



SNELLVILLE APPEAL, VARIANCE OR WAIVER APPLICATION

Information Sheet

Snellville Planning & Development Department
2342 Oak Road
Snellville, Georgia 30078
Phone 770.985.3514 Fax 770.985.3551
www.snellville.org

VARIANCES / APPEALS / WAIVERS:

The Snellville Zoning Ordinance, **Article XIV, Board of Appeals** sets forth the provisions to apply for a variance from the Zoning Ordinance, an appeal concerning the interpretation or administration of the Zoning Ordinance, or a waiver from the Development Regulations.

Once the application is filed, the Planning Department reviews the application and makes a written recommendation. The Board of Appeals holds a public hearing to review the application and grant or deny the request.

IMPORTANT DATES:

Submittal Deadline: 12:00 Noon, 36-days prior to Board of Appeals Public Hearing meeting date. Pre-submittal appointment shall be requested and completed a minimum of five (5) business days prior to application submittal deadline. Please call 770.985.3514 to schedule pre-submittal appointment date.

The Planning Department will meet the following public notice requirements for each application submitted:

Legal Notice appears in Gw. Daily Post:	15-days (minimum) before Board of Appeals public hearing
Public Notice Sign(s):	Erect public notice sign(s) <u>15-days (minimum)</u> before Board of Appeals public hearing.
Letters to Adjoining Property Owners:	Mail Certified Mail with Return Receipt <u>15 days (minimum)</u> before Board of Appeals public hearing.
Letters to Subject Property Owners:	Mail Certified Mail with Return Receipt <u>15 days (minimum)</u> before Board of Appeals public hearing.
Board of Appeals Public Hearing*:	2 nd Tuesday of the month

* Board of Appeals Public Hearings are held at 7:30 p.m. at Snellville City Hall Council Chambers 2342 Oak Road, Snellville, unless alternative meeting dates, times, and/or places are necessary.

If an application is denied, no application affecting any portion of the same property shall be submitted less than twelve (12) months from the date of the original application.

APPLICATION FEES:

- Appeal \$ 200.00
- Variance \$ 200.00
- Waiver \$ 200.00
- Public Notice Sign(s) \$ 50.00 each (per parcel, per road frontage)
- Adjoining Property Owner Notification Letters \$ 15.00 per notice

APPLICANT SUBMITTAL CHECKLIST

FOR APPEAL / VARIANCE / WAIVER APPLICATION

I T E M	THIS SUBMITTAL CHECKLIST IS PROVIDED AS A TOOL TO ENSURE APPLICATION IS COMPLETE AND CONTAINS ALL NECESSARY DOCUMENTS AND EXHIBITS. APPLICANT SHALL PLACE A CHECK MARK (<input checked="" type="checkbox"/>) NEXT TO EACH ITEM THAT IS INCLUDED WITH APPLICATION SUBMITTAL (INCLUDING THE INDIVIDUAL BOXES (<input type="checkbox"/>) AS APPROPRIATE. UPON MEETING ALL APPLICATION REQUIREMENTS, PLEASE CONTACT THE CITY'S PLANNING DEPARTMENT (770.985.3514) TO SCHEDULE A PRE-SUBMITTAL APPLICATION REVIEW. YOUR COMPLETED CHECKLIST MUST ACCOMPANY YOUR APPLICATION TO THE PRE-SUBMITTAL REVIEW AND UPON APPLICATION SUBMITTAL. PLEASE UNDERSTAND, INCOMPLETE APPLICATIONS CANNOT BE ACCEPTED. THANK YOU!	A P P L I C A N T	C I T Y S T A F F
1	Pre-submittal application review appointment scheduled.		
2	Payment of: <input type="checkbox"/> application fee; and <input type="checkbox"/> public notice signage fee; and <input type="checkbox"/> adjoining property owner notification fee.		
3	Letter of Intent summarizing application request and submittal.		
4	Names, addresses, and notarized original signatures of the owners of the subject parcel(s) and their agents, if any (Attachment B); <input type="checkbox"/> If multiple parcels, page 1 of Application and Attachment B must be provided for each separate parcel owner (see item #15 below).		
5	Legal description prepared for each subject parcel. <input type="checkbox"/> If multiple parcels, a composite legal description must also be provided.		
6	Written verification from Gwinnett County Tax Assessor that all property taxes are current and paid-in-full for all subject parcels. Please use provided tax verification sheet (original).		
7	A Certificate of Title or Warranty Deed for all parcels subject to the application.		
8	Subject and adjoining parcel map labeled with: <input type="checkbox"/> current property owner name(s); and, <input type="checkbox"/> tax parcel number (district, land lot, and parcel).		
9	List of Adjoining Property Owner(s) including: <input type="checkbox"/> property owner name(s); <input type="checkbox"/> current mailing address; and <input type="checkbox"/> tax parcel number.		
10	Attachment A - Analysis of impact (if variance) or details of grievance (if appeal) or details of waiver request (if waiver) as per Section 14.5 of the Zoning Ordinance.		
11	Original Site & Concept Plan showing: <input type="checkbox"/> North arrow; <input type="checkbox"/> district, land lot(s), parcel number(s); <input type="checkbox"/> dimensions with bearing and distance; <input type="checkbox"/> acreage; <input type="checkbox"/> location of the tracts; <input type="checkbox"/> present zoning and land use classification of all subject and adjacent parcels; <input type="checkbox"/> proposed location of all structures, driveways, parking and loading areas; and storm water detention; <input type="checkbox"/> location and extent of required buffer areas; <input type="checkbox"/> location of any easements and ROW. <input type="checkbox"/> Site & Concept Plan shall be prepared by a professional Architect, Engineer, Landscape Architect, or Land Surveyor and whose Georgia state registration is current and valid. <input type="checkbox"/> Site Plan must be stamped, sealed, and signed by one of the four above-mentioned professionals no more than six (6) months prior to the date of application submittal.		
12	Nine (9) original size copies of the Site & Concept Plan (item #11 above), folded to approximately 8-1/2"x11".		
13	Nine (9) bound or stapled copies containing: <input type="checkbox"/> page 1 of Board of Appeals Application (and, if needed, sheets for additional property owners); <input type="checkbox"/> Letter of Intent; <input type="checkbox"/> Attachment A - Analysis of impact pursuant to Section 14.5 of the Snellville Zoning Ordinance; <input type="checkbox"/> Attachment B – Applicant and Owner Certifications; <input type="checkbox"/> 8-1/2"x11" reduction of the Site & Concept Plan (item #11 above); and <input type="checkbox"/> any additional information or documents to be considered along with application.		
14	CD-ROM containing a digital file of: <input type="checkbox"/> Site & Concept Plan in .PDF file format; <input type="checkbox"/> legal description(s) in .PDF file format; and <input type="checkbox"/> completed and signed Board of Appeals Application (and supporting documents and exhibits) in .PDF file format.		
15	Clip and attach folded copy of the Site & Concept Plan (item #12 above) behind the Board of Appeals Application (item #13 above).		
16	Original Board of Appeals Application submittal shall be clipped together and contain: <input type="checkbox"/> page 1 of Board of Appeals Application (and, if needed, sheets for additional property owners); <input type="checkbox"/> Letter of Intent; <input type="checkbox"/> Attachment A - Analysis of impact pursuant to Section 14.5 of the Snellville Zoning Ordinance; Applicant and Owner Certifications signed and notarized (Attachment B); <input type="checkbox"/> Legal Description for subject parcel(s) and composite legal description for all parcels; <input type="checkbox"/> Written verification from Gwinnett County Tax Assessor that all property taxes have been paid-in-full and are current; <input type="checkbox"/> Certificate of Title for all subject parcel(s); <input type="checkbox"/> Parcel map showing the subject and adjoining parcels and including property owner(s) names and tax parcel number; <input type="checkbox"/> List of adjoining property owners including property owner name(s), current mailing address, and parcel number; and <input type="checkbox"/> original Site and Concept Plan.		
17	Additional Information (specify):		
18	Additional Information (specify):		



BOARD OF APPEALS APPLICATION

APPLICATION FOR VARIANCE, APPEAL, OR WAIVER

City of Snellville
Planning & Development Department
2342 Oak Road, 2nd Floor
Snellville, GA 30078
Phone 770.985.3514 Fax 770.985.3551 www.snellville.org

DATE RECEIVED: _____

CASE # **BOA** _____

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: _____

Application for: (check one)

- Appeal Variance from Zoning Ordinance Variance from Municipal Code Waiver of Development Regulations

Section(s) of Zoning Ordinance VARIANCE request is for: _____

Section(s) of Municipal Code VARIANCE request is for: _____

Section(s) of Development Regulations WAIVER request is for: _____

Property Address/Location: _____ District _____ Land Lot _____ Parcel(s) _____

State the purpose of this request: _____

At a minimum, the following items are required with submittal of this application. INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.

- √ Pre-submittal appointment shall be requested and completed a minimum of five (5) business days prior to Application deadline to ensure application is complete, accurate, and includes all required attachments/exhibits and required signatures;
- √ Payment of the appropriate application and public notice sign fees. Make checks payable to *City of Snellville*;
- √ Letter of Intent explaining the reason for the request for the variance, appeal, or waiver;
- √ The names, addresses, and original signatures of the owners of the subject parcel(s) and their agents, if any;
- √ Analysis of impact (if variance application) or details of grievance (if appeal) or details of waiver request (if waiver) as per Section 14.5;
- √ A current legal description of the subject parcel(s). If the property proposed for a variance, appeal, or waiver includes multiple parcels, provide a separate legal description for each individual parcel, together with a composite legal description for all parcels;
- √ Verification from county Tax Assessor that all property taxes have been paid and account is current (for all parcels subject to this application). Applicant to obtain confirmation of taxes paid using original Verification Sheet (attached);
- √ A Certificate of Title (for all parcels subject to this application);
- √ Map indicating the subject parcel(s) and the adjoining parcel(s), identified by property owner(s) name and tax parcel number;
- √ VARIANCE or WAIVER applications only: Nine (9) copies and one (1) original of the proposed Site and Concept Plan and one (1) 11" x 17" (or smaller) reduction of the plan, drawn to scale, showing: (a) north arrow; (b) district, land lot(s) and parcel number(s); (c) the dimensions with bearing and distance; (d) acreage; (e) location of the tract(s), (f) the present zoning and land use classification of all adjacent parcels, (g) the proposed location of structures, driveways, parking and loading areas; (h) the location and extent of required buffer areas; and (i) location of floodplains. Site and Concept Plan shall be prepared by an architect, engineer, landscape architect, or land surveyor whose Georgia state registration is current and valid. Site plan must be stamped and sealed by one of the four above-mentioned professionals no more than six (6) months prior to the date of submittal. All documents must be folded to 8-1/2" x 11";
- √ Nine (9) stapled or bound copies of: (a) completed application; (b) Letter of Intent; and (c), Any and all supporting documents. In addition, one (1) unbound application (original) bearing original signatures and all other required documents.
- √ A CD-ROM containing a digital file of: (a) site plan in .pdf and .dwg file formats, (b) legal description(s) in .pdf file format, and (c) completed and signed Variance, Appeal, and Waiver application (and all supporting documents) in .pdf file format;

If request is for an APPEAL, please discuss your grievance in detail. You may attach additional sheets and provide additional documentation as appropriate:

A VARIANCE from the terms of the Snellville Zoning Ordinance or Development Regulations shall not be granted by the Board of Appeals unless and until the applicant has **demonstrated** the following. You may attach additional sheets and provide additional documentation as appropriate:

1) **Demonstrate** that special conditions and circumstances exist which are peculiar to the land, structure, or building involved and which are not applicable to other land, structures, or buildings in the same zoning district.

2) **Demonstrate** that literal interpretation of the provisions of the Zoning Ordinance or Development Regulations would deprive the applicant of rights commonly enjoyed by other properties in the same zoning district under the terms of the Zoning Ordinance or Development Regulations. _____

3) **Demonstrate** that the special conditions and circumstances do not result from the actions of the applicant.

4) **Demonstrate** that granting the variance (or waiver) requested will not confer on the applicant any special privilege that is denied by the Zoning Ordinance or Development Regulations to other lands, structures, or buildings in the same zoning district. _____

Please Note: Non-conforming uses of adjacent properties cannot be considered as grounds to justify a variance. Peculiar conditions or circumstances which are the result of actions of the owner of property covered by this application cannot be considered as grounds justifying a variance. A "use variance", i.e. a variance for the purpose of using land or a structure, or combination thereof for a purpose prohibited by the present zoning classification of the property covered by this application will not be granted.



CITY OF SNELLVILLE
 Department of Planning & Development
 2342 Oak Road, 2nd Floor
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APPLICANT – PLEASE HAND DELIVER THIS VERIFICATION SHEET TO THE GWINNETT COUNTY TAX ASSESSORS OFFICE (SEE ADDRESS AND PHONE NUMBER BELOW) TO OBTAIN WRITTEN CONFIRMATION THAT REAL PROPERTY TAXES HAVE BEEN PAID-IN-FULL AND PROPERTY TAX ACCOUNT IS CURRENT. ATTACH COMPLETED ORIGINAL TO APPLICATION.

APPLICANT NAME: _____

CHECK HERE, IF THERE ARE MORE THAN FOUR (4) SUBJECT PARCELS AND ATTACH ADDITIONAL SHEETS.

PROPERTY OWNER NAME(S): _____ TAX PARCEL NO.: _____

AMOUNT OF CURRENT TAXES PAID: \$ _____ PAYMENT DATE: _____ ACCOUNT CURRENT? YES NO

PROPERTY OWNER NAME(S): _____ TAX PARCEL NO.: _____

AMOUNT OF CURRENT TAXES PAID: \$ _____ PAYMENT DATE: _____ ACCOUNT CURRENT? YES NO

PROPERTY OWNER NAME(S): _____ TAX PARCEL NO.: _____

AMOUNT OF CURRENT TAXES PAID: \$ _____ PAYMENT DATE: _____ ACCOUNT CURRENT? YES NO

PROPERTY OWNER NAME(S): _____ TAX PARCEL NO.: _____

AMOUNT OF CURRENT TAXES PAID: \$ _____ PAYMENT DATE: _____ ACCOUNT CURRENT? YES NO

***** INFORMATION VERIFIED BY GWINNETT COUNTY TAX ASSESSOR'S OFFICE *****

COUNTY TAX DEPARTMENT REPRESENTATIVE (PRINT NAME): _____	DATE: _____
COUNTY TAX DEPARTMENT REPRESENTATIVE (SIGNATURE): _____	

**ONLY ORIGINAL VERIFICATION SHEET
 CAN BE USED TO CONFIRM PROPERTY TAX ACCOUNT STATUS**