

Administrative Variance Application # \_\_\_\_\_

## **PLANNING AND DEVELOPMENT DEPARTMENT**

**For the Cities of Jefferson and Talmo, Georgia**

### **ADMINISTRATIVE VARIANCE APPLICATION FOR THE CITY OF**

Note: The applicant must complete all information. Failure to complete all information will result in the refusal of the application. The Planning Department has up to five (5) working days to review all applications submitted for sufficiency. If the application is found insufficient, an agenda date will not be set until the required information is submitted.

### **APPLICANT AND PROPERTY OWNER ADDRESS AND CONTACT INFORMATION**

Applicant

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Property Owner (If different from applicant)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Existing Zoning District: \_\_\_\_\_

Existing Use of Property: \_\_\_\_\_

Proposed Use: \_\_\_\_\_

Tax Map/Parcel Number \_\_\_\_\_ Acreage: \_\_\_\_\_

Address of Property: \_\_\_\_\_

Subdivision Name and Lot Number: \_\_\_\_\_

### **DESCRIPTION OF THE REQUESTED ADMINISTRATIVE VARIANCE**

Identify the variance you are requesting. In describing the variance, you must indicate the specific Article, Chapter, and Section of the Land Use Management Code you are requesting to be varied. If more than one section is proposed to be varied, a separate application must be provided for each section varied (and separate variance application form completed):

Article Number and Title \_\_\_\_\_

Chapter Number and Title \_\_\_\_\_

Section Number and Title \_\_\_\_\_

The Code requires \_\_\_\_\_

I petition to reduce the requirement to \_\_\_\_\_ as shown on the attached site plan.

**APPLICANT'S JUSTIFICATION FOR THE REQUESTED VARIANCE**

Any applicant requesting consideration of an administrative variance to any provision of the Land Use Management Code shall provide a written justification that one or more of the following condition(s) exist. Indicate how the requested variance meets the criteria provided below:

- (a) **There are extraordinary and exceptional conditions or practical difficulties pertaining to the particular piece of property in question because of its size, shape or topography that are not applicable to other lands or structures in the same district.**

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- (b) **A literal interpretation of the provisions of this ordinance would effectively deprive the applicant of rights commonly enjoyed by other properties of the district in which the property is located.**

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- (c) **Granting the variance requested will not confer upon the property of the applicant any special privileges that are denied to other properties of the district in which the applicant's property is located.**

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- (d) **The requested variance will be in harmony with the purpose and intent of this Land Use Management Code and will not be injurious to the neighborhood or to the general welfare.**

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- (e) **The special circumstances are not the result of the actions of the applicant.**

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- (f) **The variance requested is the minimum variance that will make possible the proposed use of the land, building, or structure in the use district proposed.**

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- (g) **The variance shall not permit a use of land, buildings or structures, which is not permitted by right in the zoning district or overlay district involved.**

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**PROPERTY OWNER CERTIFICATION**

I hereby certify that I am the property owner or am otherwise authorized to file this application on behalf of the property owner (submit separate signed permission) and that the above information and all attached information are true and correct.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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CHECKLIST OF APPLICATION REQUIREMENTS: In addition to this form, have you submitted:

- ☐ Application fee.
- ☐ Survey plat of the property showing all property lines with metes and bounds/ dimensions.
- ☐ Legal Description (or deed of property). If deed is submitted – include a copy of any plat book and page referred to in the deed.
- ☐ Site plan of the subject property at an appropriate engineering scale showing the proposed use and relevant information regarding the proposed variance.
- ☐ Other information as may be required by the Zoning Administrator.

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**AUTHORIZATION OF PROPERTY OWNER**  
**(complete this form only if the property owner is not the applicant)**

I swear that I am the owner of the property which is the subject matter of the attached application, as shown in the records of Jackson County, Georgia, and that I authorize the person named below to act as applicant in the pursuit of a rezoning, conditional use, or variance of this property.

**Name of Applicant(s)** \_\_\_\_\_

**Address** \_\_\_\_\_

**Telephone Number** \_\_\_\_\_

The Property Owner, \_\_\_\_\_

Personally appeared before me  
who swears that the information contained  
in this authorization is true and correct to  
the best of his or her knowledge and belief.

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
Date

My Commission Expires: \_\_\_\_\_