



Variance Application Checklist

Completed Application Form

- The names and addresses of the owners of the subject property and their agents if any
- Responses to each of the questions pertaining to the variance request
- Notarized consent of owner if applicant is not owner
- Present and proposed zoning classification for the subject property
- Campaign contribution disclosure report by the applicant and the applicant's attorney, if applicable, in accordance with O.C.G.A. 36-67A

Required Documentation & Supplemental Information

- Letter of Request
- Legal Description of the property
- A map of the property where variance is being sought showing its location and the City and its relationship to abutting properties, public facilities, and public
- A recent survey plat showing the dimensions and location of the subject property prepared by a land surveyor whose state registration is current and valid and whose seal is affixed to the plat (see page 9 for survey requirements)
- Proof that all City, County, and State ad valorem taxes due upon the property have been paid in full

Applicable Fees

- Commercial: \$250/lot + \$100/variance
- Residential: \$150/lot + \$100/variance
- Administrative: \$150/lot + \$100/variance

Variance Applications are reviewed based on the City of Douglasville Unified Development Ordinance Section 12.08.B. Dimensional and Locational Variances. Please note that UDO Section 7.12 prohibits variances from sign regulations as established in Article 7.

1. The Board of Adjustments and Appeals may authorize variance from the terms of this UDO that are not contrary to the public interest where, due to special conditions and not to the intentional conduct of the applicant, the literal enforcement of the provisions of this UDO would result in an unnecessary hardship.
2. A variance from the terms of this UDO shall not be granted by the Board of Adjustments and Appeals unless and until:
 - a. A complete application for a variance is submitted demonstrating that:
 - 1) Special conditions and circumstances exist which are peculiar to the land, structure, or building involved and which are not applicable to other lands, structures, or buildings in the same district.
 - 2) The special conditions and circumstances did not result from the actions of the applicant.
 - b. No nonconforming use of neighboring lands, structures, or buildings in the same district, and no permitted or nonconforming use of lands, structures, or buildings on other districts shall be considered grounds for the issuance of a variance;
3. Notice of a public hearing shall be given as required in Section 12.05, Public Hearing.
4. Where the strict application or literal enforcement of the requirements of this UDO would result in the applicant suffering practical difficulties, the Board of Adjustments and Appeals shall have power to authorize a variance from the terms of this UDO so as to relieve such difficulties.
5. In granting a variance, the Board of Adjustments and Appeals may impose such conditions as may be necessary to comply with the factors herein to reduce or minimize potential injurious effects of such variance upon neighboring properties and to carry out the general purpose and intent of this UDO. In making such determination, the Board of Adjustments and Appeals shall consider all of the following factors whether:
 - a. The property in question will yield a reasonable return or whether there can be any beneficial use of the property without a variance;
 - b. The variance is substantial;
 - c. The essential character of the neighborhood would be substantially altered or whether adjoining properties would suffer a substantial detriment as a result of the variance;
 - d. The variance would adversely affect the delivery of government services (i.e., water, sewer, garbage);
 - e. The property owner purchased the property with knowledge of the zoning restriction;
 - f. The property owner's predicament feasibly can be obviated through some method other than a variance;
 - g. The spirit and intent behind the zoning requirement would be observed and substantial justice done by granting the variance; and
 - h. Any other relevant factor to assist the Board of Adjustments and Appeals in weighing and balancing the public and private benefits and harms of the requested relief is necessary.

6. In granting any variance, the Board of Adjustments and Appeals may prescribe appropriate conditions and safeguards in conformity with the intent of this UDO.
7. In granting any variance, the Board of Adjustments and Appeals shall only authorize the minimum variance that it deems necessary and adequate that will provide adequate relief.
8. Financial hardship is not a valid reason for requesting and receiving approval of any variance.
9. Violations of such conditions and safeguards, when made a part of the terms under which the variance is granted, shall be deemed a violation of this UDO and punishable under the provisions of this UDO.
10. Under no circumstances shall the Board of Adjustments and Appeals grant a variance to allow a use not permitted under the terms of this UDO in the district involved, or any use expressly, or by implication, prohibited by the terms of this UDO in the district where the variance is being considered.

Case No.

Subject Property

Property Address/Location		City	State	Zip
Land Lot	District	Section	Parcel	Property ID
				Acres/SF
		Adjacent Zoning:		
Current Zoning	North	South	East	West
Overlay District:	<input type="checkbox"/> Historic Overlay District	<input type="checkbox"/> Quality Growth Development Overlay	<input type="checkbox"/> None	

Applicant/Owner

Applicant		
Company	E-mail Address	Phone
Mailing Address	City	State Zip

Representative

Agent or Attorney Name		
Company	E-mail Address	Phone
Mailing Address	City	State Zip

Applicant Signature

I hereby certify that all information provided herein is true and correct.

Applicant/Owner or Representative Signature	Date
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<input type="checkbox"/> Application Approved for Staff Review	<input type="checkbox"/> Application Rejected	Fee: \$ <input type="text"/>
Zoning Administrator		Date

Property Owner

The property owner shall read the following carefully and complete the consent form below:

Initial

- I understand that failure to supply all required information per the variance checklist provided and requirements of the City of Douglasville Unified Development Ordinance will result in rejection of application
- I understand that preliminary approval of my plans does not authorize final approval of my variance request.
- I understand that representation associated with this application on behalf of the property owner (i.e. project coordinator, potential property owner, agent, or other such representative) shall be binding
- I have read the provisions of O.C.G.A. 36-67A as required regarding Campaign Disclosures; my signed Campaign Disclosure report is included with this application

I, _____, as property owner, respectfully petition that this property as described in this application be considered for variance approval. I acknowledge and fully understand all above statements made by the City of Douglasville. I hereby certify that all information provided herein is true and correct.

Property Owner Signature	Date
Address	City
	State
	Zip
	Phone

Representative (if applicable)

Attorney/Agent Signature	Date
Address	City
	State
	Zip
	Phone

Sworn and subscribed before me
This ____ day of _____, 20____

Notary Public

Please address the following to guide City Staff in their evaluation of your application:

1. Please explain an extraordinary and exceptional condition pertaining to the specific piece of property in question in terms of its shape, size, or topography.
2. Explain how the application of the Unified Development Ordinance or recorded plat results in a practical hardship.
3. Explain why the granting of this variance is necessary for the protection of a property right and does not merely serve as a convenience to the applicant.
4. Did the condition for which the variance is sought result from an action by the applicant?

Have you made, within 2 years immediately preceding the variance hearing, campaign contributions aggregating \$250 or more or made gifts having an aggregate value of \$250 or more to the Douglasville Mayor or member of the City Council or Board of Adjustments and Appeals who will consider the application?

YES NO

If YES, you and the attorney representing you must file this disclosure report with the Zoning Division at least five (5) days prior to the scheduled public hearing.

Please supply the following information, which will be considered as the required disclosure:

Date	Government Official	Position	Description	Amount

I/We certify that the foregoing information is true and correct, this ___ day of ____, 201__.

Applicant Signature

Attorney

Survey Requirements

- Survey of the complete site done by a professional surveyor
- Minimum size of 8.5x11, but no larger than 11x17
- Must include:
 - Date of survey
 - North point
 - Graphic scale
 - Source of datum
 - Date of plan drawings
 - Existing streets and rights-of-way
 - Locations of any easements
 - Existing streams