



VARIANCE APPLICATION PACKET

This package contains all the forms and instructions necessary to apply for a variance from the City of Chamblee's Unified Development Ordinance (UDO).

1. Variance Applicant Checklist
2. Variance Application
3. Owner Permission Affidavit
4. Disclosure of Campaign Contributions & Gifts

See Section 280-16, Variances, of the UDO for a full description of all requirements for filling a variance application. As required also attach the following to your application:

1. **A pre-application form signed and dated by the Development Director** stating that a pre-application meeting took place pursuant to section 120-10.
2. **A legal description of the tract(s)** that are the subject of the application.
3. An **application fee** established by the City.
4. Other materials reasonably required by the city necessary to the analysis of the application.

As stated in Section 280-5(b)(1).

“No application shall be deemed accepted and filed until all required forms have been completed and all required materials have been submitted, including fees. The date an application is complete and hence accepted and filed shall be noted on the application form by the city manager or his/her designee, and any subsequent deadlines tied to date of application shall begin to run as of said date; and

Applicant will be notified by city manager or his/her designee as to the next available regularly scheduled mayor and city council hearing at which said application may be heard.”

Please review the attached forms and contact the Development Department to schedule an appointment to begin the process.



Variance Application Submittal Checklist

This list represents the minimum requirements for application and review of a Variance Request Application.

1. GENERAL INFORMATION

- a. Pre-Application form signed and dated by Development Department Staff
- b. Application form
- c. Legal Description (including Parcel Identification and Address) for each property involved.
- d. Name and address of the owner, or Property Owner Authorization form (if applicant is not owner)
- e. Campaign disclosure form
- f. Application fee

2. EXISTING SITE CONDITIONS: PLAT OR SITE PLAN

Must be to-scale and at a minimum indicate:

- a. Parcel boundary
- b. Existing building footprints
- c. Drives and parking areas

Additional information relevant to the variance request may also include:

- a. Topographic map at a minimum 1"=100' scale, including information on:
- b. Man-made and natural features
- c. Utilities
- d. Streams
- e. Easements and right-of-way
- f. Features to be retained, moved, or altered
- g. Shape and dimensions of the existing lot to be built upon
- h. Location of any existing signs, trees and/or landscape buffer dimensions

3. PROPOSED SITE IMPROVEMENTS

A site plan at a minimum 1"=100' scale, including information relevant to the variance request such as:

- a. Building footprints
- b. Doors
- c. Densities
- d. Parking
- e. Open space
- f. Sidewalks
- g. Yards (setbacks)
- h. Utilities
- i. Internal circulation
- j. Grading
- k. Lighting
- l. Drainage
- m. Amenities



VARIANCE APPLICATION

This page must be completed by the Applicant.

APPLICANT

Name

Company

Mailing Address

City, State

Zip Code

Primary Phone #

Alternate Phone #

E-mail

PROJECT SUMMARY

Name of the Project: _____

Project Street Address: _____

Total # of Properties: _____ Total Project Acreage _____ Total # of Buildings _____

Detailed Project Description (*Include Proposed Use(s) and Square Footage of Floor Area for each use*):

Variations requested from UDO Sections: _____

Pre-application Form signed and dated by the Development Director attached to this form for this project.



PROPERTY INFORMATION

The Applicant shall complete one page for each property.

Property # _____ of _____

Property Address

Chamblee, GA _____
City Zip Code

Parcel ID

Use(s)

Zoning District

Character Area (Future Development Map)

Subdivision Name

Lot #

Block #

OR

Indicate here that an exhibit identifying the property location is attached.

PROPERTY OWNER AUTHORIZATION

Owner Name

Owner Signature

If the applicant is not the owner, submit a signed/notarized Owner Permission Affidavit form.



WRITTEN ANALYSIS FOR VARIANCE APPLICATION

As per UDO Section 280-16(b)(2), the Mayor and City Council shall authorize variances from the terms of this zoning ordinance only upon proof of findings in accordance with each of the following criteria. Please provide an explanation below on the degree to which your property meets each criterion, attach additional pages if needed:

1. There are extraordinary and exceptional conditions pertaining to the particular property in question because of its size, shape or topography;

2. The application of this zoning ordinance to the particular piece of property would create an unnecessary hardship;

3. Such conditions are peculiar to the particular piece of property involved;

Written Analysis for Variance Application, Page 2

4. Such conditions are not the result of any actions of the property owner; and

5. Relief, if granted, would not cause substantial detriment to the public good nor impair the purposes or intent of this zoning ordinance.

I hereby certify that all information provided herein and in the accompanying Application is true and correct.

Date: ____ / ____ / ____

Applicant Signature

OFFICIAL USE: Fee: \$ _____ Cash Check # _____ CC - Visa/ MC Date: ____ / ____ / ____
I hereby certify that this application is complete and hence has been accepted and filed as of the following date of certification.
_____ Official Application Submittal Date: ____ / ____ / ____
Signature _ City Manager or _ his/her Designee (print name) _____
If Applicable, the Applicant has been notified that this application is to be reviewed at the next available Architectural Design Review Board meeting scheduled for:
Date: ____ / ____ / ____ at Time: _____ PM / AM at the following location: _____.
The Applicant has been notified that this application is to be heard at the next available Mayor and City Council hearing scheduled for:
Date: ____ / ____ / ____ at Time: _____ PM / AM at the following location: _____.



Disclosure of Campaign Contributions & Gifts

Application filed on _____, 20__ for action by the City of Chamblee City Council for zoning action requiring a public hearing on property described as follows:

The undersigned below, making application for a zoning action, has complied with O.C.G.A. Section 36-67A-1, et. seq. Conflict of Interest in Zoning Actions, and has submitted or attached the required information on this form.

All individuals, business entities, or other organizationsⁱ having a property or other interest in said property subject of this application are as follows (attach additional sheets if necessary):

Have you as applicant, agent for applicant, or anyone associated with this application or property, within the two (2) years immediately preceding the filing of this application, made campaign contributions aggregating \$250.00 or more to an elected official of the City of Chamblee? YES NO

If YES, please complete the following section (attach additional sheets if necessary):

Name and Official Position of Government Official	Dollar amount & description of each contribution	Date of Contribution

I do hereby certify the information provided herein is both complete and accurate to the best of my knowledge.

Signature of Applicant

Type or Print Name and Title

Signature of Applicant's Representative

Type or Print Name and Title

This instrument was signed before me on this date _____

County _____ Georgia Notary Signature: _____

Affix seal/stamp as close to signature as possible

ⁱ Business entity may be a corporation, partnership, limited partnership, firm, enterprise, franchise, association, trade organization, or trust while other organization means non-profit organization, labor union, lobbyist or other industry or casual representative, church, foundation, club, charitable organization, or educational organization



Owner Permission Affidavit

Subject Property Street Address: _____

Subject Property Tax ID number: 18 - _____ - _____ - _____

Owner:

Name (Person, Firm, Corporation, or Agency): _____

Mailing Address: _____

Phone: _____

Email: _____

Property Owner's Agent (If applicable)

Name (Person, Firm, Corporation, or Agency): _____

Mailing Address: _____

Phone: _____

Email: _____

I am applying for, or I hereby give authority to the applicant to file an applicant for: _____

Owner/Agent (if applicable) Signature: _____

Print name of signer(s)

This instrument was signed before me on this date _____

County _____ Georgia Notary Signature: _____

Affix seal/stamp as close to signature as possible