



City of Dawsonville
415 Highway 53 East, Suite 100
Dawsonville, GA 30534
Phone: (706) 265-3256

Variance Application

Fee: \$300.00

VAR- _____

Application for: Appeal Special Exception Adjustment

Variance Requested: _____ (Letter of Intent must fully describe this request)

Applicant Name: _____ Company: _____

Address: _____ City: _____ Zip: _____

Phone: _____ Cell Phone: _____ Fax #: _____

Owner Name(s): _____

Address: _____ City: _____ Zip: _____

Phone: _____ Cell Phone: _____ Fax #: _____

Exact Location and Description of Subject Property:

Address: _____ Lot # _____

Present/Proposed Zoning: _____ Parcel # _____

District: _____ Land Lot: _____ Tax Map # _____

Present and/or Proposed Use of Property: _____

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Required Items:

- A completed signed application.
- A detailed Letter of Intent of your request along with any supporting maps, survey's and/or documents requested by the Planning Director.
- The Letter of Intent shall address the criteria specified in Section 907. (see pg. 2 & 3)
- The applicant is responsible to pay the certified mail postage to adjacent property owners.
- Variance fee of \$300.00

Signature of Applicant

Date

_____and,

4. Relief, if granted, will be in harmony with the purpose and intent of these regulations and will not be injurious to the neighborhood or general welfare in such a manner as will interfere with or discourage the appropriate development and use of adjacent land and buildings or unreasonably affect their value;

Answer:

_____and,

5. The special circumstances are not the result of the actions of the applicant;

Answer:

_____and,

6. The variance requested is the minimum variance that will make possible the legal use of the land, building, or structure;

Answer:

_____and,

7. The variance is a request to permit a use of land, building or structures which is permitted by right in the district involved.

Answer:

The applicant, or designated agent, MUST* attend the public hearings for the variance request to be considered.

***NOTE:** If the applicant of a petition before the Planning Commission fails to attend the public hearing, then the Planning Commission may deny the subject petition or may require re-advertisement of the subject petition at the expense of the applicant.



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**Property Owner
Authorization**

VAR# _____ TMP# _____ Applicant's Name: _____

Property Owner Authorization

I / We _____ hereby swear that I / we own the property located at (fill in address and/or tax map & parcel #) _____ as shown in the tax maps and/or deed records of Dawson County, Georgia, and which parcel will be affected by this request.

I hereby authorize the person(s) or entity(ies) named below to act as the applicant or agent in pursuit of the variance requested on this property. I understand that any variance granted, and/or conditions or stipulations placed on the property will be binding upon the property regardless of ownership. The under signer below is authorized to make this application. The undersigned is aware that no application or reapplication affecting the same land shall be acted upon within 6 months from the date of the last action.

Printed Name of Owner _____

Signature of Owner _____ **Date** _____

Mailing Address _____

City _____ State _____ Zip _____

Telephone Number _____

Sworn to and subscribed before me
this _____ day of _____ 20____.

Notary Public, State of Georgia

My Commission Expires: _____

Notary Seal

(The complete names of all owners must be listed, if the owner is a partnership, the names of all partners must be listed, if a joint venture, the names of all members must be listed. If a separate sheet is needed to list all names, please have the additional sheet/sheets notarized also.)



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**Adjacent
 Property Owners**

VAR# _____ TMP# _____ Applicant's Name: _____

Adjacent Property Owners

It is the responsibility of the applicant to provide a list of adjacent property owners. This list must include the name and address of anyone who has property touching your property or who has property directly across the street from your property where the variance is being requested. Attach another page if needed. The postage for the certified letters to the adjacent property owners will be paid by the applicant.

TMP # _____ 1. Name(s): _____
 Address: _____

TMP # _____ 2. Name(s): _____
 Address: _____

TMP # _____ 3. Name(s): _____
 Address: _____

TMP # _____ 4. Name(s): _____
 Address: _____

TMP # _____ 5. Name(s): _____
 Address: _____

TMP # _____ 6. Name(s): _____
 Address: _____

TMP # _____ 7. Name(s): _____
 Address: _____

TMP # _____ 8. Name(s): _____
 Address: _____

TMP # _____ 9. Name(s): _____
 Address: _____

Adjacent Property Owner notification of a variance request is required.

VAR# _____ TMP# _____ Applicant's Name: _____

Application Processing: Staff Only

- Completed Application Received Date: _____
- Letter of Intent Received Date: _____
- Supporting Documentation Received Date: _____
- Verify Adjacent Property Owners in Tax Assessors Date: _____

- Amount Paid \$ _____ Check # _____ /Cash Date: _____

- Establish VAR # (VAR-month-year-CSI receipt #)
- Create a File Folder and Label for the Application Date: _____
- Orange Public Notice Signs Posted on Property Date: _____
- Email Legal Advertisement to Newspaper Date: _____
- Legal Notice Posted: Website Date: _____
- Legal Notice Posted: City Hall/GRHOF windows Date: _____
- Mailed Adjacent Property Owners Notice Date: _____
- Recommendation Letter Received Date: _____
- Applicant Notified: Notice, Recommendation & Agenda Date: _____
- Applicant Notified: Final Action Date: _____

- Planning Commission Meeting Agenda Signed Minutes in Folder

Planning Commission Meeting: _____

- Approved** **Approved with Stipulations** **Denied**