

CITY OF ARNOLDSVILLE
P.O. BOX 2
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ZONING AND DEVELOPMENT STANDARDS
VARIANCE REQUEST

APPLICATION FOR REVIEW

FEE: \$250 per variance request
(Cash/check only – make check payable to City of Arnoldsville)

TYPE OF REQUEST: _____ **Date:** _____

- Development Regulations (building/parking setback, ground coverage, etc.)
- Driveway
- Other: _____

****Note:** Different variance application forms are required for other types of requests. STOP here and locate the correct form if needed.

If the requested variance meets the thresholds for a Land Use Officer Permit, would you like to have a Land Use Officer Review scheduled?

Yes No **Applicant's Initials** _____

REASON FOR REQUEST:

- Hardship
- Appeal of Interpretation of Ordinance

PROPERTY OWNER: _____
ADDRESS: _____
CITY, STATE, ZIP: _____
TELEPHONE/CELL/FAX: _____
EMAIL: _____

If the person submitting the request is not the property owner but is acting as the agent for the request, please fill out the following information and submit the attached Authorization by Property

AUTHORIZED AGENT: _____
ADDRESS: _____
CITY, STATE, ZIP: _____
TELEPHONE/CELL/FAX: _____
EMAIL: _____

DECLARATION OF OWNERSHIP

Applications for a variance to the terms and literal enforcement of the Zoning & Land Use Ordinances & regulations must be filed by anyone with at least fifty-one (51) percent interest in the ownership of, or an accepted contract to purchase on, the affected property.

Appeals to the Appeals Board alleging an error in any interpretation or decision in the enforcement of the Ordinance may be filed by anyone personally aggrieved by the action; including the owner (51% interest) of the affected property or property adjacent to the affected parcel; or by any officer or department of the City affected by the decision.

Signing the space below implies fifty-one (51) percent ownership and assumes all rights and responsibilities associated with this appeals request.

I swear that I am the owner of the property located at (Property Address):

Which is the subject matter of the attached application, as shown in the records of Oglethorpe County, Georgia.

Owner's Name: _____

Address: _____

City, State, Zip: _____

Telephone #/Cell: _____

Fax Number: _____

E-Mail Address: _____

Signature of Owner: _____

Date: _____

Each owner must sign a copy of this page, if there is more than one owner involved.

**AGENT'S
AUTHORIZATION BY PROPERTY OWNER
FOR ZONING & DEVELOPMENTAL STANDARDS VARIANCE**

I swear that I am the owner of the property located at (Property Address):

Which is the subject matter of the attached application, as shown in the records of Oglethorpe County, Georgia.

I authorize the person named below to act as applicant or agent in the pursuit of the variance for this property.

Name of Applicant
Or Agent:

Address:

City, State, Zip:

Telephone #/Cell:

Fax Number:

E-Mail Address:

Signature of Owner:

Date:

VARIANCE(S) MAY BE GRANTED IN AN INDIVIDUAL CASE IF IT CAN BE SHOWN THAT A LITERAL ENFORCEMENT OF AN ORDINANCE WILL RESULT IN AN UNNECESSARY HARDSHIP TO THE APPLICANT.

In order to determine that an unnecessary hardship might occur, the following questions must be completely answered.

1. Describe the extraordinary and exceptional conditions pertaining to this particular piece of property in question because of its size, shape, character, or topography that do not apply generally to other land in the vicinity:

2. Explain how the strict application of the provisions of this title to this particular piece of property would create an undue and unnecessary hardship so that the grant of the variance is necessary for the preservation and enjoyment of a property right and not merely to serve as a convenience to the applicant:

3. Describe how the special conditions and circumstances do not result from the actions of the applicant:

4. Explain how the benefits of granting the variance will be greater than any negative impacts on the development of the adjacent uses; and will further the purpose and intent of this ordinance and the Comprehensive Plan of the City of Arnoldsville.

5. Explain how the variance, if granted, will represent the minimum variance that will afford relief from the identified hardship and will represent the least deviation possible from the zoning regulation and from the comprehensive plan.

6. Explain how the variance does not permit a use of land, building or structure which is not permitted by right in the land use intensity district which the proposed development is located.

SUBMISSION OF MATERIALS:

All applications and materials for variance requests must be submitted to the Land Use Officer's staff. Complete applications for variances requiring a decision of the Appeals Board must be submitted before a hearing may be set.

A complete application must contain the following:

1. Four (4) completed, collated, and signed copies of this variance application;
2. Four (4) site plans, collated if more than one page;
3. One (1) electronic copy on a USB drive in .pdf format or emailed in .pdf format;
4. Legal description of the property (metes and bound description)
5. An 11" x 17" (to scale) reduction of the site plan if the site plan is full size;
6. Filing fee (see fee schedule).
7. Power of Attorney from property owner designating a specific individual to handle the request, if applicable;

REQUIREMENTS FOR PLAN:

A plan shall be submitted as part of the application and shall, at a minimum, contain the following information and standards:

Plan must be legibly drawn to a standardized Architectural or Engineering scale, and show:

- a. Name of petitioner, address, phone number;
- b. Date;
- c. North arrow;
- d. All lot dimensions;
- e. Reference point from corner of property to at least one permanent feature;
- f. Name of existing street(s);
- g. Existing and future right-of-way lines;
- h. Location of existing buildings, driveways, signs, etc., if applicable;
- i. Location of parking areas, recreational areas, dumpsters, etc., if applicable;
- j. Height and square footage of structure(s);
- k. The required yard setbacks are appropriately dimensioned;
- l. Percent (%) of lot covered by the building and parking lot;
- m. Any other data requested in writing by the Land Use Officer necessary to an understanding and evaluation of this project.