



PLANNING DEPARTMENT LAND USE APPLICATION CHECKLIST

1241 Helen Highway, Suite 200
Cleveland, GA, 30528

- 1. **Pre-Application Meeting with Planning Staff.** Applications without a completed pre-application meeting (form provided by staff at meeting) will not be accepted. Contact 706-865-6768 to schedule.
- 2. **Completed Application** (pages 2-8 of this packet)
- 3. **Letter of Intent.** Letter stating the intended use for the subject property and subsequent reason for land use change request.
- 4. **Letter from water/sewer providers:** from Environmental Health Department (706-348-7698) for review of well and septic: and, or from the White County Water Authority (706-865-0788) for public water, or from City of Cleveland (706-865-2017), City of Helen (706-878-2733) for review of public water and waste water
- 5. **Recorded Plat of the property** (Clerk of Court 706-865-2613)
- 6. **Site plan** drawn to scale of any proposed structures and utilities (Commercial land use changes require additional information)
- 7. **Paid tax receipt for most current year** (Tax Commissioner's Office 706-865-2225)
- 8. **Aerial location map of subject property-** Must be printed in color (White County GIS, Google Earth/Maps, etc.)
- 9. **Application Fee of \$250** at the time of complete application submittal. Checks should be made payable to White County. Credit cards are accepted with an added 3.25% processing fee.
- 10. **For Short Term Rentals Only:** Short Term Rental Ordinance / Business License, Hotel/Motel Tax Authority, and Host License (Business Tax Office 706-865-2235)

To avoid unnecessary delays, please be sure the application is complete and the Planning Department has confirmed complete submittal.

Once complete application has been submitted and accepted by the planning department, the applicant will be provided with a list of dates for their land use meetings that aligns with the deadline that was met. It is the applicant's responsibility to attend all meetings and be able to answer any questions regarding the request. If you are uncomfortable in this role, you may want to seek the assistance of a legal representative or consulting professional.

Failure to appear at meetings constitutes abandonment and dismissal of the cases, unless the applicant shows just cause by reason of illness/health issues or other emergency within a reasonable time, in writing, and accompanied by new costs for re-advertisement and hearing.