



**Variance Application
Public Hearing Information and Application Requirements**

Public Hearing Information:

Requests for postponement or withdrawal must be made in writing; application fees are not refundable.

A legal notice shall be published in the Forsyth County newspaper regarding the variance request. The applicant is responsible for the advertisement fee if the request is postponed. Postponement may result in a (2) two month delay due to advertisement requirements.

The staff will prepare the public hearing sign and contact the applicant when the sign is ready to post on site. The applicant shall place the yellow public hearing sign(s) on the subject property at least 30 days, but not more than 45 days prior to the public hearing. It is the applicant's responsibility to maintain the sign(s).

A signed affidavit with a dated photo of each sign(s) placing said sign(s) against a verifiable property landmark shall be submitted to the department, prior to the public hearing. Failure to post the sign(s) and or failure to submit the affidavit will result in the postponement of the hearing.

Attendance at the 5:00 p.m. public hearing is encouraged.

The variance, if granted, shall have application only to the specific regulation for which the variance was sought and shall not impact or modify any other encumbrance, restriction, easement or interest on the subject property.

_____ **Please initial here that you understand the Public Hearing Information**

Application Requirements:

- 1. Application:** A completed application form is required. Please do not provide unlisted telephone numbers.
- 2. Fees:** Residential applications are \$250 per Unified Development Code section; Commercial applications are \$350 per UDC section. The application fee is doubled if the work has begun. Applicant is responsible for re-advertisement fee if postponed.
- 3. Site Plan:** The site plan shall clearly delineate and label the requested variance(s). In the case of an amendment to a buffer or setback required by the Unified Development Code, including those specified in Chapter 21, the variance application must delineate how equal or greater protection will be achieved of the adjacent property or natural resource affected by the proposed development, should the variance be granted. The site plan at a minimum must include: layout of streets, lot dimensions, setbacks, streams, flood prone areas, wetlands, proposed structures with square footages, proposed uses for each structure, right-of-way, driveways, accessory equipment (pool pumps, etc.), and the structure address.
- 4. Written Evaluation:** All variance applications shall include a written justification explaining why the variance should be granted. Completing this application form in its entirety will meet this requirement.
- 5. Legal Description:** Provide a written long form legal description including metes and bounds.
- 6. Boundary survey:** Boundary survey prepared by a registered land surveyor.
- 7. Taxes:** Confirmation of paid county taxes.

_____ **Please initial here that you understand the Application Requirements**