

**City of Cartersville**  
**Application for Administrative Variance**

**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 _____
Acreege _____ Land Lot(s) _____ District(s) _____ Section(s) _____
Location of Property: _____ (street address, nearest intersections, etc.)
Description of Variance Request: _____ _____ (attach additional statement as necessary)

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

**REQUIREMENTS FOR FILING  
AN APPLICATION FOR ADMINISTRATIVE 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 and ROW lines with dimensions, location of buildings and other structures, utilities, 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 6 below.
- 6. Filing Fee:** If the administrative 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 **\$20.00** which covers 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 6** above:

- a. 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.

**For additional information on Administration Variances, see:**

*ARTICLE XIX. INTERPRETATION, ADMINISTRATIVE ACTION, AND ENFORCEMENT*

*Sec. 19.1. Interpretation.*

*Sec. 19.2. Administrative Variance.*

**CONDITIONS VERIFICATION FORM**  
**ADMINISTRATIVE VARIANCE**

List the Article(s), Section(s) and Subsection(s) of the Zoning Ordinance that is being appealed.

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

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

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

**Sec. 19.2. Administrative Variance.**

*The zoning administrator is authorized by this chapter to consider an appeal for an Administrative Variance to reduce development standards and/or parking requirements by up to and including thirty percent (30%). In rendering his or her decision, the director shall consider preexisting topographic, geological, hydrological, lot layout, or environmental factors.*

**Sec 19.2, par.7:**

*Such administrative variance may be granted in an individual case upon a finding by the zoning administrator that one or more of the following [conditions] exist. Please check the item(s) that apply to your variance appeal:*

- 1. \_\_\_\_\_ There are extraordinary and exceptional conditions pertaining to the particular piece of property in question because of its size, shape, or topography;
- 2. \_\_\_\_\_ The application of these regulations to this particular piece of property would create a practical difficulty or unnecessary hardship;
- 3. \_\_\_\_\_ Such conditions are peculiar to the particular piece of property involved;
- 4. \_\_\_\_\_ Relief, if granted, would not cause substantial detriment to the public good or impair the purposes and intent of these regulations, provided, however, that no variance may be granted for a use of land or building or structure that is prohibited by this chapter;
- 5. \_\_\_\_\_ A literal interpretation of this chapter would deprive the applicant of any rights that others in the same district are allowed.

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

**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.)

**NOTICE TO ADJACENT PROPERTY OWNERS**

The City of Cartersville has received an application for an administrative variance by \_\_\_\_\_ (*name of applicant*) of \_\_\_\_\_ (*applicant address*) for property located at \_\_\_\_\_ (address), Land Lot \_\_\_\_\_ of the \_\_\_\_\_ District, \_\_\_\_\_ Section, in the \_\_\_\_\_ zoning district. Said property contains approximately \_\_\_\_\_ acres.

The applicant requests an administrative variance to \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The reason for the request is \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

CITY OF CARTERSVILLE

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