

**APPLICATION FOR VARIANCE**  
**ZONING DEPARTMENT**  
**BARTOW COUNTY**

(Completed by Zoning Office)

Application Number: \_\_\_\_\_ Date Submitted: \_\_\_\_\_

Fee Amount: \_\_\_\_\_ Application & Fee Received By: \_\_\_\_\_

PLEASE TYPE OR PRINT NEATLY WHEN COMPLETING APPLICATION

**SECTION I. GENERAL INFORMATION**

**All applicants are to complete the following:**

Name of Subject Property Owner: \_\_\_\_\_

Name of Applicant if different from Property Owner: \_\_\_\_\_  
(If applicant different from owner, notarized written permission of owner must be attached hereto.)

Address of Applicant: \_\_\_\_\_  
\_\_\_\_\_

Telephone: Home: \_\_\_\_\_ Work: \_\_\_\_\_

**Subject Property Description:**

Land Lot(s): \_\_\_\_\_ District: \_\_\_\_\_ Section: \_\_\_\_\_

Frontage (feet): \_\_\_\_\_ Depth (feet): \_\_\_\_\_ Area: \_\_\_\_\_ (acres/square feet)

Street Address/ Road Name: \_\_\_\_\_

The subject property deed is recorded in Book \_\_\_\_\_, Page \_\_\_\_\_, in the office of the Clerk of Superior Court, Bartow County.

**All applicants for variances shall please read the following:**

The Board of Zoning Appeals may grant variances from the provisions of this Ordinance, only where by reason of exceptional narrowness, shallowness or shape of a specific piece of property, or where by reason of exceptional topographic conditions or other extraordinary or exceptional conditions of a piece of property, or where by reason of other extraordinary or exceptional circumstances, the strict application of the requirements of this Ordinance would result in practical difficulties to, or undue hardship upon, the owner of this property, and further provided that this relief may be granted without substantially impairing the intent and purpose of this Ordinance. In granting a variance, the Board of Zoning Appeals may attach such conditions regarding the location, character and other features of the proposed building, structure or use as it may deem advisable so that the purpose of this Ordinance will be served, public safety and welfare secured and substantial justice done. However, the Board of Zoning Appeals shall not be authorized to grant a density variance or a use variance to permit a use in a district in which the use is prohibited. The Board shall not grant variances when the hardship was created by the property owner or his predecessor, and shall not grant hardship variances based on shape or topography for lots of record not existing prior to February 21, 1996. *Bartow County Zoning Ordinance, Sec. 14.4.2.*

**Applicants for a Variance shall complete the following:**

Application is hereby made to the Bartow County Board of Zoning Appeals for the purpose of requesting a variance to Article \_\_\_\_\_ Section \_\_\_\_\_ of the Bartow County Zoning Ordinance.

Current Zoning Classification on Subject Property: \_\_\_\_\_

Reason for requested variance: (Be Specific)

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**The following topographic conditions or other exceptional circumstances create a hardship justifying the variance:**

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**Is the Variance for a Place of Worship (\_\_\_), or a Group Home for Persons with a Disability (\_\_\_)?**  
(Indicate which, if applicable)                      Yes \_\_\_\_\_      No \_\_\_\_\_

**Are additional variances necessary to achieve relief?      Yes \_\_\_\_\_      No \_\_\_\_\_**  
**If so, complete one application per section to be varied.**

**SECTION II. PUBLIC NOTICE**

**NOTICE MUST BE PROVIDED to all individuals, firms and/or corporations owning property adjoining the subject property on all sides, including across any road, street or railroad right-of-way, ACCORDING TO THE RECORDS OF THE TAX ASSESSOR ON THE DATE OF THIS APPLICATION. The notice shall include a plat of the property, the purpose of the application, the current zoning and land use classification, the proposed variance, and the date, time, and location of hearing.**

**LETTERS TO ALL ADJOINING PROPERTY OWNERS MUST BE MAILED NO LESS THAN 15 DAYS PRIOR TO THE PLANNING COMMISSION HEARING BY FIRST CLASS MAIL, WITH PROOF OF MAILING OBTAINED FROM THE POST OFFICE. Proof of mailing includes a “certificate of mailing,” (approximate cost \$0.90) or a “certified mail” receipt (approximate cost \$2.30). A copy of each letter and proof of mailing shall be submitted to the Zoning Department prior to the hearing.**

**IF PROOF OF MAILING IS NOT IN ORDER AS REQUIRED BY SECTION 15.3.3, OR IF THE APPLICATION IS NOT COMPLETE FOR OTHER REASONS, THE APPLICATION SHALL BE DEEMED OUT-OF-ORDER AND SHALL BE TABLED FOR ONE MONTH. IF STILL OUT-OF-ORDER THE SECOND MONTH, IT SHALL BE DEEMED WITHDRAWN, AND MAY NOT BE RESUBMITTED FOR CONSIDERATION BY THE PLANNING COMMISSION FOR A PERIOD OF SIX (6) MONTHS FROM THE DATE THAT THE APPLICATION IS DEEMED WITHDRAWN.**

List all adjoining property owners:

<u>NAME</u>	<u>ADDRESS</u>
1) _____	_____
2) _____	_____
3) _____	_____
4) _____	_____
5) _____	_____
6) _____	_____
7) _____	_____
8) _____	_____
9) _____	_____
10) _____	_____

**Indicate property owned by above on copy of plat attached to application.  
(Attach additional sheets if necessary)**

**Application Fee: \$100.00. Applications shall not be accepted without the fee.  
Applicants shall be present at hearings. This application and the accompanying fee must be submitted to the Zoning Administrator no later than three (3) weeks prior to the date that the request is to be considered. See Zoning Schedule.**