

ROCKDALE COUNTY
DEPARTMENT OF PLANNING & DEVELOPMENT



VARIANCE APPLICATION
UNIFIED DEVELOPMENT ORDINANCE
TITLE 2, SECTION 238-9

DEPARTMENT OF
PLANNING AND DEVELOPMENT

1117 West Avenue NW
Conyers, Georgia 30012

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ROCKDALE COUNTY VARIANCE APPLICATION CHECKLIST

FILING DEADLINE:

Deadline is the First Friday of Each Month, Before 4:00pm.

Fees may be paid by check or card. We do not accept American Express or cash.

The filing fee is based upon the number of properties, the acreage of each property, and the requested zoning district.

REQUIRED ITEMS FOR REZONING:

Revisions made to the applications after the submittal deadline and prior to the Board of Adjustments Hearings may be continued to the following month's hearing.

Pre-Application Conference: Date attended and with which staff member

Completed Application: Provide one PDF copy to planningandzoning@rockdalecountyga.gov and one hard copy of the entire submittal packet.

Letter of Intent: In your own words, type the reason you believe the zoning of the subject property should be amended.

Proof of Ownership: Deed recorded with Rockdale County Clerk of Courts. A copy of the deed of the property or properties may be obtained at the Rockdale County Courthouse in the Real Estate Records Room on the 1st floor.

Plat: Plat recorded with Rockdale County Clerk of Courts or referenced by the Deed, if not recorded. A copy of the existing survey plat of the property or properties may be obtained at the Rockdale County Courthouse in the Real Estate Records Room on the 1st floor. However, one complete boundary survey is required for projects with more than one property.

OR

Survey: Survey should be signed and sealed by an architect, engineer, landscape architect or land surveyor.

Legal Description of the Property: This written description, found on the property deed, containing the metes & bounds of the property or properties. However, the legal description must be provided in Word with this application.

Site Plan: Drawn to scale, showing all existing property improvements, and all proposed improvements.

The Conceptual Plan may include any additional graphics which will explain the features of the development, but shall include the following:

- A written description of the details of the proposed use and development details;
- A vicinity map showing the use and zoning of all surrounding properties;
- Proposed setbacks and transitional buffers;
- Proposed open or recreational spaces, if any;
- Proposed lot sizes, buildings, fences and walls, dumpsters, and other improvements;
- Proposed stormwater management facilities, subject to the approval of the Rockdale County Stormwater Department;
- Proposed location and capacities of public and private utilities, subject to the approval of the Rockdale County Environmental Health Department or Rockdale County Water Resources;
- Lakes, streams, floodplains, wetlands, and associated buffers;
- Proposed public improvements including sidewalks, street trees, and right-of-way dedications;
- Existing and proposed easements;
- Impact on school enrollment and transportation facilities;
- Impact on existing water, sewer, and stormwater facilities;
- Any additional information as may be requested by the Department.

Applications that do not provide documentation or required materials will be noted as incomplete and may result in delays in Staff's review of the application. The Board of Adjustments reserve the right to require additional information if they believe that the submission of such information is necessary to understand the nature of the intended activity.

AFFIDAVIT CERTIFYING COMPLETENESS OF APPLICATION

I hereby acknowledge that I understand the requirements listed above for what constitutes a complete application. I have checked off each box and included a page number where the item is located. I confirm that the requirements for a complete application have been met.

_____, the undersigned applicant also hereby verifies that he or she is 18 years of age or older and has provided at least one secure and verifiable document, as required by O.C.G.A. 50-36-1(e)(1), with this affidavit.

Wait to be in front of notary to sign:	_____ (Signature)	_____ (Applicant's Name)	_____ (Date)
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NOTARY

The secure and verifiable document provided with this affidavit can best be classified as:	_____ (type of document)
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Executed in _____, _____, _____, this _____ day of _____, 20____
 (city) (county) (state) (day) (month) (year)

Notary Public signature	SEAL
GA Registration No. and expiration date	

Filing Fee: The non-refundable filing fee is payable at the time of application. Payment may be made by cash (exact amount), credit card (VISA or Mastercard), check, or money order payable to Rockdale County.

Variance:

Acres	Fee per Property	Fee Amount
<input type="checkbox"/> 0-4.99 acres	\$400	\$
<input type="checkbox"/> 5-9.99 acres	\$500	\$
<input type="checkbox"/> 10-19.99 acres	\$700	\$
<input type="checkbox"/> 20 acres and more	\$900	\$

	Filing Fee (Fee Amount)	\$
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PROPERTY INFORMATION

Property Address(es):		Tax Parcel Number(s):	
Number of Properties:	Land Lot/District(s):	Subdivision:	Total Acreage:
Current Zoning:		Current FLU:	
Current Use:		Proposed Use:	

DEVELOPMENT INFORMATION

Type of Development: (check one)	<input type="checkbox"/> Residential	<input type="checkbox"/> Commercial	<input type="checkbox"/> Mixed Use
	<input type="checkbox"/> Industrial	<input type="checkbox"/> Mixed Residential Uses	<input type="checkbox"/> Multi-Family Residential
If Use Contains a Residential Component:	Number of Units:	Acreage:	Residential Density (Lots/Units per Acre):
If Use Contains a Commercial Component:	Total Building Area Proposed:		Number of Parking Spaces:

APPLICANT'S INFORMATION

Applicant:			Authorized Agent / Attorney:		
Business / Person Name:			Business / Person Name:		
Address:			Address:		
City:	State:	Zip:	City:	State:	Zip:
Office #:	Mobile #:		Office #:	Mobile #:	
Email:			Email:		

PROPERTY OWNER'S INFORMATION

Owner 1:			Owner 2:		
Business / Person Name:			Business / Person Name:		
Owner of Tax Parcel #(s):			Owner of Tax Parcel #(s):		
Address:			Address:		
City:	State:	Zip:	City:	State:	Zip:
Office #:	Mobile #:		Office #:	Mobile #:	
Email:			Email:		
Owner 3:			Owner 4:		
Business / Person Name:			Business / Person Name:		
Owner of Tax Parcel #(s):			Owner of Tax Parcel #(s):		
Address:			Address:		
City:	State:	Zip:	City:	State:	Zip:
Office #:	Mobile #:		Office #:	Mobile #:	
Email:			Email:		

VARIANCE CRITERIA TO BE APPLIED

In your own words, type the reason you believe a variance should be granted by providing justification for each of the following review standards (UDO Sec. 238-9(h)(1)). The following criteria shall be applied by the department and the board of adjustment in evaluating and deciding any application for a variance. The board of adjustment shall not grant a variance unless it has, in each case, make specific findings of fact based directly upon the particular evidence presented supporting written conclusions that the variance meets each of the following criteria. Please address the following:

a. Arises from a condition that is unique and peculiar to the land, structures and buildings involved

b. Is necessary because the particular physical surroundings, the size, shape or topographical condition of the specific property involved would result in unnecessary hardship for the owner, lessee or occupants; as distinguished from a mere inconvenience, if the provisions of Title 2 of the UDO are literally enforced

c. The condition requiring the requested relief is not ordinarily found in properties of the same zoning district as the subject property

d. The condition is created by the regulations of Title 2 of the UDO and not by an action or actions of the property owner or the applicant

e. The granting of the variance will not impair or injure other property or improvements in the neighborhood in which the subject property is located, nor impair an adequate supply of light or air to adjacent property, substantially increase the congestion in the public streets, increase the danger of fire, create a hazard to air navigation, endanger the public safety or substantially diminish or impair property values within the neighborhood

f. The variance granted is the minimum variance that will make possible the reasonable use of the land, building or structures

g. The variance desired will not be opposed to the general spirit and intent of Title 2 of the UDO or the purpose and intent of the comprehensive plan.

