



Case Number: _____ Received Date: _____ Hearing Date: _____

**Variance Application from the Zoning Resolution
(Zoning Board of Appeals)**

Please complete this application & submit it with all attachments as stated in the Variance Application Guidelines. A variance cannot be processed unless all information accompanies the application; a variance from a condition of zoning or special use cannot be accepted.

Applicant Information	Property Owner Information
Name _____ Address (all correspondence will be mailed to this address): _____ _____ City _____ State _____ Zip _____ Phone _____	Name _____ Address _____ _____ City _____ State _____ Zip _____ Phone _____
Contact Person Name: _____ Phone: _____ Email Address: _____	
Applicant is the (please check or circle one of the following): <input type="checkbox"/> Property Owner <input type="checkbox"/> Owner's Agent <input type="checkbox"/> Contract Purchaser	

Address of Property _____

Subdivision or Project Name _____ **Lot & Block** _____

District, Land Lot, & Parcel (MRN) _____

Proposed Development _____

Permit Number (if construction has begun) _____

Variance Requested _____

A complete application includes the following:

- Application Form (1 original and 1 electronic copy)
- Site Plan and/or Boundary Survey (1 original, 1 8 1/2"x11" or 11"x17" reduction and 1 electronic copy.)
- Letter of Intent (1 original and 1 electronic copy)
- Signed & notarized Certification page

- Application Fee
- Adjacent owner(s) written support (1 original and 1 electronic copy)
- Additional Documentation as needed



Applicant Certification

The undersigned, or as attached, is the record owner of the property considered in this application and is aware that an application or reapplication for a variance denied by the Board of Zoning Appeals may not be made earlier than 12 months from the date of original application (Article XVI, Section 1608).

Signature of Applicant Date

Notary Seal

Typed or Printed Name & Title

Signature of Notary Public Date

Property Owner Certification

The undersigned, or as attached, is the record owner of the property considered in this application and is aware that an application or reapplication for a variance denied by the Board of Zoning Appeals may not be made earlier than 12 months from the date of original application (Article XVI, Section 1608). I, as the property owner, authorize the above noted applicant to represent me with regards to this application.

Signature of Property Owner Date

Notary Seal

Typed or Printed Name & Title

Signature of Notary Public Date

Community Development Use Below Only

Fees Paid: _____ By: _____

Related Cases & Applicable Conditions:

Variance Description: _____

Variance Application Guidelines & Information

Note: A variance application from a condition of zoning or special use must be approved by City Council and can neither be accepted nor processed through the Board of Zoning Appeals.

Application Process

The Zoning Board of Appeals (ZBA) variance process requires approval thru a public hearing and will take approximately 45 days. Please see the filing deadline and hearing date schedule. The ZBA meets on the third Wednesday of each month (unless otherwise published) at 7:00 PM, at the City of Peachtree Corners City Hall, 310 Technology Parkway, Suite 200, Peachtree Corners, Georgia. A public hearing notice sign shall be posted on the property under consideration at least 15 days before the public hearing. In addition, a legal advertisement will be published in the *Gwinnett Daily Post* at least 15 days prior to the hearing. Once advertised for public hearing, an application can NOT be withdrawn.

1. No less than one week prior to submitting an application for a Public Hearing, the applicant must complete a pre-submittal meeting with staff. The applicant should bring one copy of the completed submittal package with all required plans and supporting materials to the meeting.
2. On or before the appropriate "Submittal Deadline" day, the applicant should file one (1) original, plus 10 copies of the completed Application and supporting documents. Each set will be comprised of the completed Application with the required supporting documents attached. One full-size set of any drawings, surveys, and any other oversized materials shall be included with the original application. The additional 10 copies of these documents shall be submitted at a size no greater than 11" x 17" and shall each be folded to a size not to exceed 8.5" x 11".
3. The City of Peachtree Corners allows the applicant two (2) requests for extensions beyond the scheduled public hearing. If the request for extension is received after the Notice of Public Hearing has been published, a \$250 re-advertising fee must be paid by the applicant. If, after requesting a deferral, an applicant submits a revised application and/or site plan, a \$500 re-review fee will be assessed in addition to the \$250 re-advertising fee. An application may be withdrawn without prejudice (no waiting time to refile) at any time prior to the public hearing at which final action is taken. A request for such withdrawal must be made in writing.
4. All application fees must be paid at the time of submittal.
5. All taxes must be paid in-full and any and all outstanding code violations on the property must be rectified prior to the public hearing.
6. The applicant or an authorized agent of the applicant must be present for all public hearings to present the proposal.

Application Requirements

Included in these guidelines are the informational requirements necessary to process an application. This documentation is important in demonstrating an "unnecessary hardship." For example, if the hardship is due to severe topography, topographic information must be submitted. If the justification is due to the location of an easement, a survey showing the easement must be submitted. In some circumstances, photographs can be used to substantiate a hardship.

The following items are necessary to process a variance application:

- Cross-sections of the buffer and its relationship to uses on adjacent property.
- Cross-sections indicating improvements on adjacent residential property as may be seen through the proposed improvements on the subject site.
- Complete planting plan indication existing vegetation and any proposed replanting. Indicate types of trees, name, size, quantity and spacing. Indicate trees proposed to be retained or planting on the cross sections and on the planting plan.
- Proposed screening fence and/or berm locations, etc., and details of same.
- Demonstrate compliance with the Buffer, Landscape & Tree Ordinance requirements.
- Show location of detention facilities and the direction of drainage flow.
- Provide details of building and parking lot lights adjacent to the proposed reduced buffer.
- Provide written consent from the adjacent property owner(s).

Sign Applications

Applications requesting a sign variance must also answer these questions:

- Are there exceptional conditions pertaining to the property where the sign is to be located as a result of the property size, shape, or topography which are not applicable to other lands or structures in the area? If "yes," please explain.
- Would the applicant be deprived of rights that are commonly enjoyed by others similarly situated? If "yes," please explain.
- Would granting the variance confer on the applicant any significant privileges which are denied to others similarly situated? If "yes," please explain.
- Are the exceptional circumstances the result of actions of the applicant or the applicant's representatives? If "yes," please explain.
- Is the requested variance the minimum necessary to allow the applicant to enjoy rights commonly enjoyed by others similarly situated? If "no," please explain.
- Would granting of the variance violate more than one standard of the Unified Development Code? If "yes," please explain.
- Would granting the variance result in allowing a sign that interferes with road or highway visibility or obstruct or otherwise interfere with the safe and orderly movement of traffic?

**If you have any questions regarding these requirements, please contact the
Community Development Department at 678-691-1200.**