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678-512-3200 ~ (fax) 678-512-3303

11360 Lakefield Drive, Johns Creek, GA 30097

VARIANCE APPLICATION (**ADMINISTRATIVE**) MINOR/ADMINISTRATIVE/ADMINISTRATIVE MINOR VARIANCES

Instructions

A properly completed application and fees are due at the time of submittal through the Customer Self-Service (CSS) Portal - <https://www.johnscreekga.gov/customer-self-service>.. **An incomplete application will not be accepted.**

Application Materials

REQUIRED ITEMS	CHECK <input checked="" type="checkbox"/>
Variance Application —Provide a PDF copy of original and notarized signatures of the property owner(s) and applicant(s), or a notarized statement from the property owner authorizing submittal of the variance by the applicant on their behalf.	
Variance Fee —Residential Request = \$250 plus \$50 for each additional variance request Commercial Request = \$350 plus \$100 for each additional variance request	
Site Plan —Provide a PDF copy of a dimensioned, orientated and scaled site plan on 8 ½" x 11" or 11" x 17" showing the <u>subject property</u> , <u>street frontage(s)</u> , <u>proposed addition</u> or <u>extent of encroachment</u> , all applicable <u>setback</u> measurements, all neighboring parcels and homes.	
Survey with Topography & Trees —May be waived by the Community Development Department if the request does not concern the removal of trees or the topography of the site. If this requirement is not waived, the applicant shall provide one copy.	
Legal Description -- The legal description must be a <i>metes and bounds</i> description of the property that establishes a point of beginning and gives directions (bounds) and distances (metes) of property lines. If the property consists of more than one parcel, all parcels must be combined into one legal description.	
Letter of Appeal —Provide a PDF copy of the letter of appeal. The letter should state the hardship, background and justification for the variance request and any additional information to support the request. The hardship should address the property's limitations preventing compliance with the zoning standards or how the request meets the intent of the zoning ordinance. Refer to Article 22, Section of the City of Johns Creek Zoning Ordinance for additional information. Detail must spread to one of the three variances	

Public Notification

Public notification shall be the responsibility of the City of Johns Creek. All adjacent and contiguous property owners will be notified. Those that receive public notification will have thirty (30) days, from the date of the mailing, to respond to the request before it is reviewed by the Community Development Director.

Minor, Administrative, and Administrative Minor Variances (No Public Hearing is required)

Please check the correct box for the variance you are requesting.

- 1) **Administrative Variance:** 1. A provision contained in the Development Regulations, as applied to a specific situation, is not in the best interest of the public health, safety and welfare. 2. Request for the alteration of the 10 foot improvement setback required along all buffers. 3. Request up to a 10% reduction in the number of required parking spaces
- 2) **Administrative Minor Variance.** Relief of 1 foot or less from the required building setback.
- 3) **Minor Variance:** Relief from the minimum yard requirements not to exceed 10% of the required setback (e.g. 35-foot front yard = 3.5 foot variance).

Description of Variance Request

Please provide details of the requested variance.

Legal Description of Property

Address: _____

City/State/Zip: _____

Parcel ID#: _____ Unit/Phase: _____

Land Lot(s): _____ District: _____

Subdivision Name: _____

Lots: _____

Legal Road Frontage: _____

Applicant/Agent Information

APPLICANT INFORMATION:

Applicant: _____ Phone: _____

Address: _____

Email: _____

Signature: _____

ATTORNEY/AGENT INFORMATION: Check One: Attorney Agent

Attorney/Agent: _____ Phone: _____

Address: _____

Email: _____

Signature: _____

OWNER INFORMATION:

Property Owner: _____ Phone: _____

Address: _____

Email: _____

Signature: _____

Petitioner states under oath that: (1) he/she is the executor or Attorney-in-fact under a Power-of-Attorney for the owner (attach a copy of the Power-of-Attorney letter and type name above as "Owner"); (2) he/she has an option to purchase said property (attach a copy of the contract and type name of owner above as "Owner"); or (3) he/she has an estate for years which permits the petitioner to apply (attach a copy of lease and type name of owner above as "Owner").

Sworn to and subscribed before me this _____ Day of _____ 20_____

NOTARY PUBLIC:

Signature: _____

Email: _____

Phone Number: _____