



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.

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 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

See calendar for meeting dates

Attendance is optional, but encouraged

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

3rd 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	- Signed and notarized by Applicant and Property Owner(s) - Electronic Submittal Contact Form	☐
Legal Description	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	☐
Boundary Survey	1 PDF - Shall be prepared by a registered land surveyor	☐
Site Plan	1 PDF - 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 - See §8-2.1(E) and/or attached checklist for site plan requirements	☐
Confirmation of Paid Property Taxes	May be downloaded from the Forsyth County Tax Assessor's website (https://tax.forsythcountypay.com/)	☐
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)	- Rendered no more than 120 days prior to application submittal - Issued by a duly admitted member of the State Bar of Georgia in good standing - 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	☐
Public Participation Letter or Plan	- See attached sample letters - See §8-5.4(B) for full requirements	☐
Disclosure of Campaign Contributions	Documentation of all contributions of \$100 or more	☐
Water and Sewer Pre-Application Meeting Letter (Rezoning Applications only)	- County or City service area determines appropriate department - See §8-5.4(G) for requirements	☐

**Checklist for Rezoning and Conditional Use Permits****Supplemental Materials for Specific Application Proposals****General**

All proposals over 10 Acres	• Written evaluation	☐
Cell Tower	• Fee for 3rd party review; see fee schedule • Supporting documentation	☐
Coal Mountain Town Center Overlay	• Fee for 3rd party review; see fee schedule	☐
Master Planned District (MPD)	• Supplemental application and Master Development Handbook	☐
Mixed-Use Center District (MCD)	• Master Development Handbook	☐
Mixed Residential District (MRD)	• Master Development Handbook	☐
Senior Housing	• Supplemental application and supporting documentation	☐
State Waters	• Buffer and impervious setback locations	☐
Stream Buffer Variance	• Additional documentation	☐
Water & Sewer Variance	• Memo from the Water & Sewer Department that provides a preliminary recommendation regarding the variance and additional documentation	☐

Supplemental Materials for Specific Application Proposals**Commercial & Industrial**

Airport or Heliport/Helipad	• Affidavit	☐
Large Scale Retail (over 40,000 s.f.)	• Traffic Study	☐
Commercial Outdoor Recreational Facility	• Additional documentation	☐
Heavy Industrial District (M2)	• Impact Statement	☐
Mining Operations District (MINE)	• Additional documentation	☐
Transportation / Utility Facility	• Impact Statement	☐
Waste Facility: Landfill, Transfer Station, Recycling, Solid Waste Handling, etc.	• Staff will contact the Solid Waste Department for any additional, required documentation	☐

Residential

All proposals	• Architectural Elevation Drawings	☐
All proposals 150 or more units	• Traffic Study or Signed Waiver Form	☐
Single Family Residential District (RES4)	• Proof of sewer capacity availability	☐
Multi-Family Residential District (RES6)	• Proof of sewer capacity availability	☐

Environmental

Metropolitan River Protection Act (MRPA)	• Additional documentation for all development within 2,000 feet of the Chattahoochee River	☐
--	---	--------------------------



Public Participation Process for Rezoning and Conditional Use Permits

Public Participation Meeting:

The purpose of the public participation meeting is to:

- Ensure that applicants pursue early and effective citizen participation in conjunction with their applications, giving them the opportunity to understand and try to mitigate any real or perceived impacts their application may have on the community;
- Ensure that the citizens and property owners of Forsyth County have an adequate opportunity to learn about applications that may affect them and to work with applicants to resolve concerns at an early stage of the process;
- Facilitate ongoing communication between the applicant, interested citizens and property owners, county staff and elected officials throughout the application review process;
- The public participation meeting is not intended to produce complete consensus on all applications, but to encourage applicants to be good neighbors and to allow for informed decision making.

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.

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))

- | | |
|--|---|
| ☐ Executive Summary | <ul style="list-style-type: none">• Summary of public participation meetings including dates, times, locations of all meetings that occurred• List of parties that were notified, including homeowner associations• Summary of attendee concerns per meeting• Composite summary of all concerns that will be addressed on the site plan or via applicant requested zoning conditions• Composite summary of all concerns that will not be addressed and the reasons why |
| ☐ Applicant Requested Zoning Conditions | <ul style="list-style-type: none">• List of all applicant requested zoning conditions• List of all applicant requested modifications to recommended staff zoning conditions and reasons for requested change |
| ☐ Supporting Documentation | <ul style="list-style-type: none">• Meeting sign-in sheets from all citizen meetings• Signed official USPS Certificate of Mailing forms• Public participation letter that was sent to required contacts• Letters, notices, newsletters or any other publication used for public participation efforts• 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.• Recordings in MP4 format are required |

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.

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

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

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

Application Deadlines and Planning Commission Meetings 2026

Below are the scheduled meeting dates. Dates and times are subject to change. Please visit www.forsythco.com for the latest information.

ZONING REVIEW SCHEDULE	
Application for Zoning Review Filing Deadline – 5:00 p.m.	Zoning Review Meeting
November 7, 2025	December 3, 2025
December 5, 2025	January 7, 2026
January 9, 2026	February 4, 2026
February 6, 2026	March 4, 2026
March 6, 2026	April 1, 2026
April 3, 2026	April 29, 2026
May 1, 2026	June 3, 2026
June 5, 2026	July 8, 2026
July 10, 2026	August 5, 2026
August 7, 2026	September 2, 2026
September 4, 2026	September 30, 2026
October 2, 2026	November 4, 2026
November 6, 2026	December 2, 2026
December 4, 2026	January 6, 2027

PUBLIC HEARING & DECISION SCHEDULE			
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 19, 2025	January 20, 2026	January 27, 2026	February 19, 2026
January 23, 2026	February 17, 2026	February 24, 2026	March 19, 2026
February 20, 2026	March 17, 2026	March 24, 2026	April 16, 2026
March 20, 2026	April 21, 2026	April 28, 2026	May 21, 2026
April 17, 2026	May 12, 2026	May 19, 2026	June 18, 2026
May 15, 2026	June 16, 2026	June 23, 2026	July 23, 2026
June 19, 2026	July 21, 2026	July 28, 2026	August 20, 2026
July 24, 2026	August 18, 2026	August 25, 2026	September 17, 2026
August 21, 2026	September 15, 2026	September 22, 2026	October 15, 2026
September 18, 2026	October 20, 2026	October 27, 2026	November 19, 2026
October 16, 2026	November 16, 2026	November 17, 2026	December 17, 2026
December 18, 2026	No December Meeting	No December Meeting	February 18, 2027*
December 18, 2026	January 19, 2027	January 26, 2027	February 18, 2027*
January 22, 2027	February 16, 2027	February 23, 2027	March 18, 2027*

*Dates are tentative and subject to change

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 2nd Floor, Suite 220 of the Forsyth County Administration Building, 110 East Main Street, Cumming GA 30040 and starts at 6:30 p.m.

All Planning Commission and Board of Commissioner's meetings starting in April of 2026 are scheduled in the Forsyth County Administration Building, 110 East Main Street, Commissioners Meeting Room, Suite 220, Cumming, Georgia, with the possibility of a location change to the new Administration building located at 2435 Freedom Parkway, Suite 1005, Cumming, GA. To confirm the location, visit the County website Meetings page at <https://www.forsythco.com/Meetings> or call 770-886-2780.