



SANDY SPRINGS™
GEORGIA

**STREAM BUFFER
VARIANCE APPLICATION**

Application Checklist:

Page No.	Item	Completed/ Included in Submittal
1	Project Information Sheet	<input type="checkbox"/>
2-3	Detailed Process and Instructions	N/A
4-5	Authorization Forms	<input type="checkbox"/>
6	Letter of Intent	<input type="checkbox"/>
6	Variance Analysis	<input type="checkbox"/>
6	Chattahoochee River Corridor Certificate	<input type="checkbox"/> or N/A <input type="checkbox"/>
7	Stormwater Management Plan	<input type="checkbox"/> or N/A <input type="checkbox"/>
7	Georgia Environmental Protection Division Approval	<input type="checkbox"/> or N/A <input type="checkbox"/>
7-8	8½" x 11" copy of Survey	<input type="checkbox"/>
7-8	8½" x 11" copy of Site Plan	<input type="checkbox"/>
7-8	11" x 17" copy of Survey	<input type="checkbox"/>
7-8	11" x 17" copy of Site Plan	<input type="checkbox"/>
7-8	Two (2) full-scale copies of Survey	<input type="checkbox"/>
7-8	Two (2) full-scale copies of Site Plan	<input type="checkbox"/>
7	8½" x 11" copy of Legal Description (must be in Word format)	<input type="checkbox"/>
8	Mitigation Plan	<input type="checkbox"/>
	11" x 17" copy of Elevations and/or Sections	<input type="checkbox"/> or N/A <input type="checkbox"/>
9	Meeting Schedule	N/A
9	Fee Schedule	N/A
10	Sign Specifications	N/A
9	Fee Payment	<input type="checkbox"/>
	All documents in electronic form (jump drive)	<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: _____



SANDY SPRINGS™
GEORGIA

Case No.: _____
Planner's initials: _____

PROJECT INFORMATION SHEET

PROPERTY	Address(es):	
	Parcel Tax ID:	
	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, provide a copy of the contract</i>	

- TO BE FILLED OUT BY P&Z STAFF -

Pre-Application Meeting date:	Anticipated application date:
Anticipated BOA date:	
ADDITIONAL INFORMATION NEEDED:	

DETAILED PROCESS & INSTRUCTIONS

Legend: “□” and “o”: action required by applicant
“•”: for information only

<p><u>Before the Pre-Application Meeting:</u></p> <ul style="list-style-type: none">□ Read this application packet in its entirety.□ Consult the Sandy Springs Development Code (available online at https://library.municode.com/ga/sandy_springs/codes/development_code).□ Fill out the Project Information Sheet of this application packet.□ Prepare a sketch plan to scale of the proposed project.□ Obtain written permission from the property owner to pursue the project. If the property is under contract, provide a copy of the contract at the Pre-Application Meeting.□ Contact a Planner at pz@sandyspringsga.gov or (770) 730-5600 to schedule the Meeting.
<p><u>Pre-Application Meeting:</u></p> <ul style="list-style-type: none">□ The Pre-Application Meeting must take place at least two (2) weeks (but no more than two (2) months) before the application filing date.
<p><u>Filing:</u></p> <ul style="list-style-type: none">□ Contact the Lead Planner prior to coming to the office.□ Complete the rest of the application packet and submit a complete application to the Department.□ Bring payment (check or card, verify the amount with the Lead Planner beforehand, +5% card charge; see p.9).• Applications are due by 4:00 PM on the first Tuesday of each month. No more than five (5) new applications, all types included, will be accepted each month.• Staff will initiate review, ask for more information if needed (at which point the application may be placed on administrative hold), and send an Initiation Letter.
<p><u>Before the Board of Appeals (BOA) Meeting:</u></p> <ul style="list-style-type: none">• Any revision to the application is due at least twenty-one (21) days prior to the scheduled BOA Meeting, to allow time for proper revision by Staff and legal advertisement.• A stormwater concept plan and/or corresponding meeting may be required depending on the scope of work of the particular project or request.• The Staff Report, including the recommendation, will be posted on the City website at least one (1) week prior to the BOA Meeting.• Staff will publish a legal ad in the newspaper.□ Order and post signage on the subject property (see p. 10) at least fifteen (15) days prior to the BOA Meeting before 8:30 AM. Send date-stamped pictures of the signage once in place to the Lead Planner.□ Mail written notice to property owners within 500’ at least fifteen (15) days prior to the BOA Meeting. Use Staff’s mailing template.

Board of Appeals (BOA) Meeting:

- Staff will briefly introduce your request and present its recommendation.
- ☐ You will have ten (10) minutes to present your case to the BOA, including any supporters speaking in favor of your request. You may save any remaining time for rebuttal to the opposition.
- The opposition will also have ten (10) minutes to speak.
- BOA will discuss and render its decision. BOA may approve, approve with conditions, defer or deny the request.

Typical sequence of events

See p.9 for Meeting schedule

Week (approx.)	Activity & Timeframe
1	Pre-Application Meeting: Between two (2) weeks and two (2) months prior to filing deadline
3-4	Filing: Before 4:00 PM, 1st Tuesday of the month
4	Initial review and Initiation Letter: One (1) week after the filing deadline
4-5	Revised application, if necessary: At least twenty-one (21) days prior to BOA
4-5	Advertising, signs, and letters: At least fifteen (15) days prior to BOA
5-6	Staff Report production
7-8	BOA Meeting: 2 nd Tuesday of the month*
7-8	Decision Letter: A few days after BOA (max. seven (7) days)

*Typically

Failure to complete any of these events within the above timeframe may result in an administrative hold, and the case will be rescheduled to a future filing cycle.



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:	
Phone number:	
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. Factual details about the site: shape, topography, slope, vegetation, soils, and other physical characteristics of the property4. Mitigation and restoration strategy: phasing and timeline, construction methodology, equipment used, calculations, etc.5. Alternative design explored:<ul style="list-style-type: none">• Provide the details of alternative design(s) that could reduce the need for a Variance;• Explain why the alternatives were not selected;• If no alternative was explored, provide an explanation.

Variance Analysis (Sec. 9.2.4.B.)
Required for all cases
Explain in detail, on a separate sheet, and for <u>each</u> Variance requested how: <ol style="list-style-type: none">a. The property's shape, topography or other physical conditions existing on December 12, 2005 prevent land development unless a buffer or setback Variance is granted;b. Unusual circumstances when strict adherence to the minimal buffer and setback requirements would create an extreme hardship. <p>Notes:</p> <ul style="list-style-type: none">• Variances will not be considered when actions of any property owner of a given property after December 12, 2005 have created conditions of a hardship on that property.• The following factors will be considered by the BOA in determining whether to issue a Variance:<ol style="list-style-type: none">a. The shape, size, topography, slope, soils, vegetation and other physical characteristics of the property;b. The locations of all state waters, wetlands, floodplain boundaries and other natural features on the property, including along property boundaries, as determined by field survey;c. The location and extent of the proposed buffer or setback intrusion;d. Whether alternative designs are possible which require less intrusion or no intrusion;e. The long-term and water quality impacts of the proposed Variance; andf. Whether issuance of the Variance is at least as protective of natural resources and the environment.

Chattahoochee River Corridor Certificate
Required for properties located within the Chattahoochee River Corridor (within 2,000 feet of the river)
Contact Madalyn Smith, Planner I: 770-206-2077 or madalyn.smith@sandyspringsga.gov

Stormwater Management Plan
Contact Jon Amsberry, City Engineer, at (770) 206-1514 or jamsberry@sandyspringsga.gov .

Georgia Environmental Protection Division Approval
Required for Variance petitions to the 25' state waters buffer
<input type="checkbox"/> Variance Application <input type="checkbox"/> Approval letter from EPD

Survey and Site Plan	
Required for all cases	
Provide one (1) copy printed on 11" x 17" paper, and two (2) copies printed to scale no larger than 30" x 42"; also include in the electronic package.	
The survey and site plan must include, at a minimum, the following:	
Basic Information	<input type="checkbox"/> Legal description (metes and bounds; should also be submitted as a separate document) <input type="checkbox"/> Key and/or legend, site location map with North arrow, and scale <input type="checkbox"/> Boundary survey of the subject property, which includes dimensions along property lines that match the metes and bounds of the subject property's written legal description, and clearly indicates the point of beginning <input type="checkbox"/> Acreage of the subject property <input type="checkbox"/> Location of the subject property's land lot lines and identification of land lots <input type="checkbox"/> Current zoning of the subject site and adjoining properties <input type="checkbox"/> Layout and minimum lot size of proposed single family residential lots <input type="checkbox"/> Topography (surveyed or City) on the subject site and adjacent property within two hundred (200) feet as required to assess runoff effects <input type="checkbox"/> Location of overhead and underground electrical and pipeline transmission/conveyance lines <input type="checkbox"/> Required and/or proposed setbacks, landscape strips, and/or buffers <input type="checkbox"/> Location of the requested Variance(s) with 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 <input type="checkbox"/> Entrance sight distance profile assuming the driver's eye at a height of 3.5' (see City's Technical Manual)

Improvements	<input type="checkbox"/> Existing buildings with square footages and heights (stories), driveways, fences, cell towers, and any other structures or improvements on the subject property																				
	<input type="checkbox"/> Existing buildings with square footages and heights (stories), wells, driveways, fences, cell towers, and any other structures or improvements on adjacent properties within 400' of the subject site based on the City's aerial photography or an acceptable substitute as approved by the Director																				
	<input type="checkbox"/> Location of proposed buildings with total square footage																				
	<input type="checkbox"/> Required landscape strips, undisturbed buffers, and any other natural areas as required or proposed																				
	<input type="checkbox"/> Required and proposed parking spaces; loading and unloading facilities																				
	<input type="checkbox"/> Development Statistics Summary Chart, with % of total site coverage: <ul style="list-style-type: none"> <input type="checkbox"/> Total area of site (acres and sq. ft.) <input type="checkbox"/> Building footprints (sq. ft. and %) <input type="checkbox"/> Parking spaces provided (number of spaces and %) <input type="checkbox"/> Total impervious surface (sq. ft. and %) <input type="checkbox"/> Landscaping (sq. ft. and %) <input type="checkbox"/> Undisturbed area, excluding landscaping (sq. ft. and %) <input type="checkbox"/> Floodplain (acres or sq. ft. and %) 																				
	<input type="checkbox"/> State Waters Buffer Encroachment Chart, example:																				
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Buffer/Impervious Setback</th> <th style="text-align: center;">Existing</th> <th style="text-align: center;">Proposed</th> <th style="text-align: center;">Difference</th> </tr> </thead> <tbody> <tr> <td>State buffer: 0'-25'</td> <td style="text-align: center;">22 sq. ft.</td> <td style="text-align: center;">35 sq. ft.</td> <td style="text-align: center;">+13 sq. ft. +59%</td> </tr> <tr> <td>City buffer only: 25'-50'</td> <td style="text-align: center;">100 sq. ft.</td> <td style="text-align: center;">80 sq. ft.</td> <td style="text-align: center;">-20 sq. ft. -20%</td> </tr> <tr> <td>City setback: 50'-75'</td> <td style="text-align: center;">2 sq. ft.</td> <td style="text-align: center;">10 sq. ft.</td> <td style="text-align: center;">+8 sq. ft. +400%</td> </tr> <tr> <td>Total</td> <td style="text-align: center;">134 sq. ft.</td> <td style="text-align: center;">125 sq. ft.</td> <td style="text-align: center;">-9 sq. ft. -6.7%</td> </tr> </tbody> </table>	Buffer/Impervious Setback	Existing	Proposed	Difference	State buffer: 0'-25'	22 sq. ft.	35 sq. ft.	+13 sq. ft. +59%	City buffer only: 25'-50'	100 sq. ft.	80 sq. ft.	-20 sq. ft. -20%	City setback: 50'-75'	2 sq. ft.	10 sq. ft.	+8 sq. ft. +400%	Total	134 sq. ft.	125 sq. ft.	-9 sq. ft. -6.7%
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Total	134 sq. ft.	125 sq. ft.	-9 sq. ft. -6.7%																		

Mitigation Plan (Sec. 9.2.4.B)	
Required for all cases	
Provide one (1) copy printed on 11" x 17" paper, and two (2) copies printed to scale no larger than 30" x 42"; also include in the electronic package.	
The mitigation plan must include, at a minimum, the following:	
E&SC	<input type="checkbox"/> Area to be disturbed <input type="checkbox"/> Location and width of construction entrance <input type="checkbox"/> Location and type of E&SC and pollution control measure (temporary and permanent)
Planting	<input type="checkbox"/> Plants to be removed chart (common and botanical names, quantity and size) <input type="checkbox"/> Planting plan (must include multiple strata, i.e. grasses, forbs, shrubs, and trees) <input type="checkbox"/> Planting chart (common and botanical names, quantity and size, native/non-native)

The Director reserves the right to request additional information deemed necessary to analyze the request.

MEETING SCHEDULE

Pre-App Meeting Deadline	Filing Deadline (21 Days Prior to BOA Meeting)	Sign Posting Deadline (15 days prior to BOA Meeting)	Board of Appeals Meeting
11/19/2019	12/03/2019	12/27/2019	01/14/2020
12/24/2019	01/07/2020	01/27/2020	02/11/2020
01/21/2020	02/04/2020	02/18/2020	03/04/2020* (Purim)
02/18/2020	03/03/2020	03/17/2020	04/01/2020* (Passover)
03/24/2020	04/07/2020	04/27/2020	05/12/2020
04/21/2020	05/05/2020	05/25/2020	06/09/2020
05/19/2020	06/02/2020	06/29/2020	07/14/2020
06/23/2020	07/07/2020	07/27/2020	08/11/2020
07/21/2020	08/04/2020	08/24/2020	09/08/2020
08/18/2020	09/01/2020	09/28/2020	10/13/2020
09/22/2020	10/06/2020	10/26/2020	11/10/2020
10/20/2020	11/03/2020	11/23/2020	12/08/2020
11/17/2020	12/01/2020	<i>TBD</i>	<i>TBD</i>

FEE SCHEDULE

Type	Adopted Fee	
Stream Buffer Variance	For property zoned:	
	RE-, RD-	\$750 + \$100/each additional request
	RU-, RT-, RM-, RX- ON-, OX-, CX-, SX-, TX-, CS-, IX-, CC-, PR-, PX-, PM- PK, CON	\$850 + \$100/each additional request
Revisions to a filed application	Stream Buffer Variance	\$250
Public Notice	Public Notice (newspaper)	Actual cost
	Readvertisement (newspaper)	Actual cost
Public notice sign for Stream Buffer Variance	Applicant handles	
<i>Notes:</i>		
<ul style="list-style-type: none"> • Debit and credit card transactions are subject to a 5% surcharge • All fees are based on each request 		

SIGN SPECIFICATIONS

For Board of Appeals:

- At least one (1) sign on each public or private street frontage at a point visible from the nearest public or private street, installed parallel to the roadway; in the case of multiple lots, sufficient signs must be posted to provide reasonable notice to interested persons
- Printed on durable material; 8' wide x 4' tall in dimension
- Sign must be removed within 48 hours of final action on the petition
- Provide the following information:

