

## APPLICATION INTAKE

In Person: 8:00 am – 4:30 pm

By Email: [planningandzoning@roswellgov.com](mailto:planningandzoning@roswellgov.com)



### VARIANCE APPLICATION

#### Request to Board of Zoning Appeals or Administrative

#### Application Number:

Before submitting an application, please contact Planning and Zoning to determine if a pre-application meeting is required.

To request a meeting email [planningandzoning@roswellgov.com](mailto:planningandzoning@roswellgov.com) or call 770-817-6720

#### PROJECT DESCRIPTION

List of variance request(s):

Project Address:

PIN:

#### CONTACTS

<b>Owner</b>	Name/Company Name:		
	Address:		
	City:	State:	Zip:
	Email:	Phone:	
<b>Applicant/ Representative</b>	Name/Company Name:		
	Address:		
	City:	State:	Zip:
	Email:	Phone:	
	Email:	Phone:	

*I hereby certify that all information provided herein is true and correct.*

Applicant's Signature

Date



**HOW TO REQUEST A VARIANCE BEFORE THE BOARD OF ZONING APPEALS**

If you cannot meet all the standards and regulations of the *Roswell Unified Development Code*, you may present your request for a Variance before the Board of Zoning Appeals. A Variance is a relaxation of the strict terms of the Unified Development Code (such as height, setbacks, parking or other regulations) for a specific property, to permit construction that would otherwise be prohibited because of the particular physical surroundings, shape or topographical conditions. Variances are covered in the Section 13.11 "Variance" of the *Roswell Unified Development Code*.

You must present your request to the Board in the form of a hardship that you will experience if the strict application of the zoning regulation is enforced. In granting a Variance, the Board of Zoning Appeals may impose requirements and conditions to protect adjacent properties and the public interest. Any application for a Variance must be supported by written verification of that:

- There are extraordinary and exceptional conditions or practical difficulties pertaining to the particular piece of property in question because of its size, shape or topography that are not applicable to other lands or structures in the same district.

In making this determination, the Board of Zoning Appeals considers the following criteria:

- A literal interpretation of the provisions of this UDC would effectively deprive the applicant of rights commonly enjoyed by other properties of the district in which the property is located.
- Granting the Variance requested will not confer upon the property of the applicant any special privileges that are denied to other properties of the zoning district in which the property is located.
- The requested Variance will be in harmony with the purpose and intent of this UDC and will not be injurious to the neighborhood or to the general welfare.
- The special circumstances are not the result of the actions of the applicant.
- The Variance requested is the minimum variance that will make possible the proposed use of the land, building, or structure.
- The Variance does not permit a use of land, buildings or structures, which are not permitted by right in the zoning district.
- The Variance does not reduce the lot size below the minimum lot size allowed in the zoning district.
- The variance does not increase the maximum allocation of sign area or the maximum area of an allowed sign type.

**REQUESTING AN ADMINISTRATIVE VARIANCE**

An **Administrative Variance** is similar to a Variance in that it also grants relief from the strict requirements of the *Unified Development Code*. An Administrative Variance does not require a public hearing. The Zoning Director may "administratively" vary or waive any of the certain requirements as outlined in Section 13.9 of the *Unified Development Code*.

Details are covered on the Variance Checklist.



### VARIANCE CHECKLIST

1. Completed and signed application form.
2. Payment of applicable fee.
3. Letter of Intent:
  - Describing the requested variance(s); and
  - Describing how the proposed action meets the criteria for granting of a variance as established in Article 13.11.17 of the Roswell Unified Development Code.
4. One to-scale copy of a survey sealed by a surveyor or a site plan, which must contain the required items related to the variance request.
  - Metes, bounds, and dimensions;
  - Bearings and distances;
  - Current zoning of subject property;
  - Property lines;
  - Existing buildings and structures including retaining walls;
  - Existing parking; and
  - Topographical information (significant man-made and natural features, streams, stream buffers, historic and archaeological sites)
  - Total site area [SF and acreage];
  - Existing building footprint and proposed building footprint;
  - Proposed building and structures, including retaining walls;
  - Proposed setbacks;
  - Proposed parking; and
  - Other information required by the Planning and Zoning Director
5. If a sign variance is requested, please provide the following:
  - Color rendering of the proposed sign, drawing to scale (architect, sign contractor, or engineer) with sign dimensions (height and width)
6. **Digital copy of all required documentation.**

### ADMINISTRATIVE VARIANCE CHECKLIST

1. Provide the proposed site plan with proposed request containing:
  - Printed name(s) of abutting property owner(s);
  - Address of the abutting property owner
2. **Digital copy of all required documentation.**

Once the application is submitted, per Unified Development Code Section 13.9.6, a letter will be sent to each abutting property owner regarding the requested variance. Each owner will have ten (10) calendar days from the date the notice is received to object to the request by sending the objection in writing to the Planning and Zoning Director.



**ALL APPLICATIONS MUST BE REVIEWED AND APPROVED BY ALL CITY DEPARTMENTS BEFORE BEING ADVERTISED AND PLACED ON AN AGENDA**

**Per Section 13.3.4 of the Unified Development Code, signs must be posted and advertisements must be published a minimum of thirty (30) days prior to the variance hearing.**

The Board of Zoning Appeals (BZA) meetings are held in City Hall Council Chambers at 7:00 PM on the 2nd Tuesday of each month. Council Chambers are located on the 2nd floor of City Hall located at 38 Hill Street.

2023 BOARD OF ZONING APPEALS MEETING DATES
Tuesday, January 10, 2023
Tuesday, February 14, 2023
Tuesday, March 14, 2023
Tuesday April 11, 2023
Tuesday, May 9, 2023
Tuesday, June 13, 2023
Tuesday July 11, 2023
Tuesday, August 8, 2023
Tuesday, September 12, 2023
<b>**Thursday, October 12, 2023</b> <b>** Meeting Date moved due to Columbus day**</b>
Tuesday, November 14, 2023
No December 2023 Meeting

<b>City of Roswell Fee Schedule</b>	
Non-residential	\$350
Each additional variance non-residential	\$100
Residential	\$250
Each additional variance residential	\$50
Application for Administrative Variance	\$25
Advertisement fees	\$100/ ad and \$90/ sign (Parcels with two road frontages will require 2 signs)