



VARIANCE APPLICATION PACKET

City of Suwanee, Georgia



This informational packet is intended to guide applicants through the process of applying for a variance from the Zoning Board of Appeals. Included is a flow chart which gives a brief description of each step of the process and what is needed from the applicant. The application that needs to be completed for submittal is included as well. The application must be complete in order for the City to accept it.

The variance process usually takes 4-6 weeks from application submittal to Zoning Board of Appeals decision.

If you have any questions along the way please feel free to contact the Planning Department at 770-945-8996.

Pre-Application Meeting

- Schedule a Pre-Application meeting with Planning Department (770-945-8996)
- Staff will be able to answer all questions and concerns regarding the proposed variance.
- Applicant brings all help plans or exhibits concerning the proposed variance.
- Staff will provide the Variance Application Packet.

Submittal

- Applicant submits to the City:
 - Application
 - Fee
 - Legal Description
 - Boundary Survey
 - Letter of Intent

Advertising the Public Hearing

- Planning staff must advertise the public hearing by:
 - Advertising in the Gwinnett Daily Post
 - Mailing letters to all property owners within 300 feet
 - Placing a sign on the subject property.

Public Hearing

- The Zoning Board of Appeals is the board that votes on variances. The ZBA vote is final and all appeals must be in Superior Court.



Department of Planning & Inspections

330 Town Center Avenue, Suwanee GA 30024

Voice: 770-945-8996 · Fax: 770-945-2792

Suwanee Web site: www.suwanee.com

VARIANCE INFORMATION FORM

The following items are necessary in order to process Variance Applications:

1. **APPLICATION FORM:** Complete all sections of the application form. The application MUST be signed by the applicant and the owner.
2. **APPLICATIONS FEES:** Please make checks payable to **CITY OF SUWANEE**. The application fee is non-refundable.
Board of Appeals -----\$300.00
Administrative Variance ----- \$ 100.00
 - a. 5 feet – front yard
 - b. 5 feet – side yard
 - c. 5 feet – rear yard
 - d. Parking Reduction. Variance not to exceed 20 percent less than the minimum number of required spaces.
 - e. Parking Excess. In cases where a small number of additional hard surface parking spaces may be needed in excess of 110 percent, an administrative variance may be sought in an amount not to exceed 10 additional spaces.
3. **LEGAL DESCRIPTION:** A legal description is required on an 8 ½” x 11” sheet.
4. **SITE PLAN AND/OR BOUNDARY SURVEY:** An 8 ½” x 11” reduction is required in addition to the full size plan showing specific information such as Buffers, Setbacks, Building Locations, curb cuts etc. (if applicable).
5. **ADDITIONAL PLANS:** Submit plans as necessary to support your request. **EXAMPLE:** If it should be a sign request, complete details of the sign, showing size, height, etc. will be required. Provide an 8 ½” x 11” reduction in addition to the full size plan.
6. **DOCUMENTATION**
Any and all information related to the application which you believe may be helpful to the Board of Appeals to render a decision should be submitted along with the application.
7. **STREAM BUFFER VARIANCE APPLICATION**
With any application for a stream buffer variance, include a copy of your completed “Application for a Twenty-Five (25) Foot Vegetative Buffer Encroachment” as submitted to the Environmental Protection Division of the State of Georgia. The City reserves the right to delay hearing stream buffer variances until the State EPD has delivered a decision.
8. No Application will be accepted for processing unless the application is complete and all necessary plans are included with the application.

**APPLICATION FOR VARIANCE FROM THE
CITY OF SUWANEE ZONING BOARD OF APPEALS**

Please complete this application and submit with all necessary attachments as stated on the Variance Information Form (please type or print)

APPLICANT INFORMATION

OWNER INFORMATION

Name: _____

Name _____

Address: _____

Address _____

City: _____

City: _____

State: _____

State _____

Phone: _____

Phone: _____

E-mail address: _____

CONTACT PERSON: _____

PHONE: _____

ADDRESS OF PROPERTY _____

LAND DISTRICT _____ LAND LOT _____ PARCEL _____ LOT _____

SUBDIVISION OR PROJECT NAME (IF APPLICABLE) _____

ZONING _____

VARIANCE REQUESTED _____

NEED FOR VARIANCE _____

***A VARIANCE FROM A CONDITION OF ZONING CANNOT BE ACCEPTED.**

SECTION 2007, APPLICANT AND/OR A REPRESENTATIVE.

*****The property owner, applicant and /or a representative thereof shall be present at all meetings of the Zoning Board of Appeals, Planning Commission and/or Mayor and Council at which official action is requested on any variance or application for amendment. The failure of the property owner, applicant and/or a representative to attend such meetings shall result in the denial of said variance or application for amendment.**

APPLICANT CERTIFICATION

The undersigned below is authorized to make this application and is aware that an application or re-application for the same type of variance affecting the same land or any portion thereof shall not be acted upon within twelve (12) months from the date of last action by the Board of Appeals, unless waived by the Board of Appeals. An application or reapplication shall not be acted upon in less than (6) months from the date of the last action by the Board of Appeals.

Signature of Applicant

Date

Typed or Printed Name and Title

Signature of Notary Public

Date

Notary Seal

PROPERTY OWNER CERTIFICATION

The undersigned below, or as attached, is the record owner of the property considered in this application and is aware that an application or reapplication for the same type of Variance affecting the same land or any portion thereof shall not be acted upon within twelve (12) months from the date of last action by the Board of Appeals unless waived by the Board of Appeals. An application or reapplication shall not be acted upon in less than six (6) months from the date of the last action by the Board of Appeals.

Signature of Applicant

Date

Typed or Printed Name and Title

Signature of Notary Public

Date

Notary Seal

DEPARTMENT OF PLANNING AND DEVELOPMENT USE ONLY

Case Number _____
Date Rec'd _____
Amount Rec'd _____

Variance _____
Rec'd By _____
Receipt _____

Administrative _____
Hearing Date _____

ACTION TAKEN

SIGNATURE

DATE:

**CITY OF SUWANEE
ZONING BOARD OF APPEALS
2012 SCHEDULE**

SUBMISSION DEADLINE (5:00 P.M.)	ADVERTISEMENT DATES	ZBA MEETING DATE
12/16/11	12/29/11 01/12/12	01/17/12
01/20/12	02/02/12 02/16/12	02/21/12
02/17/12	03/01/12 03/15/12	03/20/12
03/16/12	03/29/12 04/12/12	04/17/12
04/13/12	04/26/12 05/10/12	05/15/12
05/18/12	05/31/12 06/14/12	06/19/12
06/15/12	06/28/12 07/12/12	07/17/12
07/20/12	08/02/12 08/16/12	08/21/12
08/17/12	08/30/12 09/13/12	09/18/12
09/14/12	09/27/12 10/11/12	10/16/12
10/19/12	11/01/12 11/15/12	11/20/12
11/16/12	11/29/12 12/13/12	12/18/12
12/14/12	12/27/12 01/10/13	01/15/13