

**INSTRUCTIONS 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, 2nd 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:** **Not required if city staff will manage the public notice process.** 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 thirty (30) days and not more than forty-five (45) days prior to the scheduled date of the public hearing by the Board of Zoning Appeals, 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, the variance request and the meeting date, time and place. (See attached Notice of Public Hearing).
 - b. The applicant shall notify each property owner adjoining the property for which the variance is sought and the property owner of the property for which the variance is being sought by mailing to each property owner a **notice of public hearing** by first class mail, with proof of mailing obtained from the Post Office. 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.

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

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 _____	Parcel ID No. _____
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.**

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: _____

Public Notice
Effective January 7, 2022

- The Cartersville Daily Tribune News is a 3 day per week newspaper- Tuesday, Thursday and Saturday.
- Legal ads run on Thursday.
- The legal ad submittal deadline is Monday, 5pm, to run on Thursday of that same week.
- 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 submit the ad to the newspaper. They accept Visa, Mastercard, American Express, cash and checks.
- Contact the newspaper to confirm hours of operation and to answer any questions about the ad submittal.

Cartersville Daily Tribune 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

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
(Not required if City mails public notices)

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 2023

Board of Zoning Appeals

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

Application Filing Date- Friday 5pm	Deadline for Newspaper to receive Public Notice - Monday 5pm	Public Notice To Run In Newspaper	Meeting Date 5:30 PM
(1) November 28		December 22, 2022	January 12, 2023
(2) December 23, 2022		January 19, 2023	February 9, 2023
January 27, 2023		February 16	March 9
February 24		March 23	April 13
March 24		April 20	May 11
April 28		May 18	June 8
May 26	June 5	June 8	July 13
June 9	July 3	July 6	August 10
July 14	August 7	August 10	September 14
August 11	September 1 (Friday)	September 7	October 12
September 8	October 2	October 5	November 9
October 13	November 6	November 9	December 14
November 13 (Monday)	December 4	December 7	January 11, 2024
December 8	December 29 (Friday)	January 4, 2024	February 8, 2024

(1) November 28th is the Monday after the Thanksgiving holiday

(2) December 23th is the Friday before the Christmas holiday

* Effective July 1, 2023, all variance public notices must run 30 days prior to the scheduled meeting per amendments to the GA Zoning Procedures Law, OCGA Title 36, Chapter 66, approved 7/1/22.