

### ***Requirements for Completing a Variance Application***

- Applications must be submitted to the Department of Community Affairs no later than 4:00 pm on the third Tuesday of each month in order to be advertised for public hearing for the following month. An application is not considered complete and will not be processed unless all necessary items are submitted.
- Completed application form attached hereto.
- Letter requesting the hardship/reason for requesting the variance.
- Copy of the deed reflecting the current owner of the property.
- A current legal description of the subject property. If the application consists of several tracts, a legal description of each tract is required. No legal description should include more property than that of the parcel that has been requested.
- Copy of the current property taxes paid in full.
- Copy of the boundary survey or plat of the subject property. This shall include both three (3) copies in paper as well as one copy in electronic format (PDF).
- If new construction is proposed – a copy of the preliminary site development plan. This copy shall be in both paper (three (3) copies to scale and no larger than 36: x 48”) and electronic format (PDF). Site plan shall include all pertinent development features including, but not limited to, adjoining streets and rights-of-way, property lines, building setbacks identified and labeled, locations of building footprint(s) and size of structure(s), access, buffer areas, state waters (if any), parking spaces with dimensions, utilities and any other necessary development related references.
- Application fee in the amount of \$300.00.
- Signs provided by the City must be posted by the applicant within ten (10) feet of the right-of-way of the adjacent public roadway on or before the last Friday of the month prior to the hearing date. The signs shall be free from obstructions and easily viewed for reading from the roadway. If signs are not posted properly, the application shall not be considered. The signs are to remain in place until the final public hearing has been completed.



Community Affairs
5000 Austell Powder Springs Rd
Suite 141
Austell, GA 30106
Office: (770) 944-4309
Web: www.austellga.gov

Application for Variance to the
Austell Board of Variance and
Zoning Appeals

Application No.:
Application Date:
ZBA Hearing Date:
Council Hearing Date:

Applicant:
email:
Business Phone:
Home Phone:

Address

(Representative's Signature)

(Representative's Name Printed)

Titleholder:

Business Phone:
Home Phone:

Address

(Signature)

(Printed)

Type and Explanation of Variance:

Property Information:

Size of the Tract: Acre(s) Current Zoning: County:

Location:

Land Lot(s): District(s):

Parcel(s): Tax ID#: