



# VARIANCE APPLICATION PACKAGE



# VARIANCE APPLICATION CHECKLIST

DOCUMENTS AND QUANTITIES REQUIRED

**ALL ITEMS ARE DUE AT THE TIME OF FILING.  
INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.**

*Applications will not be accepted after 3:00 PM on each due date.*

ITEM #	REQUIRED ITEM	NUMBER OF COPIES	CHECK <input type="checkbox"/>
1.	Letter of Intent (8½ "x 11")	9 copies	
2.	Pre-Application Review Form	1 copy	
3.	Complete application with original notarized signatures	2 copies with one (1) original notarized copy for each property owner	
4.	Legal Description/Survey	2 copies	
5.	Letter of Appeal	Provide Nine (9) copies for a Primary, Secondary of Building Code Variance; Four (4) copies for a Minor or Administrative Variances; Four (4) copies for an Administrative Minor Variance	
6.	Site Plan	9 copies	
7.	Sketch of Sign(s), if applicable	2 copies	
8.	8½" x 11 Reproduction of Site Plan	2 copies	
9.	Plans/drawings for building code variances	3 copies	
10.	Public Participation Plan	1 copy	
11.	Public Participation Report	1 copy (see schedule for due date)	
12.	Disclosure Form(s)	2 copies	
13.	Jump / Thumb Drive	1 Drive	

# **PROCEDURES AND INFORMATION** **FOR FILING A VARIANCE**

Applications are available at the Community Development Services at 5440 Fulton Industrial Boulevard, Atlanta, GA 30336 Phone: (470) 809-7700 or at [www.cityofsouthfultonga.gov](http://www.cityofsouthfultonga.gov). **Read the following instructions prior to filing and refer to the included filing schedule. Applications with original signatures must be filed in person.**

**A PRE-APPLICATION APPOINTMENT IS REQUIRED PRIOR TO FILING.**

## **TYPE OF VARIANCES**

Listed below are the type variances. Please identify the type of variance requested and check the appropriate box in Section I, Section II or Section III of the VARIANCE APPLICATION.

### **VARIANCES THAT DO NOT REQUIRE A PUBLIC HEARING:**

**ADMINISTRATIVE:** These types of variances are handled administratively by the City's Community Development Service Department.

- 1) **MINOR VARIANCES:** Administrative relief can only be sought from the minimum yard requirements of the zoning district not to exceed 10% of the setback. (Example: 35-foot front yard = 3.5-foot variance). Letters from adjoining property owners are required at the time of filing.
- 2) **ADMINISTRATIVE VARIANCE:** Administrative relief to standards of Article XXXIV, Development Regulations of the Fulton County Zoning Resolution or the Chattahoochee River Corridor Ordinance (i.e. sidewalk, curb and gutter, detention pond landscaping).
- 3) **ADMINISTRATIVE MINOR VARIANCE:** Administrative relief from the minimum yard setback requirements for one foot or less.

### **VARIANCES THAT DO REQUIRE A PUBLIC HEARING:**

**B. ZONING BOARD APPEALS (ZBA):** The following variances require a public hearing and action by the ZBA.

- 1) **PRIMARY VARIANCE:** Applicant seeks relief from the provisions of the Zoning Resolution or Subdivision Regulations. All such appeals shall be heard by the Zoning Board Appeals and shall be accompanied with a statement of hardship (See following Variance Considerations).
- 2) **SECONDARY VARIANCE:** Applicant seeks to appeal a decision of the Community Development Services or seeks to appeal a decision on an Administrative Variance, Minor Variance, or Zoning Resolution Interpretation.
- 3) **BUILDING CODE VARIANCE:** Provides relief from the City of South Fulton Building Code. A Letter of Non-Compliance from the City's building official reviewing plans shall be filed with application.

**ALL REQUESTS FOR VARIANCES SHALL HAVE A STATEMENT OF HARDSHIP. THE FOLLOWING CONSIDERATIONS SHALL BE USED IN JUSTIFYING THE HARDSHIP.**

**Article 22.3.1 Fulton County Zoning Resolution**

**VARIANCE CONSIDERATIONS:** Variances may be considered in all districts. Primary variances shall only be granted upon showing that:

- A. Relief, if granted, would be in harmony with, or, could be made to be in harmony with, the general purpose and intent of the Zoning Resolution or;
- B. The application of the provisions of the Zoning Resolution to a particular piece of property, due to extraordinary and exceptional conditions pertaining to that property because of its size, shape, or topography, would create an unnecessary hardship for the owner while causing no detriment to the public or; and
- C. Conditions resulting from existing foliage or structures bring about a hardship whereby a sign meeting minimum letter size, square footage and height requirements cannot be read from an adjoining public road.

***Should a variance request impact approved zoning conditions, a separate Modification Appeal may be necessary.***

---

**APPLICATION REQUIREMENTS**

ALL APPLICATION SUBMITTALS MUST BE DONE IN PERSON AT 5440 FULTON INDUSTRIAL BOULEVARD **BETWEEN 8:30 A.M. AND 3:00 P.M. INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.** PLEASE REFER TO THE INFORMATION BELOW AND THE ENCLOSED CHECK SHEET FOR DOCUMENTS NEEDED FOR FILING.

- A. **PRE-APPLICATION MEETING AND REVIEW FORM:** Prior to submitting a variance request, you are required to meet with Staff to review your proposal and issue a pre-application review form, which becomes part of your application packet. **At least 10 business days before your goal due date, email Marissa Jackson ([marissa.jackson@cityofsouthfultonga.gov](mailto:marissa.jackson@cityofsouthfultonga.gov)) with your conceptual site plan and letter of appeal attached to make an appointment.**
- B. **APPLICATION FORM:** Variance Applications must have an **original NOTARIZED SIGNATURE** of the property owner(s) of record or a notarized statement by the appellant acting as power of attorney for the property owner. Where there are multiple owners, a notarized signature of each and all owners must be submitted with the application. **A VARIANCE REQUEST DENIED BY THE ZONING BOARD OF APPEALS CANNOT be resubmitted for a period of six (6) months from the date of the DENIAL. Provide Two (2) copies including One (1) Original Notarized Copy for each property owner**
- C. **LEGAL DESCRIPTION/SURVEY:** A legal description or survey of the subject property must be submitted with the Variance Application. Legal Descriptions or surveys must establish a point of beginning and from said point of beginning, give each dimension bounding the property, calling the directions (such as north, northeasterly, etc.) and returning to the point of beginning. The property's address must also be identified. **Provide Two (2) copies**

- D. **LETTER OF APPEAL:** The letter of appeal shall state in detail the proposed project, the variance request, and a hardship statement stating that the granting of a variance will alleviate some demonstrated and unusual hardship for which a variance is warranted. **Provide Nine (9) copies** for a Primary, Secondary of Building Code Variance; **Four (4) copies** for a Minor or Administrative Variances; **Four (4) copies** for an Administrative Minor Variance
- E. **SITE PLAN:** The site plan must show all property boundaries, adjoining streets and roads, proposed and existing structures such as buildings, signs, and fences. The site plan boundaries shall match the legal description or survey filed. The subject variance shall be indicated on the site plan with existing and proposed setback dimensions. A topography map of the site shall be provided when a variance is based on difficult terrain. See enclosed Site Plan Checklist, Form F. **Provide Nine (9) copies**
- F. **SKETCH OF SIGN(S), if applicable:** If the variance request is for a sign, a sketch, photo, or drawing of the sign structure is required. A building wall elevation is required for a wall sign variance. All drawings or photos shall provide dimensions. Drawings shall be to scale indicating total square footages of signs/walls. **Provide Two (2) paper copies**
- G. **An 8½" x 11 Reproduction of Site Plan:** A copy of the site plan, sign(s) and/or structure elevation for wall sign(s) must be reproduced and submitted for all primary and secondary variances to be used in public hearing presentation. See enclosed Site Plan Checklist, Form F. **Provide Two (2) copies**
- H. **PLANS/DRAWINGS for Building Code Variances:** If the variance request is for a building code violation, the applicant shall submit plans or drawings that support the request. **Provide Three (3) copies**
- I. **PUBLIC PARTICIPATION PLAN:** The Public Participation Plan is to ensure that applicants pursue early and effective public participation in conjunction with their petitions, ensure that the citizens of the City of South Fulton have an adequate opportunity to learn about petitions that may affect them, and to ensure ongoing communication between applicants, adjoining property owners, environmentally stressed communities, community associations and other organizations, elected officials and City staff. Applicants are required to submit a Public Participation Plan (Form D) at the time of the filing of the variance application.
- J. **PUBLIC PARTICIPATION PLAN REPORT:** A Public Participation Plan Report must be completed on Form E and sent to Staff via email or by mail per the attached schedule.
- K. **DISCLOSURE FORM:** If the owner, applicant and/or applicant's representative has made a campaign contribution to any member of the Board for \$250.00 or more within the past 2 years, Sections 1 through 4 of the Disclosure Form (Form C) must be completed. If no contributions have been made, *No* should be circled, and Section 4 of the form completed. **Provide Two (2) copies**
- L. **JUMP / THUMB DRIVE:** Provide a jump/thumb drive containing the completed application documents along with the hard copy of the application at the time of submittal.



## **PUBLIC PARTICIPATION PROGRAM**

The Public Participation Program consists of a two-part process designed to enhance dialogue between applicants and communities which may be impacted by a proposed development.

Part 1 of the process is the Public Participation Plan (Form D) which is required for all primary variance applications. The plan must be filed simultaneously with the application and implemented before the first public hearing. The minimum standards for the plan are as follows:

- Identification of all property owners within a quarter mile of the site and area homeowner's associations, environmentally stressed communities, political jurisdictions, and any other public agencies or organizations which may be affected by an application as determined by the applicant and the current planner at the time of the pre-application review
- Explanation of how interested parties will be informed of variance applications
- Methods for providing opportunities for discussion with interested parties before public hearings are held. Applicants are required to schedule at least one meeting at a convenient location and time and notify all interested parties, as identified above of the purpose, place and time of the meeting.
- Applicant's schedule for completion of the Public Participation Plan

Part 2 of the Public Participation Program is the Public Participation Report (Form E) which is due per the attached schedule. The minimum standards for the Report are as follows:

- Provide a list of all parties that were contacted, the methods of notification that were used, and copies of all notification letters.
- Provide dates and locations of all community and/or other meetings that were attended by the applicant to discuss an application. (Attach meeting notices, letters, etc.)
- Provide the number of people who participated in meetings held to discuss an application. (Attach sign-in sheets)
- A summary of concerns and issues expressed by interested parties.
- A summary of the applicant's response to concerns and issues.



## PUBLIC PARTICIPATION PLAN FORM D

Applicant: \_\_\_\_\_

1. The following individuals (property owners within a quarter mile of the property), homeowner’s associations, political jurisdictions, other public agencies, etc., will be notified in accordance with the requirements of Article 28.4.7, Public Participation Plan and Report, of the Zoning Resolution:

---

---

---

---

---

---

2. The individuals and others listed in 1. above will be notified of the requested variance using the following method(s): (e.g., letters, meeting notices, telephone calls, e-mails, etc.)

---

---

---

---

---

---

3. Individuals and others listed in 1. above will be allowed to participate in the following manner: (At least one meeting at a convenient time and location is required.)

---

---

---

---

---

---

*Attach additional sheets as needed.*



## PUBLIC PARTICIPATION PLAN REPORT FORM E

Applicant: \_\_\_\_\_ Petition No. \_\_\_\_\_

Date: \_\_\_\_\_

1. The following parties were notified of the requested variances:

---

---

---

2. The following meetings were held regarding this petition: (Include the date, time and meeting location.)

---

---

---

3. The following issues and concerns were expressed:

---

---

---

4. The applicant's response to issues and concerns was as follows:

---

---

---

5. Applicants are required to attach copies of sign-in sheets from meetings as well as meeting announcements, i.e., notices, flyers, letters, and any other documentation which supports the opportunity for public input.

*Attach additional sheets as needed.*



### **Included with Minor Variance requests**

- I. **ADJACENT PROPERTY OWNER LETTERS:** Minor Variance Applications shall include letters from all adjoining property owners. Any property owner having property that adjoins or is across a street from the subject property is required to attest to support or to opposition of the proposed variance. **Provide Two (2) copies.**

### **Included with Secondary Variance requests**

- J. **ADVERSE DECISION LETTER:** The applicant shall provide a copy of the Decision or interpretation Letter for which the adverse decision is being appealed. **Provide Two (2) copies.**

### **Included with Building Code Variance requests**

- K. **LETTER OF NON-COMPLIANCE:** The Community Development Services' Reviewing Planner shall provide you with a letter of non-compliance to be filed along with your variance application and presented to staff in a pre-application review meeting. Contact the Community Development and Regulatory Affairs between 8:30 a.m. to 3:00 p.m., Monday - Friday. Phone: (470) 809-7700. **Provide Nine (9) copies.**

### **PUBLIC HEARING AND FILING DEADLINES:**

- **SCHEDULE:** A schedule of public hearing dates and filing deadlines for variances requiring a public hearing is included in the application package. Please adhere to the filing and posting deadlines to remain on schedule. **Incomplete applications will not be accepted resulting in a filing delay which may affect the public hearing date.**
- **CITY OF SOUTH FULTON ZONING BOARD OF APPEALS:** The Zoning Board of Appeals (ZBA) hearing is the third Thursday of the month at 1:00 p.m. in the Auditorium of the South Fulton Arts Center at 4645 Butner Road, College Park, Georgia 30349. **The applicant or agent must attend the public hearing.** Any voluminous presentation of documents shall be filed with the Community Development Services at a minimum of 15 days in advance of the public hearing. Presentation at the meeting will not guarantee the ZBA's review or consideration.

### **NOTIFICATION:**

- **POSTING OF PUBLIC NOTICE SIGN(S).** The applicant shall post notification signs on each road frontage of the subject property in a conspicuous place no later than 20 days prior to the Board of Zoning Appeals hearing. At the time of filing the applicant will be given the necessary sign(s) and instructions on posting. The applicant shall continuously make an effort to maintain the sign posting until the scheduled hearing date. **Failure to properly post the sign will delay action on the variance request. On-site visits are made by staff to verify that posting requirements have been met.** If the sign is damaged or removed, it is the applicant's responsibility to obtain and re-post new sign(s).
- **Posting Deferred Cases.** If the petition is held or deferred, it is the responsibility of the applicant to obtain and post new sign(s) with the revised hearing date a minimum of 20 days prior to new ZBA hearing date.
- **SURROUNDING PROPERTY OWNERS.** For **Primary Variances**, Community Development Services shall provide written notice by U.S. Mail to all property owners of record within a quarter mile of the subject property as shown on the current tax records of the City of South Fulton as retrieved from the City's Geographic Information Systems (GIS). Said notice of the ZBA hearing shall be mailed no later than 15 days prior to the public hearing date. For **Administrative and Minor Variances**, property owner notification letters are mailed to adjoining property owners. No notification letters are

required for **Administrative Minor Variances**.

- **PUBLIC PARTICIPATION PLAN.** See pages 5-8 for more details.
- **NEWSPAPER.** For all Primary, Secondary and Building Code Variances, Community Development Services shall publish in a newspaper of general circulation a notice of the public hearing no later than 15 days prior the of Zoning Board of Appeals hearing. The published notice shall contain the time, place, purpose of the hearing and the variance property location.
- **DECISION.** Notice of decisions from the Zoning Board of Appeals shall be mailed seven days following the date of decision for all Primary and Secondary Variances. Administrative and Minor variance decisions will be provided in writing within 30 days of the filing and following administrative review. Administrative Minor Variance Decisions shall be provided in writing within 3 days of filing.
- **APPEALS.** Appeals to Primary and Secondary Variance decisions shall be filed with the Fulton County Superior Court within 30 days of the Zoning Board of Appeals decision. Appeals to other variances, administratively handled shall be filed within 30 days of the Department’s decision via a Secondary Variance Application.

**FEES:**

**VARIANCE FEE. All Variance Applications must be accompanied with the appropriate fee at the time of filing.**

SINGLE-FAMILY RESIDENTIAL ZONING DISTRICTS AND THE AG-1 DISTRICT USED FOR RESIDENTIAL USE	\$250.00 plus \$50.00 for each additional variance request on the same piece of property
MULTI-FAMILY DISTRICTS, NON-RESIDENTIAL DISTRICTS, COMMERCIAL USES IN RESIDENTIAL OR AG-1 DISTRICTS	\$350.00 plus \$100.00 for each additional variance request
ALL SIGNS	\$350.00 plus \$100.00 for each additional request

**APPLICATION REVISION FEE.** Any revision to a variance application after filing (including revisions to the number of variances requested, site plan, and or letter of appeal) shall be subject to a \$50.00 revision fee. Additional variances not previously filed will also incur an additional fee per request as noted above. If variances are added to the petition the hearing date may change subject to the advertising deadline.

**REFUND OF FILING FEE.** The policy for refunds of application fees (Section 28-2-43) is as follows:

1. If the application is accepted and filed with the Director, as an official document, no part of the application fee will be returned.
2. If the application is returned to the applicant at their request, or at the suggestion of the staff, before any entry is made upon any City record, the full amount of the fee will be returned. (Code 1965, Sec. 66-232)

**NOTE: IF YOU HAVE ANY QUESTIONS CONCERNING THESE VARIANCE FILING PROCEDURES, PLEASE CALL THE COMMUNITY DEVELOPMENT AT 470-809-7700**

**PLEASE MAKE AN APPOINTMENT FOR THE PRE-APPLICATION MEETING BY CALLING 470-809-7700**



COMMUNITY DEVELOPMENT SERVICES  
 CITY OF SOUTH FULTON GOVERNMENT SERVICE CENTER  
 5440 FULTON INDUSTRIAL BOULEVARD, ATLANTA, GEORGIA 30336  
 (470) 809-7700  
[www.cityofsouthfultonga.gov](http://www.cityofsouthfultonga.gov)

## VARIANCE APPLICATION

DATE \_\_\_\_\_

**CHECK ONE OF THE FOLLOWING REQUESTED VARIANCE TYPE IN SECTION I OR II.**

**SECTION I VARIANCES REQUIRING PUBLIC HEARING BY THE ZONING BOARD OF APPEALS**

- 1) **PRIMARY VARIANCE:** Seeks relief from the Zoning Resolution and other City Ordinances
- 2) **SECONDARY VARIANCE:** Interpretations, relief of an adverse decision by any official of the Fulton County Zoning Resolution (Article 22.3), or relief from Minor, Administrative, or Administrative Minor requests
- 3) **BUILDING CODE VARIANCE:** Seeks relief from building construction designs that conflict with the City of South Fulton Building Code.

**SECTION II MINOR, ADMINISTRATIVE & ADMINISTRATIVE MINOR VARIANCES**  
**[NO PUBLIC HEARING IS REQUIRED]**

- 1) **MINOR VARIANCE:** Relief from the minimum yard requirements, not to exceed 10% of required setback (example: 35-foot front yard = 3.5-foot variance)
- 2) **ADMINISTRATIVE VARIANCE:** Relief from the requirements of Article XXXIV, Development Regulations and other Development Standards of the Zoning Resolution
- 3) **ADMINISTRATIVE MINOR VARIANCE:** Relief requiring 1 foot or less from required building setback

**DESCRIPTION OF VARIANCE REQUESTED:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**SECTION III LEGAL DESCRIPTION OF PROPERTY** *(Legal description/survey must match submitted site plan.)*

SUBDIVISION \_\_\_\_\_ UNIT/PHASE: \_\_\_\_\_ LOT NO(S): \_\_\_\_\_  
 LAND LOT(S): \_\_\_\_\_ DISTRICT: \_\_\_\_\_ TAX ID: \_\_\_\_\_  
 PROPERTY ADDRESS \_\_\_\_\_ LEGAL ROAD FRONTAGE \_\_\_\_\_

**SECTION IV**

**A. OWNER INFORMATION**

Owner states under an oath that he or she is the owner of the property described in the attached legal description. **[EACH OWNER'S SIGNATURE MUST BE NOTARIZED]**

\_\_\_\_\_  
TYPE OR PRINT OWNER'S NAME

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

\_\_\_\_\_  
ADDRESS

\_\_\_\_\_ 20 \_\_\_\_\_

\_\_\_\_\_  
CITY, STATE & ZIP CODE

\_\_\_\_\_  
NOTARY PUBLIC

\_\_\_\_\_  
OWNER'S SIGNATURE  
( \_\_\_\_\_ )

\_\_\_\_\_  
AREA CODE/ PHONE NUMBER

\_\_\_\_\_  
EMAIL ADDRESS

---

**B. APPLICANT INFORMATION**

A notarized authorized applicant signature is required if applicant has owner's power of attorney.

\_\_\_\_\_  
TYPE OR PRINT APPLICANT'S NAME

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

\_\_\_\_\_  
ADDRESS

\_\_\_\_\_ 20 \_\_\_\_\_

\_\_\_\_\_  
CITY, STATE & ZIP CODE

\_\_\_\_\_  
NOTARY PUBLIC

\_\_\_\_\_  
APPLICANT'S SIGNATURE

\_\_\_\_\_  
OWNER'S SIGNATURE  
( \_\_\_\_\_ )

\_\_\_\_\_  
AREA CODE/ PHONE NUMBER

\_\_\_\_\_  
EMAIL ADDRESS

---

**C. ATTORNEY/AGENT INFORMATION**

**CHECK ONE: [  ] ATTORNEY [  ] AGENT**

\_\_\_\_\_  
TYPE OR PRINT ATTORNEY/AGENT NAME

\_\_\_\_\_  
SIGNATURE OF ATTORNEY/AGENT

\_\_\_\_\_  
ADDRESS

\_\_\_\_\_  
CITY, STATE & ZIP CODE

[ \_\_\_\_\_ ]  
AREA CODE/PHONE NUMBER

\_\_\_\_\_  
EMAIL ADDRESS



# DISCLOSURE REPORT FORM C

Office use only:  
 REZONING PETITION #: \_\_\_\_\_ ZONING BOARD OF APPEALS MEETING DATE: \_\_\_\_\_

• Within the two (2) years immediately preceding the filing of this zoning petition have you, as the applicant, owner and/or opponent for the rezoning petition, or an attorney or agent of the applicant or opponent for the rezoning petition, made any campaign contributions aggregating \$250.00 or more or made gifts having an aggregate value of \$250.00 to a member of the Zoning Board of Appeals.

**CIRCLE ONE:**                      YES                      NO

If the answer is *YES*, proceed to sections 1 through 4.  
 If the answer is *NO*, complete only section 4.

1.        **CIRCLE ONE:**                      Party to Petition                      In Opposition to Petition

If party to petition, complete sections 2, 3, and 4 below.  
 If in opposition, proceed to sections 3 and 4 below.

2.        List all individuals or business entities which have an ownership interest in the property which is the subject of this rezoning petition: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

3.        **CAMPAIGN CONTRIBUTIONS:**

Name of Government Official	Total Dollar Amount	Date of Contribution	Enumeration and Description of Gift Valued at \$250.00 or more

4.        The undersigned acknowledges that this disclosure is made in accordance with the Official Code of Georgia, Section 36-67A-1 et. seq. Conflict of interest in zoning actions, and that the information set forth herein is true to the undersigned's best knowledge, information and belief.

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

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



# CHECKLIST

THE FOLLOWING DOCUMENTS ARE REQUIRED FOR VARIANCE SUBMITTAL.

## **SECTION I**      **Primary Variance / Secondary Variance**

**# of copies**

- \_\_\_\_\_ 2 Variance Review Form (To be completed by staff in a scheduled Pre-App Meeting, original plus copy)
- \_\_\_\_\_ 2 Variance Application (Requires one original notarized signature of property owner)
- \_\_\_\_\_ 2 Legal Description or Surveyed Plat of Subject Property (metes & bounds)
- \_\_\_\_\_ 3 Site Plans (Requires scaled drawings. See enclosed Site Plan Checklist, Form F.)
- \_\_\_\_\_ 2 Sign or wall elevations with dimensions (if applicable)
- \_\_\_\_\_ 3 Topo Map, if applicable (or other Illustrations or Documents to support hardship)
- \_\_\_\_\_ 2 8 1/2 x 11 Reduction of Site Plan or other renderings
- \_\_\_\_\_ 9 Copies of Appeal Letter (Must clearly state request, background and hardship)
- \_\_\_\_\_ 2 Copies of Form D, Public Participation Plan
- \_\_\_\_\_ 2 Copies of Form E, Public Participation Plan (submit a minimum of 7 days prior to hearing)
- \_\_\_\_\_ 2 Copies of the Disclosure Form

---

## **SECTION II**      **Minor Variance / Administrative Variance / Administrative Minor Variance**

**# of copies**

- \_\_\_\_\_ 2 Variance Review Form (To be completed by staff in a scheduled Pre-App Meeting, original plus copy)
  - \_\_\_\_\_ 2 Variance Application (Requires notarized signature of property owner)
  - \_\_\_\_\_ 2 Legal Description or Surveyed Plat of Subject Property (metes & bounds)
  - \_\_\_\_\_ 3 Site Plans (Requires scaled drawings. See enclosed Site Plan Checklist, Form F.)
  - \_\_\_\_\_ 3 Topo Map, if applicable (or other Illustrations or Documents to support hardship)
  - \_\_\_\_\_ 4 Copies of Appeal Letter (Must clearly state request, background and hardship)
  - \_\_\_\_\_ 2 (sets) Original Letters from Adjoining Property Owners (Minor Variance Only, originals plus copy)
-

**SECTION III      Building Code Variance**

**# of copies**

- \_\_\_\_\_ 2 Variance Review Form (To be completed by staff in a scheduled Pre-App Meeting, original plus copy)
- \_\_\_\_\_ 2 Variance Application (Requires notarized signature of property owner)
- \_\_\_\_\_ 2 Legal Description or Surveyed Plat of Subject Property (metes & bounds)
- \_\_\_\_\_ 3 Plans or Documents to support request (If applicable)
- \_\_\_\_\_ 9 Building Code "Letter of Non-Compliance" (original plus copies)
- \_\_\_\_\_ 9 Copies of Appeal Letter (Must clearly state request, background and hardship, original plus copies)
- \_\_\_\_\_ 2 Copies of Form D, Public Participation Plan
- \_\_\_\_\_ 2 Copies of Form E, Public Participation Plan (submit a minimum of 7 days prior to hearing)
- \_\_\_\_\_ 2 Copies of the Disclosure Form

**INCOMPLETE SUBMITTALS WILL NOT BE ACCEPTED**

**FEES All Variance Applications must be accompanied with the appropriate fee at the time of filing.**

SINGLE-FAMILY RESIDENTIAL ZONING DISTRICTS AND THE AG-1 DISTRICT USED FOR RESIDENTIAL USE	\$250.00 plus \$50.00 for each additional variance request on the same piece of property
MULTI-FAMILY DISTRICTS, NON-RESIDENTIAL DISTRICTS, COMMERCIAL USES IN RESIDENTIAL OR AG-1 DISTRICTS	\$350.00 plus \$100.00 for each additional variance request
ALL SIGNS	\$350.00 plus \$100.00 for each additional request

**(ALL CHECKS PAYABLE TO THE CITY OF SOUTH FULTON)**

**FOR THE MOST CURRENT ZONING INFORMATION PLEASE VISIT THE CITY ZONING PAGE AT**

**[WWW.CITYOFSOUTHFULTONGA.GOV](http://WWW.CITYOFSOUTHFULTONGA.GOV)**



## SITE PLAN CHECKLIST FORM F

*Site plans for rezoning and use permit must be folded, drawn to scale, no larger than 30" x 42", and shall, at a minimum, include the following information:*

ITEM #	DESCRIPTION	CHECK √
1	Key and/or legend and site location map with North arrow	
2	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	
3	Acreage of subject property	
4	Location of land lot lines and identification of land lots	
5	Existing, proposed new dedicated and future reserved rights-of-way of all streets, roads, and railroads adjacent to and on the subject property	
6	Proposed streets on the subject site	
7	Posted speed limits on all adjoining roads	
8	Current zoning of the subject site and adjoining properties	
9	Existing buildings with square footages and heights (stories), wells, driveways, fences, cell towers, and any other structures or improvements on the subject property	
10	Existing buildings with square footages and heights (stories), wells, driveways, fences, cell towers, and any other structures or improvements on adjacent properties within 400 feet of the subject site based on the County's aerial photography or an acceptable substitute as approved by the Director	
11	Location of proposed buildings (except single family residential lots) with total square footage	
12	Layout and minimum lot size of proposed single family residential lots	
13	Topography (surveyed or County) on subject site and adjacent property within 200 feet as required to assess runoff effects; Onsite areas with slopes greater than thirty-three percent (33%) shall be labeled and identified through cross-hatching and/or separate colors.	
14	Location of major overhead and underground electrical and petroleum transmission/conveyance lines	
15	Required and/or proposed setbacks	
16	100-year flood plain horizontal limits and flood zone designations as shown on survey or FEMA FIRM maps	
17	Required landscape strips, undisturbed buffers, and any other natural areas as required or proposed	
18	Required and proposed parking spaces; Loading and unloading facilities	
19	Lakes, streams and other waters on the site and associated buffers	
20	Proposed stormwater management facilities	
21	Community wastewater facilities including preliminary areas reserved for septic drain fields and points of access	
22	Availability of water system and sanitary sewer system	
23	Tree lines, woodlands and open fields on subject site	
24	Entrance site distance profile assuming the driver's eye at a height of 3.5 feet (See Fulton County Subdivision Regulations)	
25	Wetlands shown on the County's GIS maps or survey	
26	Airport noise contours on those properties within the FAR Part 150 Airport Noise Contour Map.	



# PRE-APPLICATION REVIEW FORM

Office use only:

I hereby certify that I have completed a preliminary review of the site plan for this project and determined that it meets the minimum standards specified by Article 28.5.2 of the Fulton County Zoning Resolution.

Staff signature: \_\_\_\_\_ Date: \_\_\_\_\_

Planning Division  
Community Development Services

Staff printed name: \_\_\_\_\_

The undersigned acknowledges that the site plan is submitted in accordance with Article 28.5.2 of the Fulton County Zoning Resolution and failure to comply shall render my application incomplete which may result in delay in the process of this application.

Applicant signature: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant printed name: \_\_\_\_\_