

APPLICATION FOR VARIANCE

City of Sky Valley, Georgia
Planning & Zoning Commission
3444 Highway 246
Sky Valley, GA 30537

A notice shall be placed in a newspaper with general circulation within the territorial boundaries of the local government at least 15 but not more than 45 days prior to the date of the Planning & Zoning Hearing. The notice shall state the time, place, and purpose of the hearing.

A sign containing information required by local ordinance shall be placed in a conspicuous location on the property not less than 15 days prior to the date of the Planning & Zoning public hearing.

Letters by certified mail shall be sent to all adjoining property owners stating all pertinent facts of the variance request using the same time frame as the public notice in the local newspaper.

This variance request application shall be submitted with all required information to the City Clerk by 12:00 PM on Friday to be published in the following week's edition of the Clayton Tribune. The Planning & Zoning Commission will hold a public hearing on the request no earlier than 15 days following the notice in the newspaper. The Planning & Zoning Commission will then make a recommendation to the City Council to approve or deny the request at the next regularly scheduled council meeting. Regular monthly council meetings are held the second Monday of the month at 1:00 PM unless otherwise noticed.

Date: _____

Property address: _____

Subdivision Name & Part: _____ Lot Number: _____

Owner of Property: _____

Address: _____

Telephone: _____

Name of Applicant: _____

Address: _____

Telephone: _____

If the Owner and Applicant are not the same, signatures of both Owner and Applicant must appear on the application and be dated.

I hereby request that the property described in this application be given a variance as follows:

SUMMARY OF VARIANCE REQUEST

Give a summary description of your proposed project in the space provided below. This summary should include purpose, type of construction (per Building Code Regulations), square footage, height, and any other pertinent information deemed necessary.

SITE PLAN

A current Registered Surveyor's site plan that shows the location of all corner pins (flagged), all easement and set-back lines, road right of way width, location of road (paved or gravel) with the right of way, all existing and or proposed buildings of the plan on which the variance is requested.

FEES

The fee for advertising and administrative costs is \$100.00 due at time of application.

AUTHORIZATION TO INSPECT PREMESIS

I hereby authorize the City of Sky Valley City Council and the Planning & Zoning Commission to inspect the premises which are the subject of this variance request.

Signature of Property Owner

Date

Signature of Applicant (if other than Property Owner)

Date