

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 <u>MUST be signed</u> by the applicant <u>and</u> the owner.
- APPLICATIONS FEES: Please make checks payable to CITY OF SUWANEE. The application fee is non-refundable.

- 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. <u>Parking Excess</u>. 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 <u>complete and all necessary plans are included</u> 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)

<u>APPLICANT INFORMATION</u>	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	PARCELLOT
SUBDIVISION OR PROJECT NAME (IF APPLICATION OF PROJECT NAME)	ABLE)
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.

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APPLICANT CERTIFICATION

The undersigned below is authorized to make 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 (6) months from the date of the last action by the Board of Appeals.

	Signature of Applicant	Date	
	Typed or Printed Name and Tit	le	
	Signature of Notary Public	Date	
Notary Seal			
	PROPERTY OWNER CERTIFICATION	<u>N</u>	
and is aware that an application any portion thereof shall not lead to be a Board of Appeals unless waits	attached, is the record owner of the property on or reapplication for the same type of Varia be acted upon within twelve (12) months from yed by the Board of Appeals. An application of months from the date of the last action by the	ance affecting the same land or in the date of last action by the or reapplication shall not be	
	Signature of Applicant	Date	
	Typed or Printed Name and Tit	Typed or Printed Name and Title	
	Signature of Notary Public	Date	
Notary Seal			
DEPARTME	ENT OF PLANNING AND DEVELOPME	NT USE ONLY	
Case Number Date Rec'd Amount Rec'd	Rec'd By Hearin	istrative g Date	
ACTION TAKEN	·		
SIGNATURE	DA	TE:	