



REQUEST FOR ADMINISTRATIVE VARIANCE

Administrative Variance

- Staff Review and Decision
- No Public Hearing and Decision by Council

Instructions:

A properly completed application to include all required supplemental documents and payment of fees are due at the time of submittal. Original signatures are required. Incomplete applications will not be accepted nor further processed.

Applicant Name: _____ **Date:** _____

Tax Map & Parcel #(s): _____

Physical Address (if applicable): _____

Checklist:

- 1. Fee: _____ Administrative Variance (\$100 per Variance requested)
- 2. Completed Application Form including Campaign Contribution Disclosure _____
- 3. Metes and bounds legal description of the property _____
- 4. Copy of recorded plat of the property _____
- 5. Letter of Intent _____
- 6. Site Plan of property (3-Full-Size Paper Copies, 1-8 ½" x 11" Copy & 1 Digital copy) _____
- 7. Other Information as may be required by the Zoning Administrator _____



APPLICATION MATERIALS- DESCRIPTIONS:

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.

DISCLOSURE FORM: If the owner, applicant and/or applicant's representative has made a campaign contribution to the Mayor or any member of the City Council for \$250.00 or more within the past 2 years. If no contributions have been made, *No* should be circled and form signed.

METES AND BOUNDS 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.

RECORDED PLAT: A copy of the most recent plat on record with the Jackson County Superior Court Clerk for the property, to include the date/time stamp of recording and book and page number where the plat can be located.

LETTER OF INTENT: The Letter of Intent should describe the proposed use of the property, include an analysis of how the proposed action compares to decision criteria specified for rezoning decisions (UDC Sec. 13-210), and a description of any special conditions voluntarily made a part of the request.

SITE PLAN: Site plans should be no larger than 30" x 42" (one should be 8 1/2" x 11") and drawn to scale, plus one digital copy.

All items must be included on the Site Plan; separate Site Plans may be necessary to address all items

1. Name, address, telephone number and e-mail address of the property owner, and of the applicant if different from the property owner;
2. If drawn on a boundary survey, the date of survey and source of data;
3. Date of sketch plan drawing, and revision dates, if applicable;
4. North arrow and graphic engineering scale;
5. Location (land district, address, and tax map and parcel number) and size of the property in acres (or in square feet if less than an acre);
6. Vicinity map, showing the property in relation to the surrounding area with regard to well-known landmarks such as arterial streets or railroads. Vicinity maps may be drawn in freehand and at a scale sufficient to show clearly the information required. U.S. Geological Survey maps at a scale of 1-inch equals 2,000 feet may be used for vicinity maps;
7. Zoning district classification of the subject property and all adjacent properties;
8. Man-made features within and adjacent to the property, including existing streets and names, city and city limit lines, and other significant information such as location of bridges, major utility lines, existing buildings and structures to remain, and other features as appropriate to the nature of the request;
9. The proposed project layout, including the approximate location of all buildings, and the location of all minimum building setback lines, outdoor storage areas, buffers, parking areas, driveways, and approximate location of proposed storm water detention facilities;
10. Proposed use or uses of the property;
11. A statement from the utility provider(s) as to the source of water supply and the provision for sanitary sewage disposal;
12. Statistics regarding the proposed development and shown spatially on plan if applicable:
 - Minimum lot size
 - Minimum lot width
 - Building Coverage
 - Maximum building height
 - Structure(s) Heated floor area / total under roof area
 - Principle Building Setbacks
 - Percentage of Landscaped Open Space
 - Zoning Buffers
 - Stream Buffers



PROPERTY INFORMATION: _____

CURRENT ZONING DISTRICTS(S): _____ REQUESTED ZONING DISTRICT: _____

WARD #: _____ # OF LAND LOT(S): _____ TOTAL ACREAGE: _____

ADDRESS OF PROPERTY: _____

TAX MAP & PARCEL #(S): _____

PROPOSED DEVELOPMENT: _____

RESIDENTIAL DEVELOPMENT

No. of Lots/Dwelling Units: _____

Dwelling Unit Size (Sq. Ft.): _____

Density: _____

NON-RESIDENTIAL DEVELOPMENT

No. of Buildings/Lots: _____

Total Building Sq. Ft. _____

Density: _____

VARIANCE: Please provide written details of the requested modification. Include additional pages as needed.

VARIANCE REQUESTED:

ARTICLE: _____ SECTION: _____

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ARTICLE: _____ SECTION: _____

VARIANCE REQUESTED:

ARTICLE: _____ SECTION: _____



OWNER/APPLICANT/AGENT INFORMATION: _____

APPLICANT / ATTORNEY / AGENT INFORMATION:

Check One: Applicant Attorney Agent

Name: _____

Address: _____

City, State _____ Zip _____

Phone Number(s): _____

Email Address _____

PROPERTY OWNER INFORMATION:

If more than one property owner, add additional pages as needed for each property owner.

Property Owner Name: _____

Mailing Address (if different from above): _____

City, State _____ Zip _____

Phone Number(s): _____

Email Address _____

Property Owner Name: _____

Mailing Address (if different from above): _____

City, State _____ Zip _____

Phone Number(s): _____

Email Address _____



APPLICANT'S CERTIFICATION:

THE UNDERSIGNED BELOW STATES UNDER OATH THAT THEY ARE AUTHORIZED TO MAKE THIS APPLICATION. THE UNDERSIGNED IS AWARE THAT NO APPLICATION OR REAPPLICATION AFFECTING THE SAME LAND SHALL BE ACTED UPON WITHIN 12 MONTHS FROM THE DATE OF LAST ACTION BY THE CITY COUNCIL.

Signature of Applicant / Attorney / Agent

Date

Type or Print Name

Notary Seal

Signature of Notary Public

Date



PROPERTY OWNER'S CERTIFICATION:

Signature page required for each/every owner.

I do solemnly swear and attest, subject to criminal penalties for false swearing, that I am the legal owner, as reflected in the records of Jackson County, Georgia, of the property identified below, which is the subject of the attached Land Use Petition before the City of Commerce, Georgia. As the legal owner of record of the subject property, I hereby authorize the individual named below to act as the applicant in the pursuit of the Application for Rezoning, Use Permit, & Concurrent Variance in request of the items indicated below.

I, _____, authorize, _____,
(Property Owner) (Applicant)

to file for _____, at _____,
(RZ, SUP, CV) (Address)

on this day _____ of _____, 20_____

- I understand that no application or reapplication affecting the same land shall be acted upon within 12 months from the date of last action by the City Council.
- I understand that failure to supply all required information (per the relevant Applicant Checklists and requirements of the City of Commerce Zoning Ordinance) will result in REJECTION OF THE APPLICATION.
- I understand that preliminary approval of my design plan does not authorize final approval of my zoning. I agree to arrange sign permitting separately, after approval is obtained.
- I understand that representation associated with this application on behalf of the property owner, project coordinator, potential property owner, agent or such other representative shall be binding.

Signature of Property Owner

Date

Type or Print Name

Notary Seal

Signature of Notary Public

Date



VARIANCE ANALYSIS FORM: _____

Please provide written justification of the following for each variance requested:

VARIANCE REQUESTED: _____

1. What extraordinary and exceptional conditions exist that pertain to the particular piece of property in question because of its size, shape, topography, and how are conditions peculiar to the particular piece of property?

2. How will the variance requested be in harmony with the purpose and intent of the UDC and not be injurious to the neighborhood or to the general welfare?

3. Provide evidence of how the special circumstances surrounding this request are not a result of the acts of the Applicant.

4. How is the variance proposed the minimum variance that will make possible the proposed use of the land, building, or structure in the district proposed?



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CAMPAIGN CONTRIBUTIONS:

WITHIN THE (2) YEARS IMMEDIATELY PRECEDING THE FILING OF THIS ZONING PETITION HAVE YOU, AS THE APPLICANT OR OPPONENT FOR THE REZONING PETITION, OR AN ATTORNEY OR AGENT OF THE APPLICANT OR OPPONENT FOR THE REZONING PETITION, MADE ANY CAMPAIGN CONTRIBUTIONS AGGREGATING \$250.00 OR MORE OR MADE GIFTS HAVING AN AGGREGATE VALUE OF \$250.00 TO THE MAYOR OR ANY MEMBER OF THE CITY COUNCIL.

CIRCLE ONE: YES NO

Name of Government Official	Total Dollar Amount	Date of Contribution	Enumeration and Description of Gift Valued at \$250.00 or more
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The undersigned acknowledges that this disclosure is made in accordance with the Official Code of Georgia, Section 36-67A-1 et. seq. Conflict of interest in zoning actions, and that the information set forth herein is true to the undersigned's best knowledge, information and belief.

Name (print) _____

Signature: _____

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