

**City of Cartersville**  
**Application for Variance**  
Board of Zoning Appeals

Hearing Date: \_\_\_\_\_ 5:30pm

Application Number: \_\_\_\_\_

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

Applicant _____ (printed name)	Office Phone _____
Address _____	Mobile/ Other Phone _____
City _____ State _____ Zip _____	Email _____
Representative's printed name (if other than applicant) _____	Phone (Rep) _____
_____	Email (Rep) _____
Representative Signature _____	Applicant Signature _____
Signed, sealed and delivered in presence of: _____	My commission expires: _____
Notary Public _____	

* Titleholder _____ (titleholder's printed name)	Phone _____
Address _____	Email _____
Signature _____	
Signed, sealed, delivered in presence of: _____	My commission expires: _____
Notary Public _____	

Present Zoning District _____
Acreage _____ Land Lot(s) _____ District(s) _____ Section(s) _____
Location of Property: _____ (street address, nearest intersections, etc.)
Zoning Section(s) for which a variance is being requested _____
Summary Description of Variance Request: _____
_____
(Additional detail can be provided on Justification Letter)

**\* Attach additional notarized signatures as needed on separate application pages.**

**REQUIREMENTS FOR FILING  
AN APPLICATION FOR ZONING VARIANCE  
CITY OF CARTERSVILLE, GA**

Completed applications must be submitted to the City of Cartersville Planning & Development Department, located at 10 N. Public Square, 2<sup>nd</sup> Floor. Cartersville, GA 30120.

**Requirements**

- 1. Completed Application:** Include all signatures. If multiple owners are involved in the Variance petition, each owner must fill out an individual application, though only a single filing fee is required per property. The application and all associated documents must be submitted no later than the established filing deadline date. Associated documents should include or demonstrate:
  - a. Existing conditions
  - b. Proposed conditions or project
  
- 2. Boundary Survey/Plat:** Include a copy of the boundary survey/plat which shall include the metes and bounds description. Please indicate property lines with dimensions, location of buildings and other structures, north arrow, scale, street numbers, lot and/or parcel numbers, and locations of setback lines or other dimensional requirements.
  
- 3. Conditions Verification Form:** Complete the Conditions Verification form (attached).
  
- 4. Justification Letter:** Submit a statement explaining the reason(s) the variance is needed.
  
- 5. Adjacent Property Owners:** Provide a list of all current owners of record for properties located immediately adjacent to or directly across a public street or railroad right-of-way from the subject property. (Form attached). See also Item 7 below.
  
- 6. Filing Fee:** If the variance is for a residential property and the applicant is the owner-occupier of said property: **\$75**  
For all other cases: **\$300**  
All fees are non-refundable.
  
- 7. Public Notice Fee (Optional):** The applicant may choose to have city staff prepare and manage the public notification process outlined in **item 8** below. If this option is requested, there is an additional, non-refundable fee of **\$50.00** which covers the cost of the newspaper ad, and the costs of printing, printing supplies, postage and proof of mailing.

- 8. Public Notification:** The applicant is responsible for the following **public notification** process unless the applicant has requested that staff manage this process as outlined in **item 7** above:
- a. Not less than fifteen (15) days and not more than forty-five (45) days prior to the scheduled date of the public hearing being the final action by the City Council and not less than ten (10) days prior to the Planning Commission meeting, a **notice of public hearing** shall be published in the legal notice section of the Daily Tribune newspaper within the City of Cartersville. Such notice shall state the application file number, and shall contain the location of the property, its area, owner, current zoning classification, and the proposed zoning classification. Such notice shall include both the Planning Commission and the City Council meeting dates. (See attached Notice of Public Hearing).
  - b. The applicant, either in person or by first class mail, shall notify **each owner of property adjoining and directly across a street from the property** requesting rezoning. A copy of the notice and proof of mailing shall be provided to the Zoning Administrator. If mailing via USPS, it is recommended to use a Certificate of Mailing form or send via Certified Mail. The Certificate of Mailing form is PS3877 and can be found on the U.S. Post Office website.

If notice of said application and hearing is given in person, the applicant shall furnish to the Zoning Administrator, prior to the scheduled hearing, an acknowledgment of the notice, signed and dated by the person receiving notice and witnessed by an individual other than the applicant. Said notice shall be given no later than ten (10) days prior to the date of the scheduled Planning Commission meeting.

**Refer to the Zoning Code, Article XXI APPEALS, for additional information regarding the appeals process.**

## CONDITIONS VERIFICATION

List the Article(s), Section(s) and Subsection(s) of the Zoning Ordinance for which a variance is requested.

Article \_\_\_\_\_ Section \_\_\_\_\_ Subsection \_\_\_\_\_

Article \_\_\_\_\_ Section \_\_\_\_\_ Subsection \_\_\_\_\_

Article \_\_\_\_\_ Section \_\_\_\_\_ Subsection \_\_\_\_\_

The Board of Zoning Appeals was established to hear and decide appeals where it is alleged there is error in any order, requirement, decision, or determination made by the zoning administrator in the enforcement of the zoning ordinance. The Board has the power to hear requests for variances from the provisions of the zoning ordinance, Article XXI APPEALS. See Section 21.3 for additional information pertaining to conditions.

To assist staff and the Board of Zoning Appeals in the analysis of the variance application, please check all of the following conditions that apply to your variance request:

1. \_\_\_\_\_ The property is exceptionally narrow, shallow or unusually shaped,
2. \_\_\_\_\_ The property contains exceptional topographic conditions,
3. \_\_\_\_\_ The property contains other extraordinary or exceptional conditions; and
4. \_\_\_\_\_ There are other existing extraordinary or exceptional circumstances; and
5. \_\_\_\_\_ The strict application of the requirements of this ordinance would result in practical difficulties to, or undue hardship upon, the owner of this property;
6. \_\_\_\_\_ The requested variance relief may be granted without substantially impairing the intent and purpose of this ordinance

Additional Comments by Applicant: \_\_\_\_\_

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# CARTERSVILLE NEWSPAPERS

• The Daily Tribune • The Herald-Tribune • The North Bartow News

P.O. Box 70 • 251 S. Tennessee Street  
Cartersville, GA 30120 • Phone 770-382-4545

A Division of Cleveland Newspapers, Inc.

Fax No. 770-382-2711

Email: classifieds@daily-tribune.com

TO WHOM IT MAY CONCERN:

The planning commission notice you have just received needs to be brought to The Daily Tribune News office no later than 5 p.m. Monday the week the ad is scheduled to run (legal notices run on Thursday of each week). That is the **absolute deadline** for receiving the ads, but you may bring the ad in before that time.

The cost for publishing the ad that is required to run one time, is \$30.00. This must be paid in its entirety when you bring the ad to us. We accept Visa, Mastercard, American Express, cash and checks.

Due to the volume of legal notices sent to us, we would appreciate your cooperation in getting your required paperwork to us in a timely manner.

**Mindy Salamon**

Classified Advertising

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## Public Notice Information

The attached public notice form entitled "Advertisement of Public Hearing" shall be completed and published once in the Legal Notices section of the City of Cartersville Daily Tribune newspaper by the applicant no less than fifteen (15) days prior to the scheduled Planning Commission meeting and no more than forty-five (45) days prior to the second reading and public hearing by the City Council.

This public notice form shall be mailed to all adjoining property owners as well as property owners directly across a street from the property with which the hearing is concerned no less than fifteen (15) days prior to the scheduled Planning Commission meeting and no more than forty-five (45) days prior to the second reading and public hearing by the City Council.

Proof that the public notice was advertised in the newspaper and proof that notice was served upon all adjoining property owners (Certificate of Mailing) shall be provided to the Zoning Administrator prior to the date of the Planning Commission meeting.

**NOTICE OF PUBLIC HEARING**

The City of Cartersville Board of Zoning Appeals will hold a public meeting on \_\_\_\_\_ at 4:30 p.m. in the City Hall Council Chambers, 3rd Floor, City Hall at 10 North Public Square, Cartersville, Georgia, 30120.

The Board of Zoning Appeals will review an application by \_\_\_\_\_ (name of applicant) of \_\_\_\_\_ (applicant address) for property located at \_\_\_\_\_ in Land Lot(s) \_\_\_\_\_ of the \_\_\_\_\_ District, \_\_\_\_\_ Section, in the \_\_\_\_\_ zoning district. Property contains approximately \_\_\_\_\_ acres.

Applicant requests a variance to \_\_\_\_\_

Please contact the City of Cartersville Planning & Development Department at City Hall, 2nd Floor, 10 North Public Square, Cartersville, Georgia 30120 or (770) 387-5600 to receive information on the filing.

If you have interest in the proposed variance as stated above, you are encouraged to attend the meeting as stated herein.

CITY OF CARTERSVILLE

Case # \_\_\_\_\_

**LIST OF ADJACENT PROPERTY OWNERS**

The following are all of the individuals, firms, or corporations owning property on the sides, rear, and in front of (across street from) the subject property:

	<u>NAME</u>	<u>ADDRESS</u>
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____
6.	_____	_____
7.	_____	_____
8.	_____	_____
9.	_____	_____
10.	_____	_____
11.	_____	_____
12.	_____	_____
13.	_____	_____
14.	_____	_____
15.	_____	_____

Attach additional names if necessary.

(Indicate property owned by the above persons on plat accompanying this application.)

# City of Cartersville Hearing Schedule 2019

## Board of Zoning Appeals

All meetings are held in the City Hall Council Chambers  
10 N. Public Square  
3rd Floor City Hall

<b>Application Filing Date</b>	<b>Public Notice To Run In Newspaper</b>	<b>Meeting Date 5:30 PM</b>
November 23	December 20	January 14, 2019
January 4	January 24	February 18
February 1	February 21	March 18
March 1	March 28	April 22
April 5	April 25	May 20
May 3	May 23	June 17
May 31	June 27	July 15
July 5	July 25	August 12
August 9	August 29	September 23
September 6	September 26	October 21
October 4	October 24	November 18
November 1	November 21	December 16
November 22	December 19	January 13, 2020

**In 2019, Thanksgiving Holidays are Thursday-Friday, 11/28-29th.**