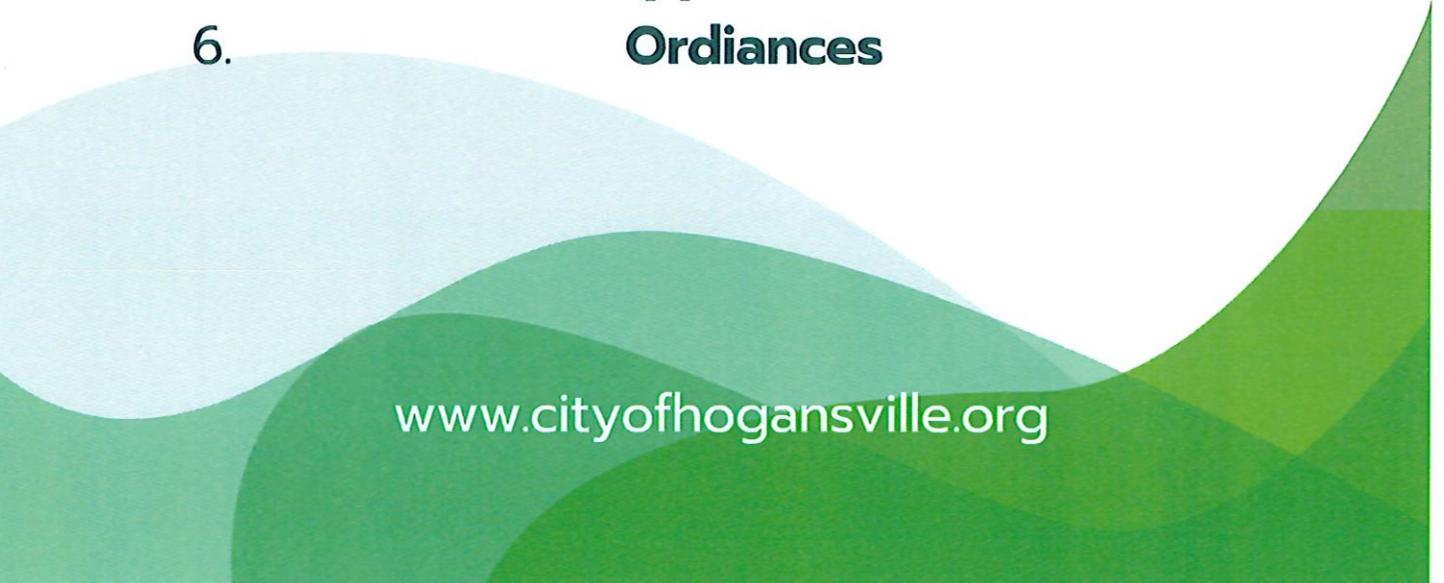




CITY OF HOGANSVILLE

DEVELOPMENT PACKET

1. **How to be a Good Partner?**
2. **Flow Chart**
3. **Meeting Dates**
4. **Fees**
5. **Applications**
6. **Ordinances**



www.cityofhogansville.org



HOW TO BE A GOOD PARTNER WITH HOGANSVILLE?

As a community partner, developers are encouraged to support Hogansville in ways that build strong local connections. Opportunities include:

Sponsoring community events – Help support city celebrations, parades, and seasonal festivals.

Supporting arts and culture – Sponsor a performance or screening at the historic Royal Theater.

Showing appreciation to city staff – Sponsor a city employee picnic or recognition event.

Contributing to beautification – Assist with landscaping, murals, signage, or public space improvements.

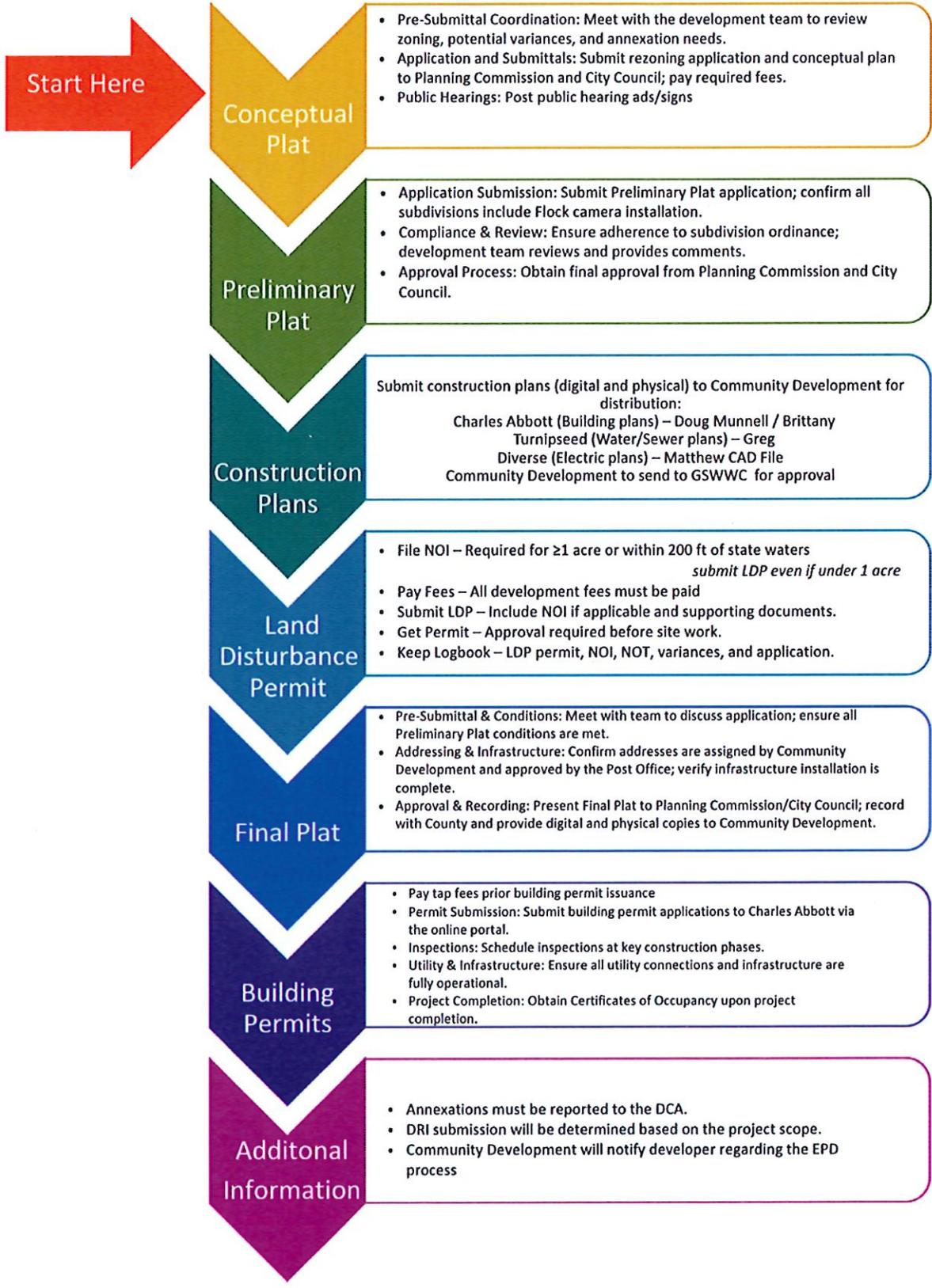
Improving parks and recreation – Partner on upgrades to parks, playgrounds, or trails.

Donating resources or services – Provide in-kind support for city departments or facilities by donations of land.



SUBDIVISION PROCESS FLOW CHART

111 High Street Hogansville, GA 30230
706-637-8629
cityhall@cityofhogansville.org





2026-2027 City Council Meeting Dates

March 2, 2026	March 16, 2026
April 6, 2026	April 20, 2026
May 4, 2026	May 18, 2026
June 1, 2026	June 15, 2026
July 6, 2026	July 20, 2026
August 3, 2026	August 17, 2026
September 7, 2026	September 21, 2026
October 5, 2026	October 19, 2026
November 2, 2026	November 16, 2026
December 7, 2026	December 21, 2026
January 4, 2027	January 18, 2027
February 1, 2027	February 15, 2027
March 1, 2027	March 15, 2027
April 5, 2027	April 19, 2027
May 3, 2027	May 17, 2027
June 7, 2027	June 21, 2027

2026-2027 Planning and Zoning Board Dates

2026	2027
January 15, 2026	January 21, 2027
February 19, 2026	February 18, 2027
March 19, 2026	March 18, 2027
April 16, 2026	April 15, 2027
May 21, 2026	May 20, 2027
June 18, 2026	June 17, 2027
July 16, 2026	July 15, 2027
August 20, 2026	August 19, 2027
September 17, 2026	September 16, 2027
October 15, 2026	October 21, 2027
November 19, 2026	November 18, 2027
December 17, 2026	December 16, 2027

City of Hogansville
Review and Inspection Fee Calculator

PROJECT NAME:
Project NUMBER:
DATE:

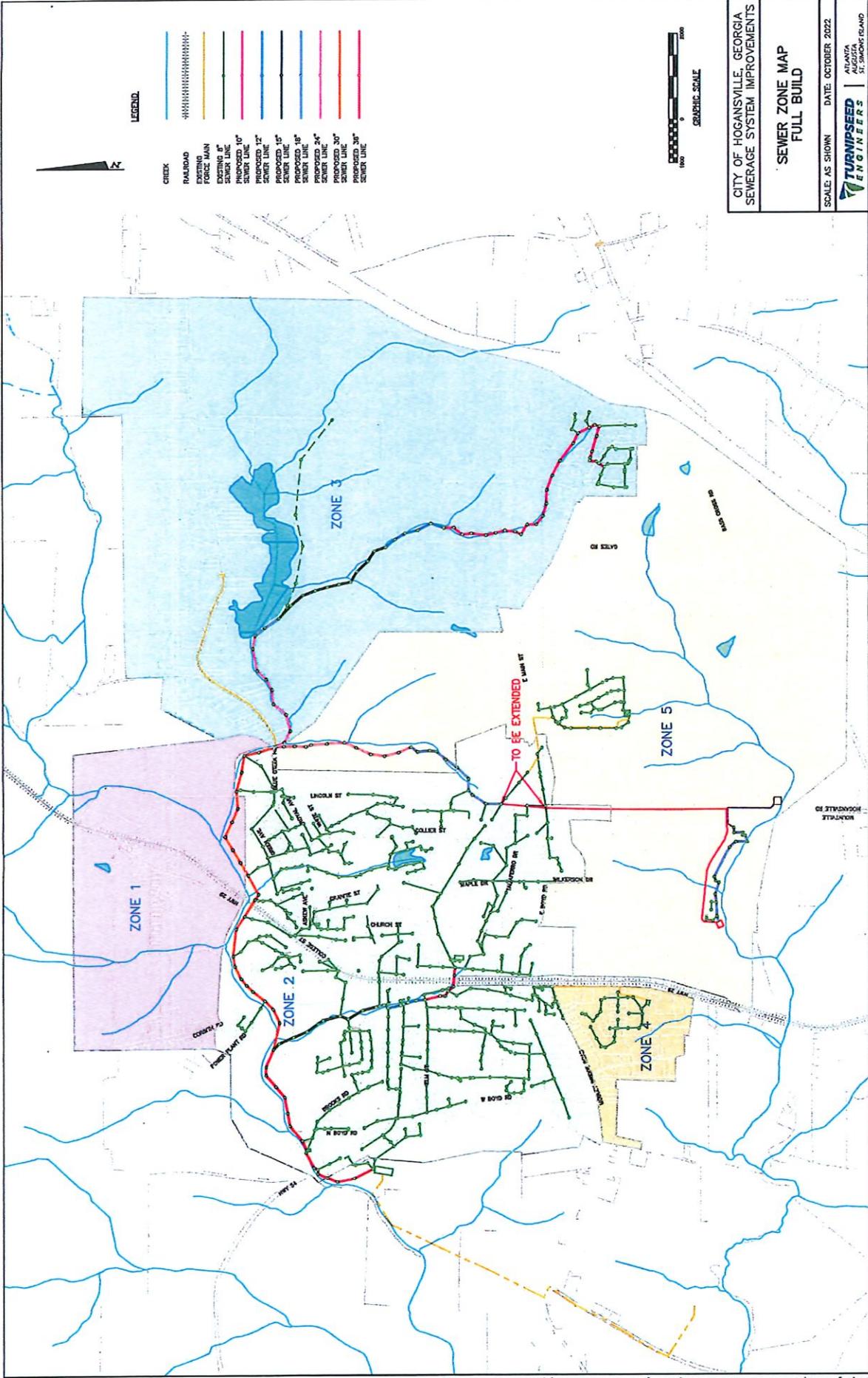
	Base Fee	Quantity	Rate	Units	Total
Hourly Review Fee		0	\$ 125	hrs	\$ -
Subdivision Inspection - Includes both Residential and Non-residential Subdivisions					
C Clearing and Grading	\$ 1,500.00		\$ 20	acre	\$ -
C Roads	\$ 600.00		\$ 1	lf	\$ -
C Storm Drain	\$ 300.00		\$ 1	lf	\$ -
C Detention	\$ -		\$ 500	ea	\$ -
Water	\$ 500.00		\$ 1	lf	\$ -
Sanitary Sewer	\$ 500.00		\$ 1	lf	\$ -
Subtotal					\$ -
Site Development Inspections - Includes Commercial, Industrial, Multifamily	\$ 2,400		\$ 100	acre	\$ -
NPDES Fee		0	\$ 40	disturbed acre	\$ -
LDP - Hogansville		0	\$ 40	disturbed acre	\$ -
Special Review Fee - Lift Station					\$ -
Development Fees			\$ 1,200	Per Unit	\$ -
Due prior to issuance of LDP					\$ -

Paid Directly w/ NOI

Note: This schedule does not reflect building permit fees or electrical construction Zone will vary by location, check Map

Cost Per	Zone RDV	Zone 1	Zone 2	Zone 3	Zone 5	Zone 5
Home	\$ 3,000.00	\$ 10,300.00	\$ 7,500.00	\$ 11,700.00	\$ 9,600.00	\$ 12,900.00

Development Fee: A development fee of \$1,200 shall be charged per unit developed. The payment of the development fee is required prior to the issuance of a LDP.
Tap Fees: paid before issuance of building permits



LEGEND

- CREEK
- RAILROAD
- EXISTING FORCE MAIN
- EXISTING 8" SEWER LINE
- EXISTING 10" SEWER LINE
- PROPOSED 12" SEWER LINE
- PROPOSED 15" SEWER LINE
- PROPOSED 18" SEWER LINE
- PROPOSED 24" SEWER LINE
- PROPOSED 30" SEWER LINE
- PROPOSED 36" SEWER LINE

CITY OF HOGANSVILLE, GEORGIA
SEWERAGE SYSTEM IMPROVEMENTS

**SEWER ZONE MAP
FULL BUILD**

SCALE: AS SHOWN DATE: OCTOBER 2022

TURBIDITY ENGINEERS
ATLANTA
AUGUSTA
ALBANY, GA

BUILDING PERMIT FEES:

Calculating Building Valuation	Unless otherwise stated, the valuation for all new construction will be based on the actual contract cost of the work or calculated by using the latest <u>construction cost data</u> as published in the Building Safety Journal by the International Code Council. For Interior Completion only, the construction cost is valued at 50% of the calculated ICC building valuation.	
Fee Payment	Plan review fees are non-refundable and due at time of application.	
Plan Review Fee	Residential Plan Review	\$150
	Commercial/Industrial Plan Review	Additional 50% of permit fee (minimum \$200)
Permit Fees	Minimum Permit Fees	Residential - \$150 Commercial - \$200
	TOTAL VALUATION	
	FEE	
	\$1 to \$25,000	\$14 for each \$1,000, or fraction thereof, to and including \$25,000
	\$25,001 to \$50,000	\$350 for the first \$25,000 plus \$10 for each additional \$1,000, or fraction thereof, to and including \$50,000
	\$50,001 to \$100,000	\$600 for the first \$50,000 plus \$7 for each additional \$1,000, or fraction thereof, to and including \$100,000
	\$100,001 to \$500,000	\$950 for the first \$100,000 plus \$6 for each additional \$1,000, or fraction thereof, to and including \$500,000
	\$500,001 to \$1,000,000	\$3,350 for the first \$500,000 plus \$5 for each additional \$1,000, or fraction thereof, to and including \$1,000,000
\$1,000,001 and up	\$5,850 for the first \$1,000,000 plus \$3 for each additional \$1,000, or fraction thereof	
Certificate of Occupancy or Completion (C/O C/C)	New commercial building	\$100
	New single family detached, condo, townhome	\$50
	New or renovated commercial tenant space	\$50
Trade Permits (MEPs)	Electrical, Plumbing, HVAC, etc.	\$80 + \$5.00 for each \$1,000 or fraction thereof, of valuation of work being done.
	T-Pole or power reconnect	\$100
Demolition	Interior demo (bldg or tenant space)	\$150
	Single family residential house demo	\$150
	Commercial building demo	\$300
Permit Extensions	Residential extension	\$100
	Commercial extension	\$200
Re-Inspections	Re-inspection fee	\$75
Re-submittal	Re-submittal of all plans	\$100 each re-submittal
Other (Plan Review Included)	Transfer of Permit/change of contractor	\$100
	Structure move	\$200
	Siding replacement	\$150
	Residential Re roof	\$150

Commercial Re-roof	\$200 + \$5.00 for each \$1,000 or fraction thereof, of valuation of work being done.	
Fence Permit and Res. Portable Storage Bld./carport	\$75	
Swimming Pool- in ground	Residential - \$500	Commercial - \$650
Swimming Pool - above ground/ hot tub	Residential - \$300	
Inspections outside of normal business hours	\$125 per hour (3 hour minimum)	
Replacement of permits, CO's, etc.	\$25	
Minor Plan Revision Reviews - Review on changes to plans after approval	\$100 Residential \$200 Commercial	
Fee for work done without a permit	Original permit fee + 100% penalty (double permit fee)	
Temporary Construction Trailer	\$100	
Preliminary/ code compliance/ safety inspections	\$100	

Administrative Fee	\$25 (all permits)	
--------------------	--------------------	--

Application Number: _____



APPLICATION FOR ANNEXATION

TO: Mayor & Council of the City of Hogansville

DATE: _____, 20__

I/We, the undersigned, do hereby make application for annexation into the corporate limits of the City of Hogansville as follows:

Property Owner Name: _____

Address: _____

_____ Zip _____

Phone: _____ Email: _____

Troup Tax Map No. _____

Address for which _____
Annexation is requested:

_____ Zip _____

Nature of Annexation Requested – Please be as specific as possible.

Materials Necessary for an Annexation Application:

- Please use additional sheet, if necessary, to list all owners.
- One (1) copy of this application, completed in full
- Property Authorization Forms
- A concept/site plan of the property
- One (1) 24x36 sign to be placed at each lot frontage. *
- One (1) legal advertisement to be published in the LaGrange Daily News *

The wording will be supplied by the Zoning Administrator after the Planning Commission Meeting and must be posted 15-45 days before the public hearing

I certify that the foregoing information is true and correct,

this day of _____

Applicants Signature

(Affix Raised Seal Here)

Notary Public

Office Use Only

Received Date: _____

Accepted Date: _____

Site plan/Sketch attached: Yes No

Adjoining property owners listed on site plan: Yes No

Rezoning Application Received: Yes No

County Notification been sent?: Yes No

Date brought before Planning & Zoning Board: _____ Recommended for approval: Yes No

Date brought before Mayor & Council: _____ Approved: Yes No

DCA Reporting?: Yes No

Application Number: _____



Application for Zoning Variance

Property Owner Name _____

Address _____

Zip _____

Phone _____ Email _____

Troup Tax Map No. _____

Address for which variance is requested _____

Zip _____

Nature of Variance Requested – Please be as specific as possible.

You can attach a separate sheet to explain why this variance is necessary.
Attach a simple sketch of the property showing the following:

- General location of the existing structures and property lines.
- Present zoning of adjacent property.
- Existing use of adjacent property.
- Locations of proposed buildings and land use.
- A legal description of the property.
- Setback distances.
- Parking spaces, if applicable.

I certify that the foregoing information is true and correct,

this day of _____ 20 _____

Applicant's Signature

Notary Public

(Affix Raised Seal Here)



City of Hogansville, GA

Zoning Variance Checklist

Property Owner Name _____

Address for which
variance is requested _____

	By	Date
Application received	_____	_____
Application accepted	_____	_____
Public Hearing Date Decided	_____	_____
Legal Notice Published	_____	_____
Legal Ad Placed	_____	_____
Planning action taken	_____	_____
City Council action taken	_____	_____

City decision

Approved

Denied



Zoning Variance Application Instructions

The final decision to grant a variance shall be made by the Hogansville City Council after hearing the recommendation of the Planning Commission. Any appeals of the City Council's decision shall be taken to the proper courts.

PLANNING COMMISSION:

- 1) An application for a variance must be completed and signed by the applicant and submitted to City Hall at least 7 days before the next regularly scheduled Planning Commission meeting which staff will review the requests and develops a recommendation which is forwarded to the Planning Commission for review and recommendation.
- 2) The Planning Commission meets on the third Thursday of each month at 6:00 p.m. at City Hall. It is important that the petitioner attend these meetings to answer questions that may arise from board members.
- 3) After hearing interested citizens and after reviewing the request, the Planning Commission votes to recommend APPROVAL, APPROVAL WITH CONDITIONS, DENIAL, OR TABLNG of the request.
- 4) This recommendation is forwarded to Mayor and Council.

MAYOR AND COUNCIL MEETINGS:

- 1) The Mayor and Council will hear a report on the request and determine if the request is reasonable.
- 2) If the request is deemed to be reasonable, Mayor and Council will place the request on the agenda for first and second readings at two consecutive meetings.
- 3) Public support in favor or opposition to the request will be received by the Mayor and Council.
- 4) Mayor and Council will vote on the request.

The Commission/Council may, at its sole discretion, include any condition, requirement or limitation to a variance which may be necessary to protect adjacent property owners and the public good. If at any time after the variance has been issue, the zoning administrator or building inspector finds that the conditions imposed and the agreements made have not been or are not being fulfilled by the holder of the variance, the variance shall be terminated.

MATERIALS NECESSARY FOR A REQUEST FOR VARIANCE APPLICATION:

- An application fee of \$150.
- A statement outlining the reason for the request listing what extraordinary and exceptional conditions exist with the property in question because of its size, shape or topography, or that a literal enforcement of the ordinance would create an unnecessary hardship, or that there are peculiar conditions involved and that if the variance is granted it would not cause a substantial detriment to the public good.
- A sketch/site plan of the property showing all the items outlined on the application.
- Statements from adjacent property owners in support of the variance if applicable
- Property Authorization Forms
- One (1) 24x36 sign to be placed at each lot frontage. *
- One (1) legal advertisement to be published in the LaGrange Daily News. *

The wording will be supplied by the Zoning Administrator and must be posted 15-45 days before the public hearing

4. The condition is created by the regulations of the UDO and not an action or actions of the property owner or the applicant.

5. The granting of the variance will not impair nor injure other properties or improvements in the neighborhood in which the subject property is located, nor impair an adequate supply of light or air to adjacent property, substantial increase the congestion in the public streets, increase the danger of fire, create a hazard to air navigation, endanger the public safety or substantially diminish or impair property values within the neighborhood.

6. The variance is the minimum variance that will make possible the reasonable use of the land, building or structures.

7. The variance designed will not be opposed to the general spirit and intent of the UDO or the purpose and intent of the Comprehensive Plan.



Owner Authorization Form

City of Hogansville

This is a written request from _____, the legal owner of Property: _____, Hogansville, Troup County, Georgia and the Tax Parcel Number _____. At this time, we are requesting that the said property be considered for a variance for the following reason:

_____.

Esta es una petición escrita de _____, el dueño legal de la Propiedad: _____, Hogansville, Condado de Troup, Georgia y el Número de Parcela Fiscal _____. En este momento, estamos pidiendo que se considere la propiedad para tener una variación por la siguiente razón:

_____.

Property Owner Signature/Firma del dueño

Date/Fecha:

Notary Public

(Affix Raised Seal Here)



Third Party Authorization Form

City of Hogansville

This is a written request from _____, the legal owner of
Property: _____, Hogansville, Troup County,
Georgia and the Tax Parcel Number _____. I hereby grant
authorization to _____ to act as the applicant or
agent for submitting requests related to this property.

Esta es una petición escrita de _____, el dueño
legal de la Propiedad: _____, Hogansville, Condado de
Troup, Georgia y el Número de Parcela Fiscal _____. Por la
presente autorizo a _____ a actuar como solicitante o representante
para presentar solicitudes relacionadas con esta propiedad.

Property Owner Signature/Firma del dueño

Date/Fecha:

Notary Public

(Affix Raised Seal Here)

Application Number: _____



Rezoning Application Form

THE FOLLOWING IS A GENERAL DESCRIPTION OF THE PROCEDURES USED FOR THE PROCESSING OF AN APPLICATION FOR A REZONING REQUEST.

PLANNING COMMISSION:

- 1) After receipt and acceptance of the zoning petition, staff reviews the requests and develops a recommendation which is forwarded to the Planning Commission for review and recommendation.
- 2) The Planning Commission meets on the third Thursday of each month at 6:00 p.m. at City Hall. It is important that the petitioner attend these meetings to answer questions that may arise from board members.
- 3) After hearing interested citizens and after reviewing the request, the Planning Commission votes to recommend APPROVAL, APPROVAL WITH CONDITIONS, DENIAL, OR TABLING of the request.
- 4) This recommendation is forwarded to Mayor and Council.

MAYOR AND COUNCIL MEETINGS:

- 1) The Mayor and Council will hear a report on the request and determine if the request is reasonable.
- 2) If the request is deemed to be reasonable, Mayor and Council will place the request on the agenda for first and second readings at two consecutive meetings.
- 3) Public support in favor or opposition to the request will be received by the Mayor and Council.
- 4) Mayor and Council will vote on the request.

Your application and all required materials (listed below) must be submitted at least seven days prior to the next Planning meeting to be put on the agenda.

MATERIALS NECESSARY FOR A REQUEST FOR REZONING APPLICATION:

- One (1) copy of this application, completed in full.
- A written request to the Mayor and Council and Planning Commission, signed by the owner and dated, explaining the nature of the rezoning request.
- Applicant's Rezoning Disclosure Statement
- Authorization forms
- One (1) digital and Three (3) 24x36 paper copies of site plan.
- Full payment of \$250.00 (NON-REFUNDABLE) application fee.
- Legal description of the property
- One (1) 24x36 sign to be placed at each lot frontage. *
- One (1) legal advertisement to be published in the LaGrange Daily News. *

The wording will be supplied by the Zoning Administrator and must be posted 15-45 days before the public hearing

Application Received : _____

Application Accepted : _____

Application for Rezoning – City of Hogansville Georgia

Property Owner: _____

Property Owner Address: _____

City, State, Zip: _____

Phone Number: _____

Email: _____

Authorized Agent: _____

Agent's Address: _____

City, State, Zip: _____

Phone Number: _____

Email: _____

Subject Property Address: _____

City, State, Zip: _____

Troup Tax Parcel Number: _____

Size of property (acres): _____

Current Zoning: _____ **Proposed Zoning:** _____

Current Use: _____

Proposed Use: _____

If rezoned, when will the proposed use start? _____

Is subject property vacant? _____

Are you also asking to annex the subject property? _____

I hereby attest that the information I have provided in this application is true and accurate to the best of my knowledge. I also agree to cooperate with the City of Hogansville, in responding promptly to any reasonable request for additional information that may rise during the review process.

Signature of Owner or Authorized Agent

Date

APPLICANT'S REZONING DISCLOSURE STATEMENT
(OC.GA. 36-67A-1 eg seq.)

Property/Financial Disclosure

Does any member of the Hogansville City Council or Hogansville Planning and Zoning Commission have a financial or property interest in the subject property requested for zoning change or in a corporation, partnership, firm, trust, or association which has a property interest in the subject property?

If so, describe the nature and extent of such interest:

Campaign Contribution Disclosure

Has the applicant made, with two (2) years immediately preceding the filing of this application for rezoning, campaign contributions aggregating \$250 or more, or made gifts having a combined value of \$250 or more to a member or members of the Hogansville City Council or Hogansville Planning and Zoning Commission?

If so, give the name of the member(s) to whom the campaign contribution or gifts were made, the dollar amount of each campaign contribution, and an enumeration and description of each gift:

Site Plan Requirements

Site Plans shall contain the following information:

1. Property owner and address
2. Street address of subject property
3. Total property acreage
4. Tax Map and Lot Number
5. Date prepared, Map Scale and North Arrow
6. Location of all property lines on neighboring properties and streets or alleys located 50 feet from subject property.
7. Names of adjacent property owners
8. Boundaries of all current zoning districts on the subject properties and all neighboring properties shown on the map. Each zoning district must be labeled.
9. Special markings (shading, cross hatching, or heavy outline) to identify the areas intended to be rezoned.
10. The general location of all existing structures or buildings on the subject property.

SKETCH PLAN DOES NOT HAVE TO BE DRAWN TO EXACT SCALE OR PREPARED BY A PROFESSIONAL, BUT IT MUST BE NEAT AND PREPARED IN INK.



Each zoning map amendment application, whether submitted by local government or by a party other than local government, shall include with it a complete, written, documented analysis of the impact of the proposed rezoning with respect to each of the following matters:

1. Whether the zoning proposal will permit a use that is suitable in view of the use and development of adjacent and nearby properties.
2. Whether the zoning proposal would adversely affect the existing use or usability of adjacent or nearby property.
3. Whether the property to be affected by the zoning proposal has a reasonable economic use as currently zoned.
4. Whether the zoning proposal will result in a use which will or could cause an excessive or burdensome use of existing streets, transportation facilities, utilities, or schools.
5. Whether the zoning proposal is in conformity with the policy and intent of the comprehensive land use plan.
6. Whether there are other existing or changing conditions affecting the use and development of the property which give supporting grounds for either approval or disapproval of the zoning proposal.



HOGANVILLE
GEORGIA
Owner Authorization Form

City of Hogansville

This is a written request from (property owner name): _____, the legal owner of Property (address): _____, Hogansville, Troup County, Georgia; Troup County Tax Parcel Number _____. At this time, we are requesting that the said property rezoned from _____ to _____.

Esta es una petición escrito de (nombre del dueño) _____, el dueño legal de la Propiedad (dirección) : _____, Hogansville, Condado de Troup, Georgia ; El Número de Parcela Fiscal _____.

En este momento, estamos pidiendo que se considere la propiedad para estar rezonificada de _____ a _____.

Property Owner Signature/Firma del dueño

Date/Fecha:

Notary Public

(Affix Raised Seal Here)



Third Party Authorization Form

City of Hogansville

This is a written request from _____, the legal owner of Property: _____, Hogansville, Troup County, Georgia and the Tax Parcel Number _____. I hereby grant authorization to _____ to act as the applicant or agent for submitting requests related to this property.

Esta es una petición escrita de _____, el dueño legal de la Propiedad: _____, Hogansville, Condado de Troup, Georgia y el Número de Parcela Fiscal _____. Por la presente autorizo a _____ a actuar como solicitante o representante para presentar solicitudes relacionadas con esta propiedad.

Property Owner Signature/Firma del dueño

Date/Fecha:

Notary Public

(Affix Raised Seal Here)

Application Number: _____



City of Hogansville, GA

Application for Preliminary Plat Approval

Required for all proposed projects with 6+ lots or when required

Property Owner Name _____

Address of Project

_____ Zip _____

Phone _____ Email _____

Troup Tax Map No. _____

Project Name (if applicable) _____

Site Info.:

Zoning: _____

Property Size: _____

of Lots: _____

Utilities:

Water: Public

Private Well

Sewer: Public

Private Septic

Electric: Underground

Will be overhead

Other: _____

Project Description – Please be as specific as possible

Nature of any proposed changes since the Concept Plan approval – Please be as specific as possible.

I certify that the foregoing information is true and correct,

this day of _____ 20_____

Applicant's Signature

Notary Public

(Affix Seal Here)



City of Hogansville, GA
Preliminary Plat Checklist

	By	Date
Application received	_____	_____
Application accepted	_____	_____
Scheduled for Planning Commission action	_____	_____
Planning action taken	_____	_____
City Council action taken	_____	_____
City decision Approved <input type="checkbox"/> Denied <input type="checkbox"/>		

Instructions for the Preliminary Plat

- Clearly and legibly drawn by a civil engineer, landscape architect, or land surveyor currently registered in the State of Georgia.
- Drawn at a scale of not more than 100 feet to one (1) inch
- (3) 24x36 hard copies and (1) electronic pdf
- Ground elevations by contours at intervals of not more than two (2) feet, based on a datum plane as approved by the Building Official.

Information to be provided on Preliminary Plat:

- Name and address of owner of record and of subdivider.
- Developer Name and Addresses.
- Project Surveyor/Engineer Name and Addresses.
- Proposed name of subdivision.
- North point, graphic scale and date.
- Vicinity map showing location.
- Acreage of the subdivision.
- Tax map, block, and parcel number.
- Exact boundary lines of the tract by lengths and bearings.
- Lot Numbers (based on projected development order).
- Building Setback Lines.
- Names of owners of record of adjoining land.
- Existing streets and utilities on and adjacent to the tract.
- Proposed layout including streets and alleys with proposed street names, right-of-way and pavement widths, lot lines with approximate dimensions, easements, land to be reserved or dedicated for public uses, and any land to be used for purposes other than single-family dwellings.
- Locations of existing and proposed water supply, sanitary sewerage, and storm drainage lines and structures.
- Such street cross-sections and center line profiles as may be required by the City Engineer.
- Acreage in Street Right-of-Ways.
- Lineal Feet of Streets.
- Show all pedestrian oriented features including but not limited to: sidewalks, crosswalks and ramps.
- Lineal Feet of Sidewalks.
- Required Streetlights.
- Acreage in Single-Family Lots.
- Acreage in Other Land Uses.
- Average Lot Size.
- Location of Watercourses and applicable stream buffers.
- Location of Floodplain Areas and Floodway Elevations.
- Floodplain Note, referenced to FEMA.
- Minimum Floor Elevation (show for each lot within a flood plain).
- General Location of any Proposed Structural Stormwater Management Facilities.
- Ponds, Marshes, wetlands and all other Significant Natural or Man-Made Features.
- Location of Street Lights.
- Preliminary Tree Management Plan.
- Preliminary plat conditions (ensure flock cameras will be installed)
- Demonstration of HOA responsibility for maintenance of lawns, open spaces, sidewalks, streetlights, and all infrastructure



Preliminary Plat Application Instructions

Following a required concept meeting with City of Hogansville administrative staff, an application for a preliminary plat must be completed and signed by the applicant and submitted to City Hall at least 7 days before the next regularly scheduled Planning Commission meeting.

The Planning Commission will consider the application at its next regular meeting. In order that any questions that arise may be answered, your presence at the meeting will be required. It is the practice of the Commission to deny any application where the applicant is not present. Witnesses may be called, and the applicant has the right to question any witness.

The Commission may, at its sole discretion, recommend or limitation to a request which may be necessary to protect adjacent property owners and the public good. If at any time after the preliminary plat has been approved by City Council, the zoning administrator or building inspector finds that the conditions imposed and the agreements made have not been or are not being fulfilled by the holder of the application, the plat shall be terminated.

The final decision to grant the request shall be made by the Hogansville City Council after hearing the recommendation of the Planning Commission. Any appeals of the City Council's decision shall be taken to the proper courts.



Owner Authorization Form

City of Hogansville

This is a written request from (property owner name): _____, the legal owner of Property (address): _____, Hogansville, Troup County, Georgia; Troup County Tax Parcel Number _____.

At this time, we are requesting that the said property be taken into consideration for _____.

Esta es una petición escrito de (nombre del dueño) _____, el dueño legal de la Propiedad (dirección) : _____, Hogansville, Condado de Troup, Georgia ; El Número de Parcela Fiscal _____.

En este momento, estamos pidiendo que se considere la propiedad para esto:

Property Owner Signature/Firma del dueño

Date/Fecha:

(Affix Raised Seal Here)

Notary Public



Third Party Authorization Form

City of Hogansville

This is a written request from _____, the legal owner of Property: _____, Hogansville, Troup County, Georgia and the Tax Parcel Number _____. I hereby grant authorization to _____ to act as the applicant or agent for submitting requests related to this property.

Esta es una petición escrita de _____, el dueño legal de la Propiedad: _____, Hogansville, Condado de Troup, Georgia y el Número de Parcela Fiscal _____. Por la presente autorizo a _____ a actuar como solicitante o representante para presentar solicitudes relacionadas con esta propiedad.

Property Owner Signature/Firma del dueño

Date/Fecha:

Notary Public

(Affix Raised Seal Here)



Project File #: _____

Date of Application _____

Permit Effective Date _____

Permit # _____

City of Hogansville, GA
Application for Land Disturbance Permit

Applicant: _____
(Full Name) (Business Phone)

(Address) (City) (State) (Zip Code)

Land Owner: _____
(Full Name) (Business Phone)

(Address) (City) (State) (Zip Code)

Plan prepared by: _____

Project: _____
(Name & Description)

Location of Project: _____

Tax Map _____ Block _____ Parcel No. _____ Acre = _____ SQFT

Applicant Signature

Date

Land Disturbance Review Checklist

1. Professional Seal, Signature, and Level II

- Engineer's professional seal is shown where required
- Seal is signed and dated
- Seal appears on every required sheet

Level II design professional information

- Level II name and certification number are on the cover sheet
- Level II number is shown on every E&S plan sheet
- Level II certification is current/not expired
- Contact information for the plan preparer (phone/email) is provided

2. Forms, NPDES Statements and Checklist

- LDA permit application is filled out completely and signed
- Financial responsibility/ owner statement is included and signed
- Any required design professional certification statement is present and signed
- Contact information for the owner/primary permittee is complete

NPDES- related items

- Required NPDES statements or acknowledgements are included
- NPDES statement(s) are signed by the appropriate party (owner/primary permittee)
- NOI information is consistent with the plan

Local plan review checklist

- Hogansville E&S Plan Review Checklist is completed and attached
- All items on the checklist are addressed or marked "N/A" as appropriate

Plan Status

- Plan set is NOT labeled "NOT ISSUED FOR CONSTRUCTION"

3. Buffers, State Waters and GPS

- State waters are delineated and clearly labeled on the plans
- All required buffers are delineated, labeled, and dimensioned
- Limits of disturbance do not obviously intrude into protected buffers without clearly shown/approved variances

Coordinates for construction exits

- GPS coordinates are provided for all construction exits
- Coordinates are in decimal degrees format as required

4. Large Projects (more than 50 acres disturbed)

- Total disturbed acreage is shown on the cover sheet and application
- A required "50-acre letter" is included
- The letter describes phasing/staging and stabilization to limit large areas of exposed soil
- The plan sheets are consistent with the phasing described in the letter

Land Disturbance Review Checklist

5. Final Pre-Submittal Check

Before submitting to Hogansville, confirm you can answer yes to all of the following:

- All required seals, signatures, and dates are in place
- Level II name/number appears on every sheet and certification is current
- All required statements, forms, and signatures are included and complete
- The local checklist is attached
- Plans are issued for construction (no "for review only" or "not issued" stamps)
- Buffers, state waters, and construction exist with GPS are clearly shown
- For projects greater than 50 acres, the 50-acre letter from EPD is included and consistent with the plans

Bond Requirement – *required when Georgia Soil and Water Conservation Commission reviews*

In accordance with Sec. 102-C-2-4 of the City of Hogansville Code of Ordinances, the City may require the permit applicant to post a bond in the form of government security, cash, irrevocable letter of credit, or any combination thereof, **up to but not exceeding \$3,000.00 per acre or fraction thereof** of the proposed land-disturbing activity **prior to issuance** of the Land Disturbance Permit. If the applicant does not comply with this section or with the conditions of the permit after issuance, the City of Hogansville may call the bond or any part thereof to be forfeited and may use the proceeds to hire a contractor to stabilize the site of the land-disturbing activity and bring it into compliance.

I, _____, hereby certify that I fully understand the provisions of the City of Hogansville Erosion and Sediment Control Ordinance and Programs, and I accept responsibility for carrying out the Erosion and Sediment Control Plan for the above reference project by the City.

I further grant the right of entry onto this property, as described above, to the designated personnel of the City of Hogansville for the purpose of inspecting and monitoring for compliance with the above-mentioned ordinance.

- Development Fees were paid
- NOI has been submitted
- Bond has been posted, if applicable

Building Department

Date

Community Development Director

Date

Application Number: _____



City of Hogansville, GA
Application for Final Plat Approval

Property Owner Name _____

Address of Project

_____ Zip _____

Phone _____ Email _____

Troup Tax Map No. _____

Project Name (if applicable) _____

Site Info.:

Zoning: _____

Property Size: _____

of Lots: _____

Utilities:

Water: Public

Private Well

Sewer: Public

Private Septic

Electric: Underground

Will be overhead

Other: _____

Project Description – Please be as specific as possible

Nature of any proposed changes since the Preliminary Plat/Plan approval – Please be as specific as possible.

I certify that the foregoing information is true and correct,

this day of _____ 20_____

Applicant's Signature

Notary Public

(Affix Seal Here)



City of Hogansville, GA

Final Plat Checklist

Prior to approval of Final Plat, the developer shall pay the development fees and Performance and Maintenance bonds.

	By	Date
Application/As built Plans received	_____	_____
Application/As built Plans accepted	_____	_____
Information/Instructions are completed	_____	_____
Scheduled for Planning Commission action	_____	_____
Planning action taken	_____	_____
Scheduled for City Council action	_____	_____
City Council action taken	_____	_____

City decision

Approved

Denied

Pre-Submittal Requirements:

The following is required to be installed and completed prior to submittal of an application. If submittal is incomplete, there will be delays on the review.

- Storm Drainage Facilities
- Structural Stormwater Management Facilities
- Curb and Gutter
- Granular Base, Base Asphalt, and Asphalt Topping
- Water Lines and Fire Hydrants
- Sanitary Sewer Lines and Manholes
- Traffic Control Devices and Pavement Markings
- Soil Erosion Control Measures
- Pin Marker Locations
- Underground Utilities
- Multi-Use Path Connections
- Landscaping and Street Lighting

Instructions for the Final Plat

- Clearly and legibly drawn in black ink by a civil engineer, landscape architect, or land surveyor currently registered in the State of Georgia.
- Drawn at a scale of not more than 100 feet to one (1) inch
- (3) 24x36 hard copies and (1) electronic pdf
- Letter requesting review and approval of the final plat
- Notice of Termination is handed to Building Clerk
- A warranty deed describing all street rights-of-way and utility easements to be dedicated to the City without restrictions
- A title certificate in favor of the City from an attorney licensed to practice law in the City of Hogansville dated the date of the deed certifying that the owner/subdivider of the property owns the property to be dedicated identifying all liens, mortgages, security deeds, mechanics or material men's liens (hereinafter called "liens") affecting the property to be dedicated.
- Any lien releases, or releases or quitclaim deeds necessary to release the dedicated areas from the liens identified in the attorney's title certificate.
- A performance bond to guarantee the installation of any infrastructure not installed at the time of the request. (See section 102-C-9-17 of UDO)

A maintenance bond to assure the structural durability, stability and integrity of the associated improvements. (See section 102-C-9-17 of UDO)

Documentation by an engineering testing firm acceptable to the City, certifying that all subgrade conditions, construction and materials meet the City's standards. Said certification shall be based on the level of testing specified by the City.

Information to be provided on Final Plat prior to approval:

Courses, Distances. Courses and distances to the nearest existing street lines or benchmarks or other permanent monuments.

Municipal, County, Land Lot Lines. Municipal, county, or land lot lines accurately tied to the lines of the subdivision by distance and angles when such lines traverse or are reasonably close to the subdivision.

Tax map, block and parcel number.

Drainage Easement Note. The final plat shall have the following note clearly and legibly printed. The owner of record, on behalf of himself (itself) and all successors in interest specifically releases the City of Hogansville from any and all liability and responsibility for flooding or erosion from storm drains or from flooding from high water of natural creeks, rivers or drainage features shown herein. A drainage easement is hereby established for the sole purpose of providing for the emergency protection of the free flow of surface waters along all watercourses as established by the regulations of the City of Hogansville. The City of Hogansville may conduct emergency maintenance operations within this easement where emergency conditions exist. Emergency maintenance shall be the removal of trees and other debris, excavation, filling and the like, necessary to remedy a condition, which in the judgment of the City Manager, is potentially injurious to life, property or the public roads or utility system. Such emergency maintenance, conducted for the common good, shall not be construed as constituting a continuing maintenance obligation on the part of the City of Hogansville nor an abrogation of the City's rights to seek reimbursement for expenses from the owner/s of the property/ies of the lands that generated the conditions.

Boundaries. Exact boundary lines of the tract, determined by a field survey giving distances to at least the nearest one-tenth (0.10) foot and angles to at least the nearest minute, which shall be balanced and closed with an error of closure not to exceed 1:10,000.

Streets, Alleys. Exact locations, widths, and names of all streets and alleys within and immediately adjoining the plat.

Street Center Lines. Street center lines showing angles of deflection, angles of intersections, radii, and lengths of tangents.

Lot Lines. Lot lines with dimensions to the nearest one-tenth (0.10) foot and bearings.



Final Plat Application Instructions

An application for a final plat must be completed and signed by the applicant and submitted to City Hall at least 7 days before the next regularly scheduled Planning Commission meeting.

The Planning Commission will consider the application at its next regular meeting. It is the practice of the Commission to deny any application where the applicant is not present. Witnesses may be called, and the applicant has the right to question any witness.

The Commission may, at its sole discretion, include any condition, requirement or limitation to a request which may be necessary to protect adjacent property owners and the public good. If at any time after the preliminary plat has been issued, the zoning administrator or building inspector finds that the conditions imposed and the agreements made have not been or are not being fulfilled by the holder of the application, the plat shall be terminated.

The final decision to grant a final plat shall be made by the Hogansville City Council after hearing the recommendation of the Planning Commission. Your presence will be required at both City Council and Planning Commission to answer any questions that may arise. Any appeals of the City Council's decision shall be taken to the proper courts. Once approved, file with County Superior Court and return stamped version to the City.



Owner Authorization Form

City of Hogansville

This is a written request from (property owner name): _____, the legal owner of Property (address): _____, Hogansville, Troup County, Georgia; Troup County Tax Parcel Number _____.

Esta es una petición escrito de (nombre del dueño) _____, el dueño legal de la Propiedad (dirección) : _____, Hogansville, Condado de Troup, Georgia ; El Número de Parcela Fiscal _____.

Property Owner Signature/Firma del dueño

Date/Fecha:

Notary Public

(Affix Raised Seal Here)



Third Party Authorization Form

City of Hogansville

This is a written request from _____, the legal owner of Property: _____, Hogansville, Troup County, Georgia and the Tax Parcel Number _____. I hereby grant authorization to _____ to act as the applicant or agent for submitting requests related to this property.

Esta es una petición escrita de _____, el dueño legal de la Propiedad: _____, Hogansville, Condado de Troup, Georgia y el Número de Parcela Fiscal _____. Por la presente autorizo a _____ a actuar como solicitante o representante para presentar solicitudes relacionadas con esta propiedad.

Property Owner Signature/Firma del dueño

Date/Fecha:

Notary Public

(Affix Raised Seal Here)

ORDINANCES

MUNICODE LINK:

[HTTPS://LIBRARY.MUNICODE.COM/GA/HOGANVILLE/CODES/CODE_OF_ORDINANCES?NODEID=PTIICOOR_CH102UNDEOR](https://library.municode.com/GA/HOGANVILLE/CODES/CODE_OF_ORDINANCES?NODEID=PTIICOOR_CH102UNDEOR)

Important sections to note:

Sec. 102-B-4-1. - Dimensional standards of zoning districts

Sec. 102-B-6-1. - Table of permitted and prohibited uses.

Sec. 102-C-8-21. - Buffers.

Sec. 102-C-9-10. - Information to be provided on preliminary plat.

Sec. 102-C-9-11. - Subdivision and street naming

Sec. 102-C-9-16. - Final plat specifications.

Sec. 102-C-9-17. - Completion and maintenance of streets, infrastructure and improvements.

ZONING PROCEDURES LAW

<https://apps.dca.ga.gov/development/PlanningQualityGrowth/DOCUMENTS/Laws.Rules.Guidelines.Etc/Zoning.pdf>