

# VARIANCE

Date Received \_\_\_\_\_



## APPLICANT INFORMATION

APPLICANT NAME (PLEASE PRINT) \_\_\_\_\_

ADDRESS \_\_\_\_\_

PHONE \_\_\_\_\_ CELL \_\_\_\_\_ FAX \_\_\_\_\_

E-MAIL ADDRESS \_\_\_\_\_

## OWNER INFORMATION (If different from Applicant)

PROPERTY OWNER (PLEASE PRINT) \_\_\_\_\_

ADDRESS \_\_\_\_\_

PHONE \_\_\_\_\_ CELL \_\_\_\_\_ FAX \_\_\_\_\_

E-MAIL ADDRESS \_\_\_\_\_

## PROPERTY INFORMATION

ADDRESS \_\_\_\_\_

CURRENT USE \_\_\_\_\_ CURRENT ZONING \_\_\_\_\_

PROPOSED USE \_\_\_\_\_ SIZE OF PROPERTY \_\_\_\_\_

Please explain the specific variance requested. State exactly what is proposed that does not conform to the existing zoning regulation requirements.

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ARTICLE XXI, Section 3, Paragraph (A) of the Zoning Ordinance requires each of the conditions set forth in criteria 1, 2, 3, and 4. Appellants must explain in detail how his case conforms to and/or satisfies each of the four following questions:

(1) What are the extraordinary and exceptional conditions pertaining to the particular use or development proposed, or to the piece of property in question because of its size, shape, topography or other condition, which justify the variance requested?

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(2) How would the strict application of the Ordinance requirements to the use or development proposed, or to this particular piece of property, result in great practical difficulties or unnecessary hardship?

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(3) In what way are the extraordinary and exceptional conditions, identified in (1) above, peculiar to the use or development proposed or to the particular piece of property involved?

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(4) What conditions, factors and/or circumstances give assurance that if the requested variance were granted that such variance would not cause substantial detriment to other property owners or tenants, or to the public good, and would not impair the purpose and intent of the Ordinance?

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## REQUEST FOR VARIANCE

### REQUIREMENTS

Please complete all attached forms, which must be typed or legibly printed; signatures must be in BLUE INK. The applicant or his agent must submit the ORIGINAL, SIGNED form to the Building & Inspections Department located on the first floor of City Hall, 3667 Main Street College Park.

### PRE-APPLICATION MEETING

A pre-application meeting with the City Planner is required prior to submission on any application. Please contact the City Planner's office at (404) 767-1537 or [nwashington@tcfatl.com](mailto:nwashington@tcfatl.com) to schedule a pre-application meeting.

### FEE

The application fee for filing an appeal is as follows:

- \$300, when the proposed construction cost is an amount up to \$25,000
- \$500, when the proposed construction cost is \$25,001 and up to \$100,000, and
- \$500 PLUS \$5.00 per \$1,000 of proposed construction, when the cost of construction is greater than \$100,000. assessed when the cost of construction is between \$25,000.00 and \$100,000.00.

Applications will not be accepted until they are deemed complete and the application fee is paid. Incomplete applications will be returned to the applicant; payment of fee will not be accepted until the application is complete. Fees shall be paid to the City of College Park in the form of **check or money order only**.

### FILING DEADLINE

Applications must be received and fees must be paid no later than thirty (30) calendar days prior to the Board of Zoning Appeals meeting at which the variance will be considered.

### BOARD OF ZONING APPEALS MEETING

The applicant or his agent must attend the Board of Zoning Appeals (BZA) meeting to present the application and respond to questions from the Board. The BZA meets on the second Monday of each month at 6:00 PM in the Mayor and Council chambers of City Hall. All BZA decisions are final.

### QUESTIONS

For assistance, please contact the Board of Zoning Appeals Secretary, Ms. Sabrina Walters at [swalters@collegeparkga.com](mailto:swalters@collegeparkga.com) or 404-669-3762, or the City Planner's office at [nwashington@tcfatl.com](mailto:nwashington@tcfatl.com) or 404-767-1537.

(For Office Use Only)

Total Amount Paid \$ \_\_\_\_\_ Check# \_\_\_\_\_ Money Order # \_\_\_\_\_ Received by: \_\_\_\_\_

Application checked by: \_\_\_\_\_ Date: \_\_\_\_\_

Pre-application meeting: \_\_\_\_\_ Date: \_\_\_\_\_

## CITY OF COLLEGE PARK VARIANCE APPLICATION CHECKLIST

To be completed when accepting all variance applications. Checklist should be attached to the application. Please also provide an electronic copy by email or flash drive.

All documents are required prior to acceptance of the application.

Required Items	Copies	Requirements	Check/Initial
Pre-Application Meeting	1	Pre-application meeting with the City Planner is required before submitting the variance application.	
Application Form	12	Must include information for applicant and property owner.	
Applicant/Owner's Affidavit	12	Must be completed by applicant and property owner. Must be notarized.	
Letter of Ownership	12	Letter from the property owner stating that the applicant is the owner of property subject to variance, or that owner is aware of and consents to the variance request.	
Letter of Intent	12	Must clearly state the proposed use and development intent.	
Site Plans	1 copy: 24x36  12 copies: 11x17	Must meet requirements specified on Site Plan Checklist.	
Site Plan Checklist	1	Completed copy of site plan checklist.	
Survey Plat	12 (11x17 or 8.5x11)	Survey plat shall be prepared and sealed within the last five years by a professional engineer, landscape architect or land surveyor registered in the State of Georgia. Survey plat shall: indicate complete boundaries of the subject property and all buildings and structures existing therein; include a notation as to whether or not any portion of the subject property is within the boundaries of the 100 year floodplain, and include a notation as to the total acreage or square footage of the property.	
Architectural	12 (11x17 or 8.5x11)	Renderings or photographs of the proposed building elevations are helpful, but not required unless the proposed variance is being conditioned to architectural exhibits submitted.	

## APPLICANT AFFIDAVIT

Personally appeared before me \_\_\_\_\_ who on oath deposes and states  
(Applicant's Name)  
that the information included in this application is true to the best of his/her knowledge and belief.

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

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, Zip

## OWNER'S AFFIDAVIT

Personally appeared before me \_\_\_\_\_ who on oath  
(Owner's Name)  
agrees with the variance request and states that the information included in this application is true to the  
best of his/her knowledge and belief.

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

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature of City Clerk

\_\_\_\_\_  
Address

\_\_\_\_\_  
Date

\_\_\_\_\_  
City, State, Zip

## CITY OF COLLEGE PARK SITE PLAN CHECKLIST

Checklist should be attached to the application.

All information below must be included for site plan and application to be considered complete. If working with an existing building, then please review with City Planner for requirements.

Item #	Requirements	Check/Initial
1	North arrow	
2	Acreage of subject property	
3	Current zoning and requested zoning classifications	
4	All property lines	
5	Adjacent streets with posted speed limits	
6	Current use and zoning of adjacent properties	
7	Required and/or proposed building setback lines	
8	Proposed structure locations, heights and square footages	
9	Existing structure locations and approximate heights for adjacent properties	
10	Layout, minimum lot size and proposed density of residential properties	
11	Topographic information to show elevation and drainage	
12	Required and/or proposed landscaped areas and buffers	
13	Required and proposed parking spaces and loading/unloading facilities	
14	Lakes, streams and other waters on the site and associated buffers	
15	Proposed stormwater management facilities	