



3120 Stonecrest Blvd. • Stonecrest, Georgia 30038 • (770) 224-0200 • [www.stonecrestga.gov](http://www.stonecrestga.gov)

## **Variance(s), Administrative Variances, and Exceptions Application Checklist**

**(Incomplete applications will not be accepted)**

- ☐ Pre-application Meeting (must submit a Pre-Application request prior to submission of the Variance Application)
- ☐ Completed Application (with all relevant information to your case).
- ☐ Survey Plat of the subject property in accordance with the attached site plan checklist.
- ☐ Signed and notarized affidavits of all property owners.
- ☐ Signed Campaign Disclosure Statement.
- ☐ Written legal description which includes a narrative of the metes and bounds of the property.
- ☐ Relevant Site Photos.
- ☐ **Letter of Intent for Zoning Variances/Special Exceptions (Chapter 27):** Please describe your situation and how your variance request is a result of all the following conditions:
  - 1) By reason of exceptional narrowness, shallowness, or shape of a specific lot, or by reason of exceptional topographic conditions, which were not created by the owner or applicant, the strict application of the requirements of this Chapter would deprive the property owner of rights and privileges enjoyed by other property owners in the same zoning district;
  - 2) The requested variance does not go beyond the minimum necessary to afford relief, and does not constitute a grant of special privilege inconsistent with the limitations upon other properties in the zoning district in which the subject property is located;
  - 3) The grant of the variance will not be materially detrimental to the public welfare or injurious to the property or improvements in the zoning district in which the subject property is located;
  - 4) The literal interpretation and strict application of the applicable provisions or requirements of this Chapter would cause undue and unnecessary hardship; not merely impose a casual/discretionary inconvenience upon the applicant or his assigns; and
  - 5) The requested variance would be consistent with the spirit and purpose of this Chapter and the City of Stonecrest Comprehensive Plan text.
- ☐ **Letter of Intent for Sign Variances (Chapter 21):** Please describe your situation and how your variance request is a result of all the following conditions:
  - 1) Exceptional conditions pertaining to the property where the sign is to be located as a result of its size, shape, or topography, which are not applicable to other lands or structures in the area;
  - 2) Granting the variance would not confer on the applicant any significant privileges which are denied to others similarly situated;
  - 3) The exceptional circumstances are not the result of action by the applicant;
  - 4) The requested variance is the minimum variance necessary to allow the applicant to enjoy the rights

commonly enjoyed by others similarly situated;



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- 5) Granting the variance would not violate more than one (1) standard of this article; and
- 6) Granting the variance would not result in allowing a sign that interferes with road or highway visibility or obstructs or otherwise interferes with the safe and orderly movement of traffic.

Sign variances shall be limited to the minimum relief necessary to overcome the hardship. No variances shall be granted to allow an increase in height of a sign greater than twenty (20) percent of that allowed by the Sign Ordinance; to increase the aggregate area of signs beyond what is permitted; to increase the size of a sign greater than twenty (20) percent of that allowed by the Sign Ordinance; and to increase the size or height of a banner or standard informational sign.

- ☐ **Letter of Intent for Stream Buffer Variances (Chapter 14):** Please describe the adverse, material hardship should the buffer be maintained and address the following considerations:

- 1) The shape, size, topography, slope, soils, vegetation and other physical characteristics of the parcel;
- 2) The locations of all streams on the parcel, including along parcel boundaries and within adjacent parcels;
- 3) The location and extent of the proposed buffer or setback intrusion;
- 4) Whether alternative designs are possible which require less intrusion or no intrusion;
- 5) The water-quality impacts of the proposed variance; and
- 6) Whether the proposed mitigation compensates for the lost buffer or setback functions and otherwise maintains the function of the required buffer or setback at the same site where the impact will occur and provides at least the same protection of the water as provided by the natural features to be disturbed or removed.

No stream buffer variance shall be granted allowing encroachment into the buffer area that is closer than thirty-five (35) feet from the stream channel unless either (i) the encroachment is (A) necessary because of a circumstance constituting force majeure, or (B) for any rehabilitation or reconstruction by a parcel owner of an impervious cover existing within the buffer described in Sec. 14-153(a); or, (ii) the State of Georgia grants the parcel owner a permit to encroach into the 25 foot state stream buffer area.



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## Site Plan Requirements

**All applicable items must be included on the Site Plan: separate sheets may be used.**

- ☐ Key and/or legend and site location map with North arrow.
- ☐ Boundary survey of subject property which includes dimensions along property lines that match the metes and bounds of the property's written legal description and clearly indicates the point of beginning.
- ☐ Acreage of subject property.
- ☐ Location of land lot lines and identification of land lots.
- ☐ Existing, proposed new dedicated and future reserved rights-of-way of all streets, roads, and railroads adjacent to and on the subject property.
- ☐ Proposed streets on the subject site.
- ☐ Current zoning of the subject site and adjoining properties. •
- ☐ Existing buildings with square footages and heights (stories), wells, driveways, fences, cell towers, and any other structures or improvements on the subject property.
- ☐ Existing buildings' locations and heights (stories), wells, driveways, fences, cell towers, and any other structures or improvement on adjacent properties within 200 feet of the subject property.
- ☐ Location of proposed buildings with total square footage.
- ☐ Layout and minimum lot size of proposed single family residential lots. Topography on the subject site and adjacent property up to 200 feet as required to assess runoff effects.
- ☐ Location of overhead and underground electrical and pipeline transmission/conveyance lines.
- ☐ Required and/or proposed setbacks.
- ☐ 100-year flood plain horizontal limits and flood zone designations as shown on survey or FEMA FIRM maps.
- ☐ Required landscape strips, undisturbed buffers, and any other natural areas as required or proposed.
- ☐ Required and proposed parking spaces; Loading and unloading facilities.
- ☐ Lakes, streams, wetlands, and Waters of the State and associated buffers.
- ☐ Proposed stormwater management facilities.
- ☐ Community wastewater facilities including preliminary areas reserved for septic drain fields and points of access.

- ☐ Availability of water system and sanitary sewer system.
- ☐ Location of existing trees and trees to be removed, or a statement that there are none, and whether the trees identified are specimen trees. (A specimen tree is any hardwood (oak, hickories, poplars, etc.) or softwood (pines, evergreens, etc.) tree with a diameter at breast height (DBH) of 30 inches and larger, or a small tree (dogwoods, redbuds, sourwoods, etc.) with a DBH of 10 inches and larger. If no specimen trees exist on the site, note their absence on the plans. If a specimen tree is to be removed, provide a calculation for recompense at 1.5x the diameter.)



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## Additional Requirements for Stream Buffer Variances

### Site Plan Requirements:

1. Delineation of the stream buffer (state, 50-foot undisturbed and 25-foot additional setback) and the limits of all existing and proposed land development or land disturbance, both inside and outside the buffer and setback. The exact area of the buffer to be affected shall be accurately and clearly indicated in a table as follows:

Buffer Area	Existing Encroachment (square feet)	Proposed Encroachment (square feet)
25 foot (state buffer)		
50 foot (city buffer)		
75 foot (city setback)		

2. At least one alternative plan, which does not include a buffer or setback intrusion, and includes an explanation of why such alternative plan is not feasible;
3. A calculation of the total area and length of the proposed intrusion
4. A stormwater management site plan; and,
5. Proposed mitigation for the intrusion as outlined in Section 14-153(b)(1)

For Grandfather Provisions, refer to Section 14-151 of the Stream Buffer Protection Ordinance

For Exemptions, refer to Section 14-152 of the Stream Buffer Protection Ordinance

For Additional Information Requirements refer to Section 14-155 of the Stream Buffer Protection Ordinance

### Mitigation Requirements (not required for administrative stream buffer variances):

(A) The provision for storm water management and water quality control measures pursuant to Article IV, Stormwater Management, and Article V, Water Quality Control, of Chapter 14, Land Disturbance and Subdivisions, for 100% of the total existing and proposed impervious areas on the parcel; provided, however, in adopting such measures, the exemptions in Sec. 14-79(c) of the code are not available for purposes of this Sec. 14-153(b).

(B) the planting of one 2-1/2" caliper tree of a similar type on the parcel, in addition to any other tree(s) that are required to satisfy the landscape or tree ordinances of the city, for each tree having a diameter of eight (8) inches or greater at breast height that is removed from the buffer or setback area pursuant to an approved variance under this ordinance.

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## Variance Application

<b>Type</b>	Type of Request:				
	<input type="checkbox"/> <b>Zoning</b> <input type="checkbox"/> <b>Administrative Variances</b>		<input type="checkbox"/> <b>Stream Buffer</b>	<input type="checkbox"/> <b>Sign Other</b>	
	Applicable Zoning/Sign Code Section:				
	Nature of Request:	Required:	Proposed:	Minimum Setback Requirements	Proposed Setback Requirements
	<input type="checkbox"/> Setback <input type="checkbox"/> Sign <input type="checkbox"/> # Parking Spaces <input type="checkbox"/> Other	(See Chart to the Right)		Front Side Rear Other	Front Side Rear Other
<b>Project</b>	Name of Project/Subdivision:			Present Zoning:	
	Property Address/Location:				
	District:	Land Lot:	Block:	Property ID:	
	Is this development and/or request seeking any incentives or tax abatement through the City of Stonecrest or any entity that can grant such waivers, incentives, and/or abatements? <input type="checkbox"/> Yes <input type="checkbox"/> No				
<b>Owner Information</b>	Name:				
	Address:				
	Phone:			Fax:	
	Cell:			Email:	
<b>Affidavit</b>	Name:				
	Address:				
	Phone:			Fax:	
	Cell:			Email:	
	To the best of my knowledge, this variance application form is correct and complete. If additional materials are determined to be necessary, I understand that I am responsible for filing additional materials as specified by the City of Stonecrest Zoning Ordinance. I understand that failure to supply all required information (per the relevant Applicant Checklist and Requirements of the Stonecrest Zoning Ordinance) will result in the rejection of this application. I have read the provisions of the Georgia Code Section 36-67A-3 as required regarding Campaign Disclosures. My Signed Campaign Disclosure Statement is included				
<b>Notary</b>	Applicant's Name:				
	Applicant's Signature:				Date:
	Sworn to and subscribed before me this _____ Day of _____ 20____				
	Notary Public:				
	Signature:				
Date:					

# Variance Application

All applications and plans must be submitted through the [Citizenserve Online Portal](#)



## Property Owner(s) Notarized Certification

The owner and petitioner acknowledge that this variance application form is correct and complete. By completing this form, all owners of the subject property certify authorization of the filing of the application for variance(s), and authorization of an applicant or agent to act on their behalf in the filing of the application including all subsequent application amendments.

Property Owner			
Name:			
Address:		City, State:	Zip:
Signature:		Date:	
Sworn to and subscribed before me this _____ day of _____, 20____			
Notary Public:			

Additional Property Owner (if applicable)			
Name:			
Address:		City, State:	Zip:
Signature:		Date:	
Sworn to and subscribed before me this _____ day of _____, 20____			
Notary Public:			

Additional Property Owner (if applicable)			
Name:			
Address:		City, State:	Zip:
Signature:		Date:	



Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

Notary Public:

# Variance Application

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## Applicant(s) Notarized Certification

The petitioner acknowledged that this variance application form is correct and complete. By completing this form, all applicant of the subject property certifies authorization of the filing of the application for variance(s), and authorization of an applicant or agent to act on their behalf in the filing of the application including all subsequent application amendments.

### Applicant

Name:			
Address:		City, State:	Zip:
Signature:		Date:	

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

Notary Public:

### Applicant (if applicable)

Name:			
Address:		City, State:	Zip:
Signature:		Date:	

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

Notary Public:

### Applicant (if applicable)

Name:			
Address:		City, State:	Zip:
Signature:		Date:	

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

Notary Public:



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## Campaign Disclosure Ordinance

### Campaign Disclosure Ordinance

Please read the law and complete the Campaign Disclosure Statement on the following page if you are requesting a Rezoning, Concurrent Variance, or Conditional Use.

#### GA Citation/Title

GA Code 36-67A-3, Disclosure of campaign contributions

\*38069 Code, 36-67A-3

### **CODE OF GEORGIA TITLE 36. LOCAL GOVERNMENT PROVISIONS APPLICABLE TO COUNTIES AND MUNICIPAL CORPORATIONS CHAPTER 67A. CONFLICT OF INTEREST IN ZONING ACTIONS (Current through 2000 General Assembly)**

#### 36-67A-3 Disclosure of campaign contributions.

- a) When any applicant for rezoning action has made, within two years immediately preceding the filing of that applicant's application for the rezoning action, campaign contributions aggregating \$250.00 or more to a local government official who will consider the application, it shall be the duty of the applicant to file a disclosure report with the governing authority of the respective local government showing:
  - 1) The name and official position of the local government official to whom the campaign contribution was made; and
  - 2) The dollar amount and description of each campaign contribution made by the applicant to the local government official during the two years immediately preceding the filing of the application for the rezoning action and the date of each such contribution.
- b) The disclosures required by subsection (a) of this Code section shall be filed within ten days after the application for the rezoning action is first filed.
- c) When any opponent of a rezoning action has made, within two years immediately preceding the filing of the rezoning action being opposed, campaign contributions aggregating \$250.00 or more to a local government official of the local government which will consider the application, it shall be the duty of the opponent to file a disclosure with the governing authority respective local government showing:
  - 1) The name and official position of the local government official to whom the campaign contribution was made; and
  - 2) The dollar amount and description of each campaign contribution made by the opponent to the local government official during the two years immediately preceding the filing of the application for the rezoning action and the date of each such contribution.
- d) The disclosure required by subsection (c) of this Code section shall be filed at least five calendar days prior to the first hearing by the local government of any of its agencies on the rezoning application.

(Code 1981, 36-67A-3, enacted by Ga. L. 1986, p. 1269, 1; Ga. L. 1991, p. 1365, 1; Ga. L. 1993, p. 91, 36.)

*Official Code of Georgia Annotated Copyright 1982 - 2000 State of Georgia*

# Amendment Application

All applications and plans must be submitted through the [Citizenserve Online Portal](#)



## Campaign Disclosure Statement

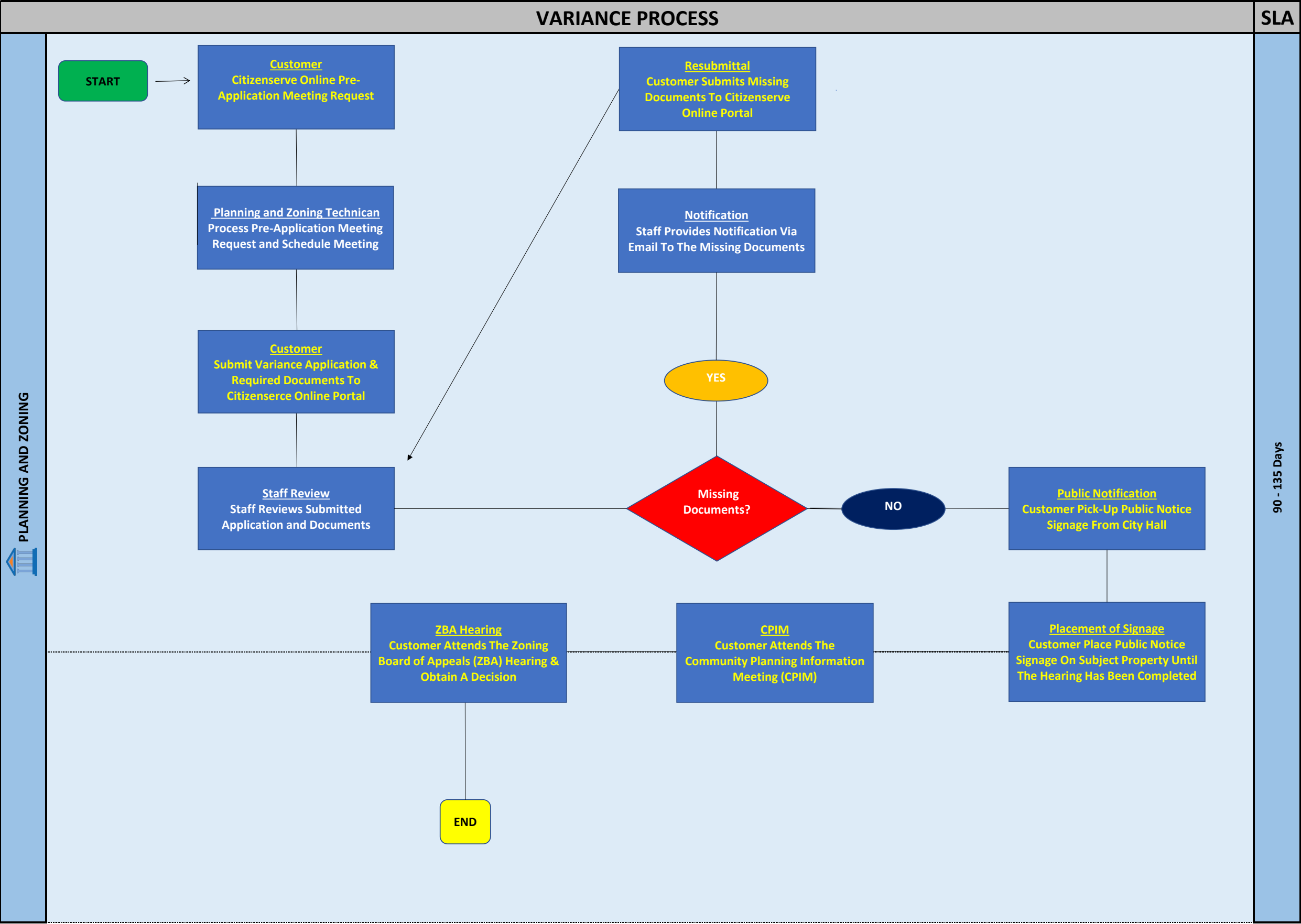
Have you, within the two years immediately preceding the filing of this application, made campaign contributions aggregating \$250.00 or more to a member of the City of Stonecrest City Council or a member of the City of Stonecrest Planning Commission?

☐ Yes☐ No

Applicant/Property Owner			
Name:			
Address:		City, State:	Zip:
Signature:		Date:	

If the answer above is yes, please complete the following section:

Date	Government Official & Position	Description	Amount



## VARIANCE APPLICATION CYCLE

SUBMITTAL DEADLINE	CPIM	ZONING BOARD OF APPEALS (ZBA)
11/07/2023	12/14/2023	01/16/2024
12/05/2023	01/11/2024	02/20/2024
01/02/2024	02/08/2024	03/19/2024
02/06/2024	03/14/2024	04/16/2024
03/05/2024	04/11/2024	05/21/2024
04/02/2024	05/09/2024	06/18/2024
05/07/2024	06/13/2024	07/16/2024
06/04/2024	07/11/2024	08/20/2024
07/02/2024	08/08/2024	09/17/2024
08/06/2024	09/12/2024	10/18/2024
09/03/2024	10/10/2024	11/19/2024
10/01/2024	11/14/2024	12/17/2024
11/05/2024	12/12/2024	01/21/2025

## VARIANCE APPLICATION CYCLE

**ZONING BOARD OF APPEALS MEETS EVERY 3<sup>RD</sup>  
TUESDAY OF THE MONTH**

HEARING STARTS AT 6:30 PM IN CITY COUNCIL  
CHAMBERS