



SANDY SPRINGS™
GEORGIA

ADMINISTRATIVE VARIANCE APPLICATION

Application checklist:

Page No.	Item	Completed/ Included in Submittal
1	Project Information Sheet	<input type="checkbox"/>
2 - 3	Authorization Forms	<input type="checkbox"/>
	Additional requirements:	
4	Letter of Intent	<input type="checkbox"/>
4	Variance Analysis	
5	Chattahoochee River Corridor Certificate	<input type="checkbox"/> or N/A <input type="checkbox"/>
5	Site Plan and Legal Description	<input type="checkbox"/>
6	Fee schedule	<input type="checkbox"/>

Provide also:

All the documents electronically (CD/DVD, thumb drive or via email) Note: The Legal Description must be in a Word document	<input type="checkbox"/>
Site plan: one (1) copy on 11"x17"	<input type="checkbox"/>

The Director reserves the right to request additional information deemed necessary to analyze the request. Incomplete applications will not be accepted.

Planner's initials: _____



Case No.: _____

Planner's initials: _____

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PROJECT INFORMATION SHEET

PROPERTY	Address(es):	
	Parcel Tax ID:	
	Land Lot(s):	Land District(s):
	Total acreage:	Council district:
	Current zoning:	Current use:
	Character area:	

APPLICATION	Detailed request (include Code/Ordinance Section No.):	
	Petitioner:	
	Petitioner's address:	
Phone:	Email:	

OWNER	Property owner:	
	Owner's address:	
	Phone:	Email:
	Signature (authorizing initiation of the process):	
	<i>If the property is under contract and the owner is unavailable to sign, provide a copy of the contract</i>	

- TO BE FILLED OUT BY P&Z STAFF -

Application date:
ADDITIONAL INFORMATION NEEDED:



AUTHORIZATION FORM – PART I

A- The property owner must fill out the following section and have it notarized. If a property has multiple owners, each owner must separately fill out a copy of the authorization form.

Owner states under oath that he/she is the owner of the property described in the attached legal description, which is made part of this application.	
Owner's name:	Sworn and subscribed before me this day of _____ 20____ Notary public: _____ Seal: Commission expires:
Address:	
City, State, Zip Code:	
Email address:	
Phone number:	
Owner's signature:	

B- If the applicant is *not* the owner of the subject property:
Fill out the following section, check the appropriate statement and have it notarized.

Applicant states under oath that:	
<input type="checkbox"/> He/she is the executor or Attorney-in-Fact under a Power-of-Attorney for the owner (<i>attach a copy of the contract</i>); or <input type="checkbox"/> He/she has an option to purchase the subject property (<i>attach a copy of the contract</i>); or <input type="checkbox"/> He/she has an estate of years which permits the applicant to apply (<i>attach a copy of the lease</i>)	
Applicant's name:	Sworn and subscribed before me this day of _____ 20____ Notary public: _____ Seal: Commission expires:
Company name:	
Address:	
City, State, Zip Code:	
Email address:	
Applicant's signature:	



AUTHORIZATION FORM – PART II

C- If an agent or attorney will represent the owner and/or the applicant:
Fill out the following section and have it notarized.

Agent's name:
Company name:
Address:
City, State, Zip Code:
Email address:
Phone number:
Agent's signature
Applicant's signature:

Sworn and subscribed before me this
_____ day of _____ 20 _____
Notary public: _____
Seal:
Commission expires:

ADDITIONAL REQUIREMENTS

Letter of Intent
Required for all cases
Address the following in detail, on a separate sheet: <ol style="list-style-type: none">1. Requested variance(s)2. Factual details about the proposed development:<ul style="list-style-type: none">• Number and size of buildings, square footage of gross floor area of nonresidential uses;• Type and number of residential units;• Number of employees and customers, hours of operation, number of classrooms, etc.3. Alternative designs explored:<ol style="list-style-type: none">a. Provide the details of alternative designs that could reduce the need for a variance;b. Explain why the alternatives were rejected; <ul style="list-style-type: none">• If no alternative was explored, explain why.

Variance Analysis (Sec. 11.6.1)
Required for all cases
Explain in detail, on a separate sheet, and for <u>each</u> variance request how: <ol style="list-style-type: none">1. There are practical (not financial) difficulties pertaining to the particular piece of property in question because of its size, shape, or topography; and2. The requested variance will be in harmony with the purpose and intent of this Development Code and will not be injurious to the neighborhood or to the general welfare; and3. The variance requested is the minimum variance that will make possible the proposed use of the land, building, or structure. <p>Note: The general purpose and intent of the Development Code (Sec. 1.1.5) includes:</p> <ul style="list-style-type: none">• Ensuring conservation of land and natural resources;• Promoting the preservation and enhancement of tree canopy in residential areas;• Guiding reinvestment in established neighborhoods that preserves and reinforces their unique characteristics;• Promoting development along transit corridors that enhances their function as mixed-use, walkable centers that serve surrounding residential neighborhoods;• Providing standards for compatible transitions of use, building scale, and height between existing and new development;• Providing building and site design standards that address the public aspects of private development and how building form, placement, and uses contribute to the quality of the public realm;• Providing parking and access standards that appropriately balance pedestrian and vehicular needs and result in safe pedestrian environments of the highest quality.• Promoting quality landscape and building design that advance the function and beauty of Sandy Springs;• Providing clear regulations and processes that result in predictable, efficient, and coordinated development review;• Promoting conservation of land, energy, and natural resources;• Promoting sustainable building and site design practices;• Promoting diverse housing options along the City's major corridors and within its nodes.• Providing standards for interconnected streets and development patterns that support all modes of travel (walking, bicycling, public transit, driving);

Chattahoochee River Corridor Certificate
Required for properties located within the Chattahoochee River Corridor (within 2,000' from the river)
Contact Sandra Dewitt, City Arborist: (770) 206-1569 or sdewitt@sandyspringsga.gov

Survey and Plan	
Required for all cases	
Provide one (1) copy printed on 11"x17" paper; also include in electronic package. The site plan must include, at a minimum, the following:	
Basic Info	<input type="checkbox"/> Key and/or legend, site location map with North arrow, and scale; <input type="checkbox"/> Layout and minimum lot size of proposed single family residential lots; <input type="checkbox"/> Location of overhead and underground electrical and pipeline transmission/conveyance lines; <input type="checkbox"/> Required and/or proposed setbacks; <input type="checkbox"/> Location of the requested variance(s) with associated dimensions;
Roads	<input type="checkbox"/> Existing and proposed new dedicated and future reserved rights-of-way of all streets, roads, and railroads adjacent to and on the subject property; <input type="checkbox"/> Posted speed of existing streets; <input type="checkbox"/> Proposed streets on the subject site;
Improvement	<input type="checkbox"/> Existing buildings with square footages and heights (stories), wells, driveways, fences, cell towers, and any other structures or improvements on the subject property; <input type="checkbox"/> Location of proposed buildings with total square footage; Required landscape strips, undisturbed buffers, and any other natural areas as required or proposed; <input type="checkbox"/> Required and proposed parking spaces; and loading and unloading facilities;
Environmental	<input type="checkbox"/> 100 year floodplain horizontal limits and flood zone designations as shown on survey or Federal Emergency Management Agency Flood Insurance Rate Maps; <input type="checkbox"/> Lakes, streams, and waters on the subject site and associated buffers; <input type="checkbox"/> Proposed stormwater management facilities; <input type="checkbox"/> Community wastewater facilities including preliminary areas reserved for septic drain fields and points of access; <input type="checkbox"/> Availability of water system and sanitary sewer system; <input type="checkbox"/> Tree lines, woodlands and open fields on the subject site; <input type="checkbox"/> Wetlands shown on the GIS maps or survey.

FEE SCHEDULE

Type	Adopted Fee	
Administrative Variance	For property zoned:	
	RE-, RD- PK, CON	\$300 + \$100/each additional request
	RU-, RT-, RM-, RX- ON-, OX-, CX-, SX-, TX-, CS-, IX-, CC-, PR-, PX-, PM-	\$400 + \$100/each additional request
Revisions to a filed application	Administrative Variance	\$250
<i>Notes:</i> <ul style="list-style-type: none"> • <i>Debit and credit card transactions are subject to a 5% surcharge</i> • <i>All fees are based on each request</i> 		