>See <a href="#">§8-2.1(E)</a> and/or attached checklist for site plan requirements</li> </ul>	<input type="checkbox"/>
Confirmation of Paid Property Taxes	<ul style="list-style-type: none"> <li>May be downloaded from the Forsyth County Tax Assessor’s website (<a href="https://tax.forsythcountypay.com/">https://tax.forsythcountypay.com/</a>)</li> </ul>	<input type="checkbox"/>
Title Opinion (not required for CUPs that pertain to a use that will be either located in an existing building or on a site that involves an existing building expansion)	<ul style="list-style-type: none"> <li>Rendered no more than 120 days prior to application submittal</li> <li>Issued by a duly admitted member of the State Bar of Georgia in good standing</li> <li>The title opinion shall confirm ownership of the subject property and also identify and provide copies of any covenants, deed restrictions and easements encumbering the property and shall further identify whether any of the identified covenants, deed restrictions and/or easements prohibit the use being sought by the application</li> </ul>	<input type="checkbox"/>
Public Participation Letter or Plan	<ul style="list-style-type: none"> <li>See attached sample letters</li> <li>See <a href="#">§8-5.4(B)</a> for full requirements</li> </ul>	<input type="checkbox"/>
Disclosure of Campaign Contributions	<ul style="list-style-type: none"> <li>Documentation of all contributions of \$100 or more</li> </ul>	<input type="checkbox"/>
Water and Sewer Pre-Application Meeting Letter (Rezoning Applications only)	<ul style="list-style-type: none"> <li>County or City service area determines appropriate department</li> <li>See <a href="#">§8-5.4(G)</a> for requirements</li> </ul>	<input type="checkbox"/>



Checklist for Rezoning and Conditional Use Permits

Supplemental Materials for Specific Application Proposals

General

Table with 3 columns: Item description, Requirements (bullet points), and Status checkbox. Items include: All proposals over 10 Acres, Cell Tower, Coal Mountain Town Center Overlay, Master Planned District (MPD), Mixed-Use Center District (MCD), Mixed Residential District (MRD), Senior Housing, State Waters, Stream Buffer Variance, Water & Sewer Variance.

Supplemental Materials for Specific Application Proposals

Commercial & Industrial

Table with 3 columns: Item description, Requirements (bullet points), and Status checkbox. Items include: Airport or Heliport/Helipad, Large Scale Retail (over 40,000 s.f.), Commercial Outdoor Recreational Facility, Heavy Industrial District (M2), Mining Operations District (MINE), Transportation / Utility Facility, Waste Facility: Landfill, Transfer Station, Recycling, Solid Waste Handling, etc.

Residential

Table with 3 columns: Item description, Requirements (bullet points), and Status checkbox. Items include: All proposals, All proposals 150 or more units, Single Family Residential District (RES4), Multi-Family Residential District (RES6).

Environmental

Table with 3 columns: Item description, Requirements (bullet points), and Status checkbox. Item: Metropolitan River Protection Act (MRPA).



Public Participation Process for Rezoning and Conditional Use Permits

Public Participation Meeting:

The purpose of the public participation meeting is to:

- a) Ensure that applicants pursue early and effective citizen participation...
b) Ensure that the citizens and property owners of Forsyth County have an adequate opportunity...
c) Facilitate ongoing communication between the applicant, interested citizens and property owners...
d) The public participation meeting is not intended to produce complete consensus on all applications...

Sample Public Participation Letters: (UDC § 8-5.4(B)(2)(a))

Rezoning Sample Letter (information regarding meeting location, date, and time should be left blank to be filled in at a later date)

Name
Address
Phone Number
Application Number

Dear Neighbor,

We would like to inform interested property owners that a Rezoning (ZA) application has been submitted to Forsyth County regarding property located at... We are proposing to rezone from... to... for the purpose of...

We are requesting the following variances:

- 1.

A public participation meeting will be held on... at... p.m. at...

This meeting is not the public hearing. Its purpose is to provide neighbors and interested parties the opportunity to meet with the applicant, ask questions and voice concerns regarding this application.

Enclosed is a copy of the conceptual site plan depicting the subject property and the proposed project. Additional information about this application may be obtained at https://css.forsythco.com/EnerGov\_Prod/SelfService/#/home.

If you have any questions, comments or concerns, please contact me at...

Sincerely,

Name

Enclosure

**Conditional Use Permit Sample Letter** (information regarding meeting location, date, and time should be left blank to be filled in at a later date)

Name  
Address  
Phone Number  
Application Number

Dear Neighbor,

We would like to inform interested property owners that a Conditional Use Permit (CUP) application has been submitted to Forsyth County regarding property located at \_\_\_\_\_ . We are proposing to \_\_\_\_\_ .

A public participation meeting will be held on \_\_\_\_\_ at \_\_\_\_\_ p.m. at \_\_\_\_\_ . This meeting is not the public hearing. Its purpose is to provide neighbors and interested parties the opportunity to meet with the applicant, ask questions and voice concerns regarding this application.

Enclosed is a copy of the conceptual site plan depicting the subject property and the proposed project. Additional information about this application may be obtained at [https://css.forsythco.com/EnerGov\\_Prod/SelfService/#/home](https://css.forsythco.com/EnerGov_Prod/SelfService/#/home).

If you have any questions, comments or concerns, please contact me at \_\_\_\_\_.

Sincerely,

Name

Enclosure

**Public Participation Report**

The Public Participation Report shall include a written explanation of the results of the implementation of the public participation plan. The report shall be submitted at the time of filing for board consideration per the department's deadline schedule.

**Minimum Requirements:** (UDC § 8-5.4(C)(1))

- |  |   |
|--|---|
| <input type="checkbox"/> Executive Summary                     | <ul style="list-style-type: none"><li>• Summary of public participation meetings including dates, times, locations of all meetings that occurred</li><li>• List of parties that were notified, including homeowner associations</li><li>• Summary of attendee concerns per meeting</li><li>• Composite summary of all concerns that will be addressed on the site plan or via applicant requested zoning conditions</li><li>• Composite summary of all concerns that will not be addressed and the reasons why</li></ul>  |
| <input type="checkbox"/> Applicant Requested Zoning Conditions | <ul style="list-style-type: none"><li>• List of all applicant requested zoning conditions</li><li>• List of all applicant requested modifications to recommended staff zoning conditions and reasons for requested change</li></ul>   |
| <input type="checkbox"/> Supporting Documentation              | <ul style="list-style-type: none"><li>• Meeting sign-in sheets from all citizen meetings</li><li>• Signed official USPS Certificate of Mailing forms</li><li>• Public participation letter that was sent to required contacts</li><li>• Letters, notices, newsletters or any other publication used for public participation efforts</li><li>• An audio and visual recording of the Public Participation Meeting is required if the application involves a major subdivision or a minimum of 5,000 square feet of non-residential building space.</li><li>• Recordings in MP4 format are required</li></ul> |

**SITE PLAN CHECK LIST**

This document is provided as a resource for the applicant to assist in the preparation of site plans to be submitted in support of applications. The items listed below reflect the minimum information that shall be included on all site plans submitted as part of the public hearing process. Additional performance standards may apply.

<input type="checkbox"/>	Proposed layout of streets, alleys, lots, and pedestrian circulation systems
<input type="checkbox"/>	Lot or tract dimensions with required setbacks shown. Reference <a href="#">UDC §10-1.5</a> and <a href="#">§10-1.15</a> for exemptions
<input type="checkbox"/>	Required and proposed buffers
<input type="checkbox"/>	Required and proposed landscape areas, common areas, and open space
<input type="checkbox"/>	Proposed structures with square footages (except for single family residential subdivisions)
<input type="checkbox"/>	Existing and proposed zoning districts of the subject property and abutting property
<input type="checkbox"/>	Existing and proposed location and use of all structures on the subject property
<input type="checkbox"/>	Existing and proposed right-of-way locations and dimensions and names of all roads and streets bounding the subject property
<input type="checkbox"/>	Driveways and parking areas with number of provided parking spaces
<input type="checkbox"/>	Loading and unloading facilities
<input type="checkbox"/>	Preliminary and existing locations of storm drainage and structures
<input type="checkbox"/>	Preliminary and existing locations and point of access for major utility lines (e.g. water, gas, electric, etc.)
<input type="checkbox"/>	Preliminary and existing wastewater facilities including areas reserved for drain fields and septic tanks or point of access, sewer easements and manholes
<input type="checkbox"/>	Tax map/parcel number and owner name of subject property and all abutting property owners as shown on current county tax map records
<input type="checkbox"/>	Existing tree canopy (general location of existing canopy as indicated on the county GIS aerial photography)
<input type="checkbox"/>	Preliminary locations of environmental conditions (e.g. streams, wetlands, flood hazard areas, river corridor boundaries)





## Public Engagement

### What is Public Engagement?

Public engagement affords residents an opportunity to have their voices heard when land use changes are proposed in the county. It is a required and integral part of the zoning process.

Through use of notifications and public meetings, we strive to keep citizens informed of pending applications and upcoming public meetings and hearings.

### The Process

Most applications begin the public engagement process one month after initial submittal.

The following items are required to be submitted:

- Application form
- Concept plan
- Public participation plan
- Other documentation as indicated in the Forsyth County Unified Development Code

### Types of Applications

**Alternate Design:** A request for a design plan not meeting all of the non-numerical standards of the applicable Overlay District and requires approval through the public hearing process.

**Conditional Use Permit:** A request for land use that is not allowed by right within the current zoning district and requires approval through the public hearing process.

**Home Occupation Permit:** A request to allow a business to operate from a residence and requires approval through the public hearing process.

**Mobile Vending Permit:** A request to allow the operation of mobile vendors on parcels of land permitted for such use and requires approval through the public hearing process.

**Rezoning:** A request to change land use from one zoning district to another and requires approval through the public hearing process.

**Sketch Plat:** A request for review of a detailed site plan of a proposed development prior to construction in order to ensure development compliance with county ordinances and regulations and requires approval through the public hearing process.

**Zoning Condition Amendment:** A request to modify approved zoning conditions and requires approval through the public hearing process.

## Be Informed

Application documentation may be accessed online via our Customer Self Service Portal: [CSS Portal](#)

**Mailed Notification:** Letters notifying surrounding neighbors located within 500 ft. of the subject property boundary are required to be mailed by the applicant prior to the public participation meeting. Planning staff provides the list of individuals and subdivisions to be contacted.

**Legal Advertisement:** Public hearings are advertised in the Forsyth County News at least 15 days prior to the hearing for Rezoning, Conditional Use Permits, and Zoning Condition Amendments and at least 30 days prior to the hearing for Alternate Design, Home Occupation Permits, Mobile Vending Permits, and Sketch Plats.

**County Website:** Agendas for public hearings are posted on the county's website approximately two weeks prior to the meeting.

**Contact Your Officials:** Additional contact information can be found on the county website: [forsythco.com](http://forsythco.com)

## How to Get Involved

There are several ways to be involved in the process: Attend meetings, speak at Planning Commission public hearings, Board of Commissioners meetings, and contact your elected and appointed officials.

## Meetings and Hearings

**Public Participation Meeting:** The applicant is required to hold a meeting locally to allow adjacent property owners to learn about the proposal, ask questions and have their concerns documented. Staff neither conducts nor appears at this meeting, but the applicant is required to submit a report on what occurred during the meeting.

**Planning Commission Public Hearing:** Open to the public. This meeting is to address pending applications via the public hearing process. The Planning Commission will make a recommendation to the Board of Commissioners for approval or denial. Public hearings are required by state law.

**Board of Commissioners Meeting:** Open to the public. There is an opportunity for public comment for rezonings or Conditional Use Permits twice during the meeting when the public may address any county-related issues. Ten speakers are permitted to address the board for up to three minutes each. The commissioners are at liberty to make a final decision on each application on the agenda during the meeting.

## Public Signage

Signs advertising public meetings are posted along each public street bordering the subject property. The following information can be found on each sign:

### Public Participation Meeting

- Application number
- Description of the proposal
- Date, time and location of the meeting

Public participation meeting signs are posted a minimum of 10 days prior to the meeting.

## Public Hearing

- Application number
- Description of the proposal
- Date, time and location of the meeting

Public hearing signs are posted a minimum of 21 days prior to the hearing for Conditional Use Permits, Rezoning, and Zoning Condition Amendments.

Public Hearing signs are posted a minimum of 30 days prior to the hearing for Alternate Design, Home Occupation Permits, Mobile Vending Permits, and Sketch Plats.

Details related to the application number noted on the signage may be accessed online via our Customer Self Service Portal: [CSS Portal](#)

For inquiries on the public engagement process, contact:

Forsyth County Department of Planning & Community Development  
110 E. Main Street, Suite 100  
Cumming, GA 30040  
770-886-2780  
[forsythco.com](http://forsythco.com)

If there is interest in contacting an official on a particular application, the recommended step is to email the Planning Commission after a public participation meeting has been held:  
[planningcommission@forsythco.com](mailto:planningcommission@forsythco.com)

# Application Deadlines and Planning Commission Meetings 2025

Below are the scheduled meeting dates. Dates and times are subject to change. Please visit [www.forsythco.com](http://www.forsythco.com) for the latest information.

<b>ZONING REVIEW SCHEDULE</b>	
Application for Zoning Review Filing Deadline – 5:00 p.m.	Zoning Review Meeting
November 8, 2024	December 4, 2024
December 6, 2024	January 8, 2025
January 10, 2025	February 5, 2025
February 7, 2025	March 5, 2025
March 7, 2025	April 2, 2025
April 4, 2025	May 7, 2025
May 9, 2025	June 4, 2025
June 6, 2025	July 2, 2025
July 3, 2025	July 30, 2025
August 1, 2025	September 3, 2025
September 5, 2025	October 1, 2025
October 3, 2025	November 5, 2025
November 7, 2025	December 3, 2025
December 5, 2025	January 7, 2026

<b>PUBLIC HEARING &amp; DECISION SCHEDULE</b>			
Board Consideration Filing Deadline – 5:00 p.m.	Planning Commission Work Session 6:30 p.m.	Planning Commission Public Hearing 6:30 p.m.	Board of Commissioners Meeting for Final Decision
December 20, 2024	January 21, 2025	January 28, 2025	February 20, 2025
January 24, 2025	February 18, 2025	February 25, 2025	March 20, 2025
February 21, 2025	March 18, 2025	March 25, 2025	April 17, 2025
March 21, 2025	April 15, 2025	April 22, 2025	May 15, 2025
April 18, 2025	May 13, 2025	May 20, 2025	June 19, 2025
May 23, 2025	June 17, 2025	June 24, 2025	July 17, 2025
June 20, 2025	July 15, 2025	July 22, 2025	August 21, 2025
July 18, 2025	August 19, 2025	August 26, 2025	September 18, 2025
August 15, 2025	September 15, 2025	September 16, 2025	October 16, 2025
September 19, 2025	October 21, 2025	October 28, 2025	November 20, 2025
October 17, 2025	November 17, 2025	November 18, 2025	December 18, 2025
December 19, 2025	No December Meeting	No December Meeting	February 19, 2026
December 19, 2025	January 20, 2026	January 27, 2026	February 19, 2026
January 23, 2026	February 17, 2026	February 24, 2026	March 19, 2026

**Note:** This schedule is for Rezoning (ZA) and Conditional Use Permit (CUP) applications only.

**The Planning Commission Work Session is held in the Commissioners Meeting Room on the 2nd Floor, Suite 220 of the Forsyth County Administration Building, 110 East Main Street, Cumming GA 30040 and starts at 6:30 p.m. The public may attend the Work Session but is not allowed to speak or ask questions.**

**The Planning Commission Public Hearing is held in the Commissioners Meeting Room on the 2<sup>nd</sup> Floor, Suite 220 of the Forsyth County Administration Building, 110 East Main Street, Cumming GA 30040 and starts at 6:30 p.m.**