

---

# SPECIAL USE APPLICATION

## Application, Instructions, and Information

Troup County  
Community Development

---

PLEASE READ CAREFULLY BEFORE APPLYING.

THIS APPLICATION DOES NOT ENSURE A PERMIT OR LICENSE WILL BE ISSUED.

First, check to see if the subject property (the property for which the Special Use is requested) is governed by any restrictive covenants. Restrictive Covenants are private restrictions on the use of land and are basically private agreements or contracts. They are usually recorded either on a deed, subdivision plat, or as an addendum to a subdivision plat. Restrictive Covenants are legally binding upon all property owners referenced on the deed or subdivision plat, including subsequent owners, for the time period as established on the deed or plat.

Since they are private agreements or contracts and Troup County is not a party to the covenant, only the parties subject to the covenants may enforce them. Troup County cannot enforce private covenants. In order to enforce covenants, affected persons will need to file a civil action in Superior Court. A lawyer should be contacted to assist with the filing. If the requested Non-Conforming Use and/or Structure violates your property covenants, you might become the focus of a civil action. A Special Use approval is not authorization to violate covenants and will not protect you in a lawsuit or civil action brought by your Property Owners Association, land lord, or property manager.

For information about obtaining a copy of your subdivision covenants, please contact your Home Owners' Association or the Deeds & Record's Office of the Clerk of Superior Court located at the Troup County Government Services Center between the hours of 8:00am and 5:00pm, Monday through Friday, except holidays.

## **Troup County, Georgia, Special Use Application**

Troup County is a great place to live, work and play. Troup County boasts a diverse economy and offers a wide variety of living options. Troup County Commissioners, management and staff have worked and listened to residents who have said there should be a balance between our agricultural and rural past along with opportunities for growth and success.

The Troup County Zoning Ordinance is the result of many months of planning and public meetings where residents and professionals expressed opinions, desires and beliefs to propose policies. Taking all of these into consideration, the Board of Commissioners ultimately approved the standards outlined by the Zoning Ordinance, and the zoning districts expressed on the Zoning Map. As a result, some land (and structure) uses are permitted 'by right' in the various zoning districts. Others may require approval as a Special Use Permit.

Under Troup County ordinances, a Special Use is typically more intense in nature, approved permanently (unless specifically made temporary by the BOC) and 'runs with the land'.

Uses are either permitted 'by right' in the zoning district, not permitted, or permitted with a Special Use approval. The Permitted Uses Tables are too lengthy to be duplicated here, but may be found in the Troup County Zoning Ordinance.

### **Special Use Applications**

Because of the permanency of Special Use Permits, applications for Special Use Permits are heard first by the Board of Zoning Appeals and Planning Commission (BOZAPC) which recommends approval or denial to the Board of Commissioners (BOC). The BOC will consider the following standards:

- The available existing street system is adequate to efficiently and safely accommodate the traffic that will be generated by the proposed use or development.
- The existing public utilities, facilities and services are adequate to accommodate the proposed use or development.
- The use or development will not generate or cause conditions such as noise, light, glare, or odor or similar objectionable features which would reduce the value, use or enjoyment of surrounding properties.
- The use would not have a detrimental environmental impact on the surrounding area.
- The use would not adversely affect the health, safety, and general welfare of the community.

If at any time after approval the Zoning Administrator finds that the conditions imposed and the agreements made have not been or are not being fulfilled by the holder of a special use permit, the permit shall be terminated and the use discontinued until in compliance with the conditions. Each application shall contain a Site Plan of the proposed location to scale, showing the following:

- The general location of all existing structures and property lines;
- Present zoning of adjacent property; the existing use of adjacent property;
- Location of proposed buildings and land use; a legal description of the property; setbacks;
- Parking spaces, if applicable.

### **Instructions**

- Please read the full application packet carefully.
- Provide all requested information. If something doesn't apply, write N/A (not applicable).
- This application is for Special Use Permit requests.
- Uses requiring a Special Use Permit by zoning district are found in the Permitted Uses tables in the Troup County Zoning Ordinance. The Application fees do cover advertising and processing costs, but do not include subsequent applications and/or permits and associated fees that may be necessary. Application Fees are not refundable after advertisements are placed.

### **Applicant Information**

- *Applicant* – this is the person completing the application. The applicant should be the property owner, but not necessarily the proposed resident. A property buyer may apply if an active Purchase Agreement is submitted with the application. Provide the current home address and phone number as well as current mailing address if different.

### **Subject Property Information**

- Assessor parcel number (APN) – available from your deed, property tax bill, or the Property Appraisal Office located at the Government Services Center, or online at the Troup County website (<http://www.troupcountyga.org>).
- Street Address and Zip Code – the physical site address for which the Special Use Permit is requested. If there isn't an assigned street number, provide the street name. If there is no street number or the proposed location isn't part of a subdivision, you will need to apply for an address assignment before any permits and/or licenses are issued.
- Acres – the lot size of the subject property. The Property Record Card (PRC) is considered the official record.
- Conservation Use - If your property is in a conservation covenant, consider conferring with the Property Appraisal Office before submitting your application.
- Zoning District – the zone according to the Troup County Official Zoning Map at the time of the application.
- Present use – list all present uses, include its residential use and any other previously approved special uses.

- Subdivision – Please provide the name of the subdivision, if applicable.
- Zoning/Use of Adjacent Properties – The current zoning district and present use of all adjacent properties.
- Owned or Rented? – Do/will you own or rent the parcel of land for the proposed placement? If you do/will rent, you must provide the owner's name and contact information and the owner must sign the application.
- Property Owners Name and Address – provide information for the property owner. The PRC is the official record to determine the owner of record. If the PRC does not yet reflect current ownership, you may provide additional documentation such as a valid Purchase Agreement, or copy of a recorded deed.
- Authorized Signature – The property owner must sign the application for the Special Use Permit. If the applicant is the purchaser, please provide a copy of the active Purchase Agreement. The Purchase Agreement must remain enforce through the final hearing dates. Properties held in Trust must be signed by the Trust Manager or other legally authorized representative. A legal Power of Attorney is also acceptable.

**Special Use Request Information & Additional Information (Following Page)**

- Please describe the Special Use Request.
- Lot or parcel sketch – provide a Site Plan to scale of the lot or parcel of the proposed location.
- Indicate the length in feet of each property line. Attach a survey if one is available. If the Special Use application is for a new structure, indicate the proposed location of the unit(s) on the drawing.
- Additional Information – use the next block space on the following page to provide additional information that might not fit in the provided spaces on the main application form.



**TROUP COUNTY**  
GEORGIA

# Special Use Application

Community Development

100 Ridley Ave, Suite 1300

LaGrange, GA 30240

Phone: (706) 883-1650 Fax: (706) 883-1653



**TROUP COUNTY**  
GEORGIA

Case #	Fee Paid \$	Application Date	Receipt #/By
SU-	<input type="checkbox"/> \$500.00		# /

**Please read the following and attached materials before applying.**

**DISCLAIMER: Please read all instructions carefully.** Information provided must be confirmed by current Property Records maintained by the Troup County Property Appraisals Office. Additional permits may be necessary.

**Incomplete applications will not be reviewed or processed. Please enter N/A if a question is not applicable. Fees are non-refundable.**

### APPLICANT INFORMATION

Applicant's Name	Mailing Address	City/State	Zip
Phone 1	Phone 2	Email	

### SUBJECT PROPERTY INFORMATION

Assessor Parcel Number	Street Address (street name if no address)	City/Zip	# Acres or SQFT
- - -			
Conservation Land?	Zoning	Present Use	Subdivision
<input type="checkbox"/> Yes <input type="checkbox"/> No			

### Zoning/Use of Adjacent Properties

NORTH	SOUTH	EAST	WEST

OWNED/PURCHASING  
 RENTING

**IF RENTED, PROPERTY OWNER MUST SIGN. IF PURCHASED NOT CLOSED AT TIME OF APPLICATION, PROVIDE PURCHASE AGREEMENT OR OWNER MUST SIGN.**

Property Owner's Name	Mailing Address	City/State/Zip	Phone


Authorized Signature:

Date:

### SPECIAL USE REQUEST INFORMATION

Using the information from the Zoning Ordinance, please indicate the Special use being requested.

**Special use approval may not be granted to circumvent the use of land, building or structure standards not permitted by right in the subject property zoning district.**

Please describe (draw site plan on following page or attach plats, site plan and additional information as required, continue description in space on the following page)  NEXT PAGE

### Office Use Only Below

Application	Correct Use Requested? <input type="checkbox"/> Yes <input type="checkbox"/> No Drawing provided? <input type="checkbox"/> Yes <input type="checkbox"/> No	Taken/Reviewed by	Date
Administrative	Requires new Permitted Use Category? Yes <input type="checkbox"/> No <input type="checkbox"/>  Zoning Administrator:	Describe new use needed:	
BOZAPC	Date:	Decision: <input type="checkbox"/> Approve <input type="checkbox"/> Deny:	Vote of:
BOC (Special Uses)	Name	Signature	Date
Conditions			

*Additional Conditions, Comments and Information/Site Plan*

**Additional Applicant, Subject Property and Request Information**

*If for a commercial use, describe the business below. This description must include hours of operation, number of employees, equipment used, products made or sold, type of signs, and other information as needed for the Troup County Commission to reach an informed decision.)*

***Office Use Only*** - Review Comments

***Conditions & Restrictions to Approved Non-Conforming Use and Structure Request***