



Administrative Variance Application

LIMITATIONS OF ADMINISTRATIVE VARIANCES

No variance shall be approved administratively by the director unless the requested variance does not vary the standard set forth in the Unified Development Code by more than fifteen (15) percent and only for the following performance standards:

- a) Maximum building height
- b) Building setbacks
- c) Building separation
- d) The following buffers:
 - i) Residential Exterior
 - ii) Georgia Highway 400
 - iii) Large Scale Retail
 - iv) Senior Housing
 - v) Side and Rear

APPLICATION REQUIREMENTS

1. **Application:** A completed application form is required. Please do not provide unlisted telephone numbers.
2. **Fees:** Checks shall be made out to "Forsyth County Board of Commissioners" and shall be processed on the day that an applications is determined complete. Applicant is responsible for re-advertisement fee if postponed. Residential applications are \$250 per Unified Development Code section; Commercial applications are \$350 per UDC section.
3. **Site Plan:** Provide seven (7) copies to scale and one (1) copy reduced to 8.5"x11". 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:** One (1) copy of a boundary survey to scale, and One (1) copy reduced to 8.5"x11".
7. **Taxes:** Confirmation of paid county taxes.

_____ Please initial here that you understand the Application Requirements



Administrative Variance Application

RECEIVED BY	FOR OFFICE USE ONLY	DATE STAMP
PIN # _____ - _____ BOC DISTRICT# _____ ZONING: _____ ZA# _____ AW# _____		

This application is required to request a consideration of an administrative variance. Variances described in section 8-6.4(A) of the Unified Development Code may be approved administratively by the director without being presented to the Zoning Board of Appeals for consideration.

A. APPLICANT INFORMATION:

Name : Telephone: *except for unlisted numbers or personal cell #s*

Address :

E-mail address:

B. PROPERTY DATA / APPLICANT'S NARRATIVE :

Address of property:

Tax Map & Parcel #:

Subdivision Name: Lot #

1) Describe the reason for the variance request:

2) Indicate which section of the UDC is requested to be varied, e.g. Chapter 11, Table 11.2 (a).

3) Describe the dimensional variance requested, e.g. "a variance of 3 feet to allow front setback to be 22 feet"

Please check the type of variance being requested:

- | | | | |
|---|--|--|--|
| <input type="checkbox"/> Front yard setback | <input type="checkbox"/> Side yard setback | <input type="checkbox"/> Building Height | <input type="checkbox"/> Buffer: Residential |
| <input type="checkbox"/> Rear yard setback | <input type="checkbox"/> Exterior yard setback | <input type="checkbox"/> Building Separation | <input type="checkbox"/> Buffer |

C. WRITTEN JUSTIFICATION:

5) Specifically address the below criteria:

a) Describe why the variance would not negate the purpose and intent of the Code?

b) Describe why the variance would not cause substantial detriment to the public safety, health, or welfare, or be injurious to other property?

c) Describe why the conditions of your property are unique only to the property which relief is sought and are not applicable generally to other property?

d) Describe how this property's physical surroundings (e.g. shape, size, topography) result in an extraordinary hardship or practical difficulty as opposed to a mere inconvenience?

e) Describe why the requested variance is the minimum necessary to accomplish your proposal ?

f) Describe how granting this variance will result in equal or greater protection to adjacent property ?



Variations & Appeals
Corporate / Company Disclosures

Pursuant to UDC 8-2.1(H): If the owner or authorized agent is a corporate entity, provide the names of the officers, directors, and stockholders if controlling 10% or more, unless the corporation has stock that is traded on a national stock exchange. Also identify any parties having a direct financial interest in the zoning application other than the owner and applicant (e.g. developer or anticipated commercial occupant). If such additional parties having a direct financial interest are corporations or companies, then provide the names of officers, directors, company members, stockholders with 10% ownership or greater, unless the corporation has stock that is traded on a national stock exchange. In the event that public disclosure of the developer or commercial occupant may cause such developer or occupant to withdraw from pursuing a project due to competition, trade secret, or proprietary business concerns, then an affidavit affirmatively declaring such shall be tendered with the application and in that event only the owner and or authorized applicant shall be identified:



Variances & Appeals

Property Owner Authorization Form

This form must be signed by the owner(s) as listed on the deed of record for the subject property. If there is more than one property owner, additional affidavits must be provided. **Only an owner or an authorized agent may speak on behalf of the appeal/variance at the public hearing.**

Owner's Name:

Mailing Address:

Signature of Owner : _____ Date: _____

*Notary
Stamp*

Signature of Notary: _____ Date: _____