



# ADMINISTRATIVE VARIANCE APPLICATION

APPLICATION TO APPLY FOR AN ADMINISTRATIVE VARIANCE, SNELLVILLE GEORGIA

**City of Snellville**  
**Planning & Development Department**  
2342 Oak Road, 2<sup>nd</sup> Floor  
Snellville, GA 30078  
Phone 770.985.3514 Fax 770.985.3551 [www.snellville.org](http://www.snellville.org)

DATE RECEIVED: \_\_\_\_\_

**CASE # AV** \_\_\_\_\_

**Applicant** is: (check one)  
 Owner's Agent  
 Contract Purchaser  
 Property Owner

**Owner** (if not the applicant):  check here if there are additional property owners and attach additional sheets.

\_\_\_\_\_  
Name (please print)

\_\_\_\_\_  
Name (please print)

\_\_\_\_\_  
Address

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, Zip Code

\_\_\_\_\_  
City, State, Zip Code

\_\_\_\_\_  
Phone Number(s) Fax

\_\_\_\_\_  
Phone Number(s) Fax

-----  
Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

-----  
Property Address/Location: \_\_\_\_\_ District \_\_\_\_ Land Lot \_\_\_\_ Parcel \_\_\_\_

Subdivision or Project Name: \_\_\_\_\_ Lot: \_\_\_\_\_ Block: \_\_\_\_\_

Proposed Development: \_\_\_\_\_ Building Permit Number: \_\_\_\_\_

Administrative Variance requested (please check one – you may submit additional Administrative Variance applications for additional variances requested):

- Front yard or yard adjacent to public street setback 5 feet maximum \*
- Rear yard setback 4 feet maximum \*
- Side yard setback 2 feet maximum \*
- Building Height 5 feet maximum \*
- Sidewalk setback 0 foot setback
- Minimum Buffer Width (Section 10.2A) 50 percent maximum
- Additional Parking Spaces (hard-surface) 10 parking spaces
- Sign setback 5 feet maximum
- Sign Area 125% of max. allowable sign area
- Temporary Use Permit (Waiver of 90-day “waiting period” between renewals)
- Use of Nonconforming Structure(s) or of Structure(s) and Premises in Combination up to 2 years
- Side or rear yard – a variance for a zero foot setback may be granted when part of a commercial development and planned as a unit having similar architectural composition and not a miscellaneous assemblage of stores, provided however, that prior to any issuance of the variance, the applicant shall obtain written approval from the affected side and/or rear yard property owner(s).
- Other (describe): \_\_\_\_\_

\* In Planned Residential Conservation (PRC) and R-HOP zoning districts, these maximum variances may not exceed 25%

-----  
**Application Fee: \$100.00 per Variance Application**

NOTE: a) A request for variance from a condition of zoning or conditional use permit or stream buffer and/or impervious setback can not be processed through the administrative variance; and  
b) Buffers required as a condition of zoning or conditional use can not be reduced by an administrative variance.

---

## SUBMITTAL REQUIREMENTS

**PLEASE NOTE: Most Administrative Variance applications take 3 to 5 business days to process. Although not required, it helps to provide information about the distance and location of an existing structure on an adjacent lot, and whether or not it is occupied. If construction has already started and the setback error has already occurred, STOP ALL WORK IMMEDIATELY. Do not proceed with any additional construction until the error is resolved.**

Included in these guidelines are the informational requirements necessary to process an application. This documentation is important in demonstrating an “unnecessary hardship”. For example, if the hardship is due to severe topography, topographic information must be submitted. If the justification is due to the location of an easement, a survey showing the easement must be submitted. In some circumstances, photographs can be used to substantiate a hardship. The following items are necessary to process a Variance Application:

1. Application Form  
Please complete all portions of the form. The application must be signed and the signature notarized by both the applicant and the property owner. Incomplete applications cannot be processed.
2. Letter of Intent  
The Letter of Intent should explain, at a minimum, what is proposed and why you, the applicant/owner, believe the request for an Administrative Variance is justified.
3. Site Plan and/or Boundary Survey (as applicable)  
Three (3) full-size plans and one (1) 8-1/2” x 11” reduction.
4. Additional Plans (as applicable)  
Submit additional plans as necessary to support the application. Please provide one (1) 8-1/2” x 11” reduction in addition to one (1) full-size plan.
5. Additional Documentation (as applicable)  
Please submit any information related to the application that may be helpful for the Planning Department staff to make a decision.
6. Application Fee  
Application fee is \$100.00. Please make checks payable to *City of Snellville*. The application fee is non-refundable.

### **Additional Submittal Requirements for the following Administrative Variance requests:**

#### Zero Foot (0') Side Yard or Rear Yard Setback for Commercial Development

Provide notarized letters of agreement as follows: for side setback, provide letters from adjacent property owners; for rear setback, provide letters from property owners adjacent to the side and rear; for front setback, provide letters from property owners adjacent to each side as well as across the street.

#### Building Height Administrative Applications

Provide one (1) full-size and one (1) 8-1/2” x 11” reduction of each building wall elevation with height dimensions.

#### Use of Nonconforming Structure(s) or of Structure(s) and Premises in Combination

Provide details of all nonconformities and hardship(s) in Letter of Intent.

Note: The Director of Planning and Development may approve use of nonconforming structure and premises up to two (2) years with a onetime extension for an additional twelve (12) months. Substantial variation from the conformity as determined by the Director of Planning and Development will require Mayor and Council approval. The approval of nonconforming structure does not automatically approve nonconforming sign(s). The Director of Planning and Development cannot approve nonconforming signs on nonconforming structures and premises.

### Buffer Width Reduction Applications

Applications requesting a buffer width reduction must also contain the following information:

- a. Adjacent zoning district boundaries;
- b. Cross-sections of the buffer and its relationship to uses on adjacent property;
- c. Cross-sections indicating improvements on adjacent residential property as may be seen through the proposed improvements on the subject site;
- d. Complete landscaping (planting) plan indicating existing vegetation and any proposed replanting. Indicate types of trees, name, caliper size, quantity and spacing. Indicate trees proposed to be retained or planting on cross-sections and on the landscaping (planting) plan;
- e. Proposed screening fence and/or berm locations, etc. and details of same;
- f. Demonstrate compliance with the Buffer, Landscape, and Tree Ordinance requirements;
- g. Show location of detention facilities and the direction of drainage flow;
- h. Provide details of building and parking lot lights adjacent to the proposed reduced buffer; and
- i. Provide notarized written consent from the adjacent property owner(s).

**APPLICATION CERTIFICATIONS**

In the event an owner's agent or contract purchaser is filing this application, both of the certifications below must be completed. If the owner is filing the application, only the Owner's Certification must be completed.

APPLICANT'S CERTIFICATION

The undersigned below, or as attached, is authorized to make this application.

\_\_\_\_\_  
Signature of Applicant Date

\_\_\_\_\_  
Type or Print Name and Title

*Notary Seal*

\_\_\_\_\_  
Signature of Notary Public Date

PROPERTY OWNER'S CERTIFICATION

The undersigned below, or as attached, is the owner of the property considered in this application. Appeals to the Board of Appeals concerning interpretation or administration of the Zoning Ordinance may be taken by any person aggrieved or by any officer or bureau of the governing body of the city affected by any decision of a staff member of the Planning and Development Department. Appeals shall be filed with the Planning and Development Department within thirty (30) days of said decision, as described in Article 14 of the Zoning Ordinance. The Planning and Development Director shall forthwith transmit to the Board all papers constituting the record upon which the action appealed from was taken. The Board of Appeals shall hear and act upon within 45 days of receipt and give public notice thereof. At the hearing, any party may appear in person or by agent or attorney. Recourse from the decisions of the Board of Appeals shall be to the courts as provided by law.

Check here if there are additional property owners and attach additional "Property Owner's Certification" sheets.

\_\_\_\_\_  
Signature of Owner Date

\_\_\_\_\_  
Type or Print Name and Title

*Notary Seal*

\_\_\_\_\_  
Signature of Notary Public Date

\*\*\*\*\* To Be Completed by Planning & Development Department Staff \*\*\*\*\*

Application Reviewed By: \_\_\_\_\_ Date: \_\_\_\_\_  
Development Review Staff

Administrative Variance is:  APPROVED  DENIED  APPROVED W/FOLLOWING CONDITIONS

Comments/Conditions: \_\_\_\_\_

By: \_\_\_\_\_  
Director, Planning & Development

\_\_\_\_\_  
Date of Action