



SANDY SPRINGS
G E O R G I A
VARIANCE APPLICATION

ALL APPLICABLE ITEMS ARE DUE AT THE TIME OF FILING.
AN INCOMPLETE APPLICATION WILL NOT BE ACCEPTED.

APPLICANT'S CHECKLIST

ITEM #	REQUIRED ITEM	NUMBER OF COPIES	CHECK √
PRIMARY/SECONDARY VARIANCE:			
1	Pre-Application Review Form	2 copies	
2	Variance Application	1 original and 1 copies plus 1 additional copy if petition includes a concurrent variance	
3	Fee	See attached schedule	
4	Site Plan drawn to scale; one of the required copies must be 8 1/2" x 11"	3 copies; plus 1 additional copy if petition includes a concurrent variance	
5	Survey with Topography & Trees; one of the required copies must be 8 1/2" x 11"	3 copies	
6	Legal Description of Property Metes & Bounds	3 copies plus 1 additional copy if petition includes a concurrent variance	
7	Letter of Appeal	3 copies; plus 1 additional copy if petition includes a concurrent variance; plus 1 additional copy if project includes a DRI or MARTA review	
8	Sign or wall elevations with dimensions (if applicable)	3 copies; plus 1 additional copy if petition includes a concurrent variance	
9	Site Plan Checklist	1 original and 1 copy	
MINOR/ADMINISTRATIVE/ADMINISTRATIVE MINOR VARIANCE:			
1	Pre-Application Review Form	3 copies	
2	Variance Application	1 original and 3 copies	
3	Fee		
4	Site Plan (drawn to scale); one of the required copies must be 8 1/2" x 11"	3 copies	
5	Survey with Topography & Trees	3 copies	
6	Legal Description of Property Metes & Bounds	3 copies plus 1 additional copy of petition includes a concurrent variance	
7	Letter of Appeal	10 copies	
8	Letters from Adjacent Property Owners (Minor variance only)	1 original and 2 copies of each letter	
9	Site Plan Checklist	1 original and 1 copy	

- ITEM 1. **PREAPPLICATION REVIEW MEETING AND FORM:** Prior to submitting an application, all applicants are required to meet with a current planner who will review the applicant's proposal and site plan and complete a Pre-application Review Form. This meeting must be completed by the Friday before Tuesday's filing deadline. Applicants are required to bring the site plan, property address, and tax parcel identification number(s) to the meeting. Call 770-730-5600 to schedule an appointment.
- ITEM 2. **APPLICATION FORM:** Original and notarized signatures of the property owner(s) and applicant(s) or notarized statement by the applicant as to ownership are required.
- ITEM 3. **FEE:** See attached fee schedule.
- ITEM 4. **SITE PLAN:** Site plans should be no larger than 30" x 42" (one should be 8 1/2" x 11") and drawn to scale.
- ITEM 5. **SURVEY WITH TOPOGRAPHY & TREES:** Topography maps may be required by the Department
- ITEM 6. **LEGAL DESCRIPTION:** The legal description must be a *metes and bounds* description of the property that establishes a point of beginning and gives directions (bounds) and distances (metes) of property lines. If the property consists of more than one parcel, all parcels must be combined into one legal description.
- ITEM 7. **LETTER OF APPEAL:** The Letter of Appeal should state the hardship, background and justification for the variance request and any additional information to support the request. The hardship should address the property's limitations preventing compliance with the zoning standards. Refer to Article 22, Section of the City of Sandy Springs Zoning Ordinance for additional information. Detail must be based on one of three variance considerations as follows:
- 22.3.1. **VARIANCE CONSIDERATIONS.** Variances may be considered in all districts. Primary variances and concurrent variances shall only be granted upon showing that:
- A. Relief, if granted, would be in harmony with, or, could be made to be in harmony with, the general purpose and intent of the Zoning Ordinance; or,
 - B. The application of the particular provision of the Zoning Ordinance to a particular piece of property, due to extraordinary and exceptional conditions pertaining to that property because of its size, shape, or topography, would create an unnecessary hardship for the owner while causing no detriment to the public; or,
 - C. Conditions resulting from existing foliage or structures bring about a hardship whereby a sign meeting minimum letter size, square footage and height requirements can not be read from an adjoining public road.
- ITEM 8. **SIGN OR WALL ELEVATIONS.** If the requested modification is pertinent to signage, sign and/or wall elevations and other details shall be required as appropriate.
- ITEM 9. **SITE PLAN CHECKLIST:** The site plan checklist details the minimum requirements for site plans submitted with variance applications. Prior to submitting an application, a review of the site plan and sign-off by the Department of Community Development is required.

CHECK ONE OF THE FOLLOWING REQUESTED VARIANCE TYPES IN SECTION I OR II:

SECTION I. VARIANCES REQUIRING A PUBLIC HEARING BY THE BOARD OF APPEALS.

- 1) **PRIMARY VARIANCE:** Seeks relief from the Zoning Ordinance and other City Ordinances.
 - 2) **SECONDARY VARIANCE:** Interpretations, relief of an adverse decision by any official of the City of Sandy Springs, or relief from Minor, Administrative or Administrative Minor requests.
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SECTION II. MINOR, ADMINISTRATIVE & ADMINISTRATIVE MINOR VARIANCES (NO PUBLIC HEARING IS REQUIRED).

- 1) **MINOR VARIANCE:** Relief from the minimum yard requirements not to exceed 10% of the required setback (e.g. 35-foot front yard = 3.5 foot variance).
 - 2) **ADMINISTRATIVE VARIANCE.** Relief from the requirements of Article XXXIV, Development Regulations.
 - 3) **ADMINISTRATIVE MINOR VARIANCE.** Relief of 1 foot or less from the required building setback.
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SECTION III. DESCRIPTION OF VARIANCE REQUEST. Please provide details of the requested variance.

ORDINANCE: _____ ARTICLE: _____ SECTION: _____ PARAGRAPH: _____

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ORDINANCE: _____ ARTICLE: _____ SECTION: _____ PARAGRAPH: _____

ORDINANCE: _____ ARTICLE: _____ SECTION: _____ PARAGRAPH: _____

SECTION IV. LEGAL DESCRIPTION OF PROPERTY.

PROPERTY ADDRESS: _____

TAX ID#: _____ UNIT/PHASE: _____

LAND LOT(S): _____ DISTRICT: _____

SUBDIVISION NAME: _____

LOT(S): _____

LEGAL ROAD FRONTAGE: _____

SECTION IV.

OWNER/PETITIONER

NOTICE: Part 1 and/or Part 2 below must be signed and notarized when the petition is submitted. Please complete Section IV as follows:

- a) If you are the sole owner of the property and not the petitioner complete Part 1.
- b) If you are the petitioner and not the sole owner of the property complete Part 2.
- c) If you are the sole owner and petitioner complete Part 1.
- d) If there are multiple owners each must complete a separate Part 1 and include it in the application.

Part 1. Owner states under oath that he/she is the owner of the property described in the attached legal description, which is made part of this application.

Sworn to and subscribed before me this the

TYPE OR PRINT OWNER'S NAME

_____ Day of _____ 20____

ADDRESS

NOTARY PUBLIC

CITY & STATE ZIP CODE

OWNER'S SIGNATURE PHONE NUMBER

PART 2. Petitioner states under oath that: (1) he/she is the executor or Attorney-in-fact under a Power-of-Attorney for the owner (attach a copy of the Power-of-Attorney letter and type name above as "Owner"); (2) he/she has an option to purchase said property (attach a copy of the contract and type name of owner above as "Owner"); or (3) he/she has an estate for years which permits the petitioner to apply (attach a copy of lease and type name of owner above as "Owner").

Sworn to and subscribed before me this the

TYPE OR PRINT PETITIONER'S NAME

_____ Day of _____ 20____

ADDRESS

NOTARY PUBLIC

CITY & STATE ZIP CODE

PETITIONER'S SIGNATURE PHONE NUMBER

SECTION V.

ATTORNEY / AGENT

Check One: Attorney Agent

TYPE OR PRINT ATTORNEY / AGENT NAME

SIGNATURE OF ATTORNEY / AGENT

ADDRESS

CITY & STATE ZIP CODE

PETITIONER'S SIGNATURE PHONE NUMBER

SITE PLAN CHECKLIST

Site plans for variance must be folded, drawn to scale, no larger than 30" x 42", and shall, at a minimum, include the following information:

ITEM #	DESCRIPTION	CHECK √
1.	Key and/or legend and site location map with North arrow	
2.	Boundary survey of subject property which includes dimensions along property lines that match the metes and bounds of the property's written legal description and clearly indicates the point of beginning	
3.	Acreage of subject property	
4.	Location of land lot lines and identification of land lots	
5.	Existing, proposed new dedicated and future reserved rights-of-way of all streets, roads, and railroads adjacent to and on the subject property	
6.	Proposed streets on the subject site	
7.	Posted speed limits on all adjoining roads	
8.	Current zoning of the subject site and adjoining properties	
9.	Existing buildings with square footages and heights (stories and feet), wells, driveways, fences, cell towers, and any other structures or improvements on the subject property	
10.	List of all variances requested and location on property	
11.	Location of proposed buildings with total square footage; if proposed is an addition to an existing building include floor plan	
12.	Layout and minimum lot size of proposed single family residential lots	
13.	Topography (surveyed or County) on subject site and adjacent property within 200 feet as required to assess runoff effects	
14.	Location of major overhead and underground electrical and petroleum transmission/conveyance lines	
15.	Required and/or proposed setbacks	
16.	100 year flood plain horizontal limits and flood zone designations as shown on survey or FEMA FIRM maps	
17.	Required landscape strips, undisturbed buffers, and any other natural areas as required or proposed	
18.	Required and proposed parking spaces; Loading and unloading facilities	
19.	Lakes, streams and other waters on the site and associated buffers	
20.	Proposed stormwater management facilities	
21.	Tree lines, woodlands and open fields on subject site	
22.	A Development Statistics Summary Chart with percentage (%) of total site coverage: _____ Total area of site (total acres or sq. feet = 100%); _____ Buildings (sq. feet and %); _____ Parking spaces (number and %); _____ Total impervious surface (sq. feet and %); _____ Landscaping (sq. feet and %); _____ Flood plain (sq. feet and %); _____ Undeveloped and/or open space (sq. feet and %)	
23.	For variances related to zoning and/or stream buffers, include limits of disturbance.	

Office use only:

I hereby certify that I have completed a preliminary review of the site plan for this project and determined that it meets the minimum standards specified.

Staff signature: _____ Date: _____

Planning & Zoning Division
Department of Community Development

Staff printed name: _____

The undersigned acknowledges that the site plan is submitted in accordance with Article 28.5.2 of the City of Sandy Springs Zoning Ordinance and failure to comply shall render my application incomplete which may result in delay in the process of this application.

Applicant signature: _____ Date: _____

Applicant printed name: _____

Variances and Fees		
MINOR VARIANCE, ADMINISTRATIVE VARIANCE, ADMINISTRATIVE MINOR VARIANCE, PRIMARY VARIANCE, SECONDARY VARIANCE, BUILDING CODE VARIANCE	Single-Family Residential Zoning Districts and AG-1 District for Residential uses only	\$250 plus \$50 for each additional variance request on the same piece of property
	Multi-Family Districts, Non-Residential Districts, and Commercial Uses in Residential or AG-1 Districts	\$350 plus \$100 for each additional variance request
	All Signs	\$350 plus \$100 for each additional variance request

City of Sandy Springs Sign Posting Information

The Planner will provide sign pickup date and posting deadlines.

Once you are notified:

1. The sign(s) may be picked-up at the sign company.
2. The signs are roughly 16 square feet (4 x 4). Please be prepared to obtain some type of posts that will secure the signs in the ground.
3. The signs must be posted by 8:30 a.m. on the deadline day.
4. One sign for each public street frontage is required and shall be conspicuously posted on the subject property by the applicant.
5. Sign posting on trees and utility poles is not allowed.
6. **If signs are not posted by the deadline, the application will be removed from the agenda.**
7. Please be advised that the applicant is responsible for removing the posted sign (s) within forty-eight (48) hours after the case process is fully completed. A citation will be issued for signs not removed within the forty-eight (48) hours.

Please pick up signs from:

Sandy Springs Signs
 Centre Court Shopping Center
 6066 Sandy Springs Circle
 Phone: 404-250-1990 ask for Don or Charles
 The cost of each sign is \$94.51 including tax
 (If paying by check, make payable to: "Sandy Springs Signs")