



www.JohnsCreekGA.gov
 678-512-3200 ~ (fax) 678-512-3303
 12000 Findley Road, Suite 400, Johns Creek, GA 30097

VARIANCE APPLICATION FORM PRIMARY AND SECONDARY VARIANCES

Instructions

A properly completed application and fees are due at the time of submittal. The submittal deadline is the first Tuesday of each month. Variance requests will be considered the third Tuesday of the following month by the Board of Zoning Appeals (BZA).

Application Materials

REQUIRED ITEMS	CHECK <input checked="" type="checkbox"/>
Variance Application —Provide one original and two copies (3 total) of original and notarized signatures of the property owner(s) and applicant(s), or a notarized statement from the property owner authorizing submittal of the variance by the applicant on their behalf.	<input type="checkbox"/>
Variance Fee —See fee schedule on page 4 of this application	<input type="checkbox"/>
Site Plan & Legal Description —Provide three copies of a dimensioned, orientated and scaled site plan on 8 ½" x 11" or 11" x 17" showing the <u>subject property</u> , <u>street frontage(s)</u> , <u>proposed addition</u> or <u>extent of encroachment</u> , all applicable <u>setback</u> measurements, all neighboring parcels and homes. Additionally, a variance pertaining to the stream buffer shall show the location of the stream on the site plan.	<input type="checkbox"/>
Survey with Topography & Trees —May be waived by the Community Development Department if the request does not concern the removal of trees or the topography of the site. If this requirement is not waived, the applicant shall provide three copies.	<input type="checkbox"/>
Letter of Appeal —Provide three copies of the letter of appeal. The letter should state the hardship, background and justification for the variance request and any additional information to support the request. The hardship should address the property's limitations preventing compliance with the zoning standards. Refer to Article 22, Section of the City of Johns Creek Zoning Ordinance for additional information.	<input type="checkbox"/>
Pictures —Provide photos of what is being proposed for the requested variance	<input type="checkbox"/>
Sign Variance —If the requested variance is pertinent to signage, provide three copies of sign and wall elevations and other details shall be required, as appropriate. Please note that no variance shall be granted as to the number of signs, and to the size of a sign which exceeds the maximum size within the subject property's zoning district.	<input type="checkbox"/>
Stream Buffer Variance —If the requested variance is pertinent to the stream buffer. In addition to the above referenced materials, provide answers to these three questions: 1) Documentation of unusual hardship should the buffer be maintained; At least one alternative plan, which does not include a buffer or setback intrusion, or an explanation of why such a site plan is not possible; 2) A calculation of the total area and length of the proposed intrusion; A stormwater management site plan, if applicable; and, 3) Proposed mitigation, if any, to offset intrusion/encroachment into the stream buffer. This can be completed after the initial application is submitted.	<input type="checkbox"/>

Public Notification

Public notification shall be the responsibility of the City of Johns Creek. Public notification includes:

- The City of Johns Creek will post a legal ad in the newspaper;
- The City of Johns Creek will mail a postcard notification to all property owners within 300 feet of the boundaries of the property who appear on the current tax records of Fulton County;
- The City of Johns Creek will post a sign in a conspicuous location on each public street frontage of the subject site, **at least 20 days but not more than 45 days** prior to the public hearing at which an application will be heard.

Property Owner/Applicant Information

Property Owner: _____ Phone: _____

Address: _____

Email: _____

Applicant: _____ Phone: _____

Address: _____

Email: _____

Contact Person: _____ Phone: _____

Email: _____

Briefly Describe Variance Request

Parcel Information

Assessor's Parcel Identification Number (PIN): _____

Land Lot & District: _____

Site Address: _____

Subdivision Name (if applicable): _____

Parcel Size: _____

Zoning and Land Use

Existing Zoning Designation and Case Number: _____

Zoning of Surrounding Properties: (N)_____ (S)_____ (E)_____ (W)_____

Notarized Certification

To the best of my knowledge, this variance application form is correct and complete. If additional materials are determined to be necessary, I understand that I am responsible for filing additional materials as specified by the City of Johns Creek Zoning Ordinance.

Owner Signature: _____ Date: _____

Applicant Signature: _____ Date: _____

Sworn to and subscribed before me this _____ Day of _____ 20_____

NOTARY PUBLIC:

Signature: _____

Email: _____

Phone Number: _____

2016 Variance Deadlines

DEADLINE	BOARD OF ZONING APPEALS
12/1/2015	1/19/2016
1/5/2016	2/16/2016
2/2/2016	3/15/2016
3/1/2016	4/19/2016
4/5/2016	5/17/2016
5/3/2016	6/21/2016
6/7/2016	7/19/2016
7/5/2016	8/16/2016
8/2/2016	9/20/2016
9/6/2016	10/18/2016
10/4/2016	11/15/2016
11/1/2016	12/20/2016

Fee Schedule

VARIANCES		
MINOR VARIANCE, ADMINISTRATIVE VARIANCE, ADMINISTRATIVE MINOR VARIANCE, PRIMARY VARIANCE, SECONDARY VARIANCE, BUILDING CODE VARIANCE	Single-Family Residential Zoning Districts and AG-1 District for Residential uses only	\$250 plus \$50 for each additional variance request on the same piece of property
MINOR VARIANCE, ADMINISTRATIVE VARIANCE, ADMINISTRATIVE MINOR VARIANCE, PRIMARY VARIANCE, SECONDARY VARIANCE, BUILDING CODE VARIANCE	Multi-Family Districts, Non-Residential Districts, and Commercial Uses in Residential or AG-1 Districts	\$350 plus \$100 for each additional variance request
MINOR VARIANCE, ADMINISTRATIVE VARIANCE, ADMINISTRATIVE MINOR VARIANCE, PRIMARY VARIANCE, SECONDARY VARIANCE, BUILDING CODE VARIANCE	All Signs	\$350 plus \$100 for each additional variance request
MAILINGS AND PUBLIC NOTICE SIGN(S)	Fee \$55/public notice sign/road frontage	