



**REQUEST FOR VARIANCE**  
**APPLICATION NO. \_\_\_\_\_**

**AGENT/DEVELOPER INFORMATION**

(If not owner)

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_

Contact Person: \_\_\_\_\_

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

Email: \_\_\_\_\_

**PROPERTY OWNER INFORMATION**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_

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

Email: \_\_\_\_\_

**APPLICANT IS THE:**

\_\_\_\_\_ Owner's Agent

\_\_\_\_\_ Property Owner

\_\_\_\_\_ Developer

Acreage: \_\_\_\_\_

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

Identify the existing district requirement(s) for which you seek a Variance: \_\_\_\_\_

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

State what you propose the district requirement(s) be varied to: \_\_\_\_\_

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



Describe what use is proposed and the reason that a Variance is required: \_\_\_\_\_

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### **OTHER REQUIRED INFORMATION**

Please attach 1 copy (11 x 17) of plat prepared by a Registered Land Surveyor and drawn to scale showing lot lines and location of existing structures and location of proposed structures.

Please attach a deed, certified by the Clerk of Court, which includes a metes and bounds description of the property proposed.

Signature(s):

\_\_\_\_\_  
Agent/Developer

\_\_\_\_\_  
Property Owner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



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**OFFICE USE ONLY**

Present Zoning District(s): \_\_\_\_\_

Land District(s): \_\_\_\_\_ Land Lot(s): \_\_\_\_\_

Commissioner District: \_\_\_\_\_

Overly District (If applicable): \_\_\_\_\_

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

Amount of Fee: \_\_\_\_\_

Received By: \_\_\_\_\_

Receipt Number: \_\_\_\_\_



## MEMORANDUM OF UNDERSTANDING CONCERNING VARIANCES

### **Section 411: Variances.**

- A. A Variance is a permit, issued by the Board of Appeals, which allows use of a parcel of land in a way that varies from requirements for the district in which the property is located. A Variance may be granted only in an individual case where hardship would result if all of the requirements of this Ordinance were applied stringently to a particular piece of property. A hardship means that reasonable use of the land is not possible if all of the requirements of this Ordinance are to be met. The hardship cannot be self-created such as:
  - 1. A lot purchased with knowledge of an existing restriction.
  - 2. A claim of hardship in terms of prospective sales.
  - 3. An expressed economic need requiring a Variance, when such a need can be met in other ways, which would not require a Variance.
- B. Relief from the hardship—the Variance—must not cause substantial detriment to the public good or impair the purposes of this Ordinance.
- C. When a Variance is issued, the spirit of this Ordinance must be observed, and the public safety and welfare secured. A Variance may be granted *only* for permitted uses in the zoning district in which the property in question is located. (For example, a two-family dwelling would not be allowed to be placed in an R-1 district under a Variance).

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**I hereby certify that I have read the above statements and understand fully the basis for the Board of Appeals to grant a variance.**

**Applicant Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

**Witness** \_\_\_\_\_

**Date** \_\_\_\_\_

**Application No.** \_\_\_\_\_



**PROPERTY OWNER'S CERTIFICATION OF  
OWNERSHIP AND ZONING COMPLIANCE**

Certification is hereby made that the undersigned own(s) at least fifty-one (51) percent of the subject property.

The undersigned certifies that the subject property is presently in compliance with the current Zoning Ordinance for Spalding County, Georgia. The undersigned is aware that an application for a Rezoning, Variance, or Special Exception will not be received unless the subject property is in compliance with the Zoning Ordinance.

The undersigned certify that the agent, if different from the owner, is authorized to file this application.

\_\_\_\_\_  
Print Name of Owner(s)

\_\_\_\_\_  
Print Name of Agent, If Not Same as Owner

\_\_\_\_\_  
Signature of Owner(s)                      Date  
or Signature of Authorized Officer or Agent  
(if applicable)

\_\_\_\_\_  
Signature of Agent

\_\_\_\_\_  
Title of Authorized Officer or Agent (if applicable)

\_\_\_\_\_  
Signature of Notary Public

\_\_\_\_\_  
Date

- - -Notary Seal- - -

**Spalding County Fee Schedule:**

**Appeal from Action of Administrative Officer:**      \$ 300.00

**Variance:**      \$ 300.00

**Special Exception:**      \$ 500.00

**Multiple Parcel Rezoning:** Multiple parcel rezoning of contiguous tracts will be allowed so long as all tracts are to be rezoned to the same zoning classification. All applicants owning property which is subject to the application are deemed to consent to rezoning of their property and to rezoning of any and all other tracts included within the Application. The following fees shall apply to multiple parcel rezoning applications: (#A-99-08 – 09/07/99; #A-00-11 - 07/17/00)

**A. Parcel 1** - \$750.00

**B. Parcel 2-5** - \$150.00 each, in addition to the fees stated in A; and

**C. Parcels 6+** - \$100.00 each, in addition to the fees stated in A and B.