

APPLICATION INTAKE

In Person: 8:00 am – 4:30 pm

By Email: planningandzoning@roswellgov.com



STREAM BUFFER VARIANCE APPLICATION
Request to Board of Zoning Appeals or Administrative

Application Number:

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

To request a meeting, email engineering@roswellgov.com or call 770-641-3780

PROJECT DESCRIPTION

List of variance request(s):

Project Address:

PIN:

CONTACTS

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

- When a property's shape, topography or other physical conditions existing at the time of the adoption of this ordinance prevents land development unless a buffer variance is granted.
- Unusual circumstances when strict adherence to the minimal buffer requirements in the ordinance create an extreme hardship.

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.
- The shape, size, topography, slope, soils, vegetation and other physical characteristics of the property.
- The locations of all streams on the property, including along property boundaries.
- The location and extent of the proposed buffer or setback intrusion.
- Whether alternative designs are possible which require less intrusion or no intrusion.
- The long-term and construction water-quality impacts of the proposed variance.
- Whether issuance of the variance is at least as protective of natural resources and the environment.

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 Engineering Director may "administratively" vary or waive any of the certain requirements as outlined in Section 12.2.3.B 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.
 - **The locations of all existing and proposed structures and other impervious cover, the limits of all existing and proposed land disturbance, both inside and outside the buffer and setback. The exact area of the buffer to be affected shall be accurately and clearly indicated.**
 - Documentation of unusual hardship should the buffer be maintained.
 - A calculation of the total area and length of the proposed intrusion.
 - A stormwater management site plan, if applicable.
 - **Proposed mitigation, if any, for the intrusion. If no mitigation is proposed, the request must include an explanation of why none is being proposed.**
 - Other information required by the Engineering Director.
5. **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.**



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.

2024 BOARD OF ZONING APPEALS MEETING DATES
Tuesday, January 9, 2024
Tuesday, February 13, 2024
Tuesday, March 12, 2024
Tuesday April 9, 2024
Tuesday, May 14, 2024
Tuesday, June 11, 2024
Tuesday July 9, 2024
Tuesday, August 13, 2024
Tuesday, September 10, 2024
Tuesday, October 8, 2024
Thursday, November 14, 2024 <i>*Meeting moved due to Veterans' Day</i>
No December 2024 Meeting

City of Roswell Fee Schedule	
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 <i>*applicant is responsible for posting public hearing sign</i>