



**Community Development
Planning & Zoning Department
2529 J. O. Stephenson Ave.
Kennesaw, GA 30144**

SITE PLAN REVIEW APPLICATION

Required Fee \$375.00

**Darryl Simmons
Planning & Zoning Administrator**

**Rashida Williamson
Zoning Clerk**

Date Received _____
Staff's Initials _____

Is this property located within the Kennesaw Historic District (yes) _____ (no) _____?

Procedures for filing for Administrative Review:

- **Original application must be filled out completely and returned to the Zoning Administrator**
- **Copy of warranty deed that reflects the current property owner**
- **Copy of current boundary survey with structure showing setbacks and distances from setbacks**
- **Supporting documents such as site plan, elevations, photos, etc**
- **Completed application and supporting documents in a PDF format listed on one Flash Drive**

SITE PLAN REVIEW PROPERTY ADDRESS _____

Land Lot _____ Tax Parcel _____ Lot Size _____ Present Zoning _____

PURPOSE OF REVIEW REQUEST:

Has the applicant submitted application before on the property? () Yes () No
Was the request () Approved () Denied

APPLICANT _____ **Email Address** _____

Applicant address _____

(Fax #) _____ (Work #) _____ (Cell#) _____

Applicant Signature _____

Signed, sealed and delivered in presence of: _____
Notary **Date**

TITLEHOLDER: _____ **Telephone:** _____

Address: _____ **Signature:** _____

Signed, sealed and delivered in presence of: _____
Notary **Date**

Please send the completed application and supporting documents listed to dsimmons@kennesaw-ga.gov in PDF format.



CONSISTENT WITH THE UNITED STATES CONSTITUTION AND THE RELIGIOUS LAND USE AND INSTITUTIONALIZED PERSONS ACT OF 2000, THE CITY OF KENNESAW DOES NOT DISCRIMINATE ON THE BASIS OF RELIGION IN THE APPLICATION OF ITS LAWS, POLICIES, OR PROCEDURES, INCLUDING THE APPLICATION OF ITS LAND USE REGULATIONS AND ZONING LAWS.

Under the Religious Land Use and Institutionalized Persons Act of 2000 (“RLUIPA”), no government, including the City of Kennesaw, may apply its zoning or land use laws in a manner that imposes a substantial burden on the religious exercise of a person, including a religious assembly or institution. RLUIPA also provides that no government, including the City of Kennesaw, may apply a land use regulation in a manner that treats a religious assembly or institution (a church, for example) on less than equal terms than a nonreligious institution or assembly (a day care center or movie theater, for example). Finally, RLUIPA provides that no government, including the City of Kennesaw, may impose or implement a land use regulation in a manner that discriminates against a religious assembly or institution.

If you believe that the City of Kennesaw, or any other local government or municipality, has discriminated against you in the implementation of its zoning or land use laws, please contact the United States Department of Justice.

**United States Department of Justice
Civil Rights Division
Housing and Civil Enforcement Section
950 Pennsylvania Ave. N.W. –G St.
Washington, DC 20530**