

**CITY OF FLOWERY BRANCH**  
**ADMINISTRATIVE VARIANCE APPLICATION**

**Applicant:** is the (check one)     Owner's Agent  
   Contract Purchaser  
   Property Owner

**Owner:**

\_\_\_\_\_  
Name (please print)

\_\_\_\_\_  
Name (please print)

\_\_\_\_\_  
Address

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, Zip Code

\_\_\_\_\_  
City, State, Zip Code

\_\_\_\_\_  
Phone Number(s)                      Fax

\_\_\_\_\_  
Phone Number(s)                      Fax

Corporation: Submit list of officers, directors and major stockholders with name, address and title.

Partnership: Submit list of all partners with name, address and title.

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Present Zoning Classification(s): \_\_\_\_\_

Proposed Use(s): \_\_\_\_\_

Property Location: \_\_\_\_\_ District \_\_\_\_\_ Land Lot \_\_\_\_\_ Block \_\_\_\_\_ Lot \_\_\_\_\_

Property Size: \_\_\_\_\_ Road Frontage \_\_\_\_\_ Feet \_\_\_\_\_

Check one each:     Paved Road or                       Unpaved  
   Public Water or                       Individual Well  
   Public Sewer or                       Individual Septic Tank

As a minimum, the following items are required with submittal of this application.

- Payment of the variance application fee of \$350 Minimum /\$125.00 (per variance). Sign Variance is \$100.00. Make checks payable to City of Flowery Branch.
- A legal description of the property, including a survey. (Original or copy – NO FAX)
- A legal description of the property in electronic format.
- Seven (7) copies of the proposed site plan, and one (1) 8 ½ x 11" reduction of the plan, drawn to scale, showing: The title of the proposed development and the name, address and telephone number of the property owner; The name, address and telephone number of the architect, engineer or other designer of the proposed development; Scale, date, north arrow, and general location map showing relationship of the site to streets or natural landmarks; Boundaries of the subject property, all existing and proposed streets, including right-of-way and street pavement widths, buildings (submit complete elevations), water courses, parking and loading areas, and other physical characteristics of the property and proposed development; Identification of ownership of adjacent property; The location of all setbacks, buffers, greenspace or open space; The location of all existing and proposed utilities; If applicable, all information required by the Zoning Code or Subdivision and Land Development Regulations of the City of Flowery Branch.
- Letter of intent explaining what is proposed. All documents must be folded to 8 ½ x 11".
- Seven (7) stapled or bound copies of this application and all supporting documents, in addition to one (1) unbound application bearing original signatures. All documents must be folded to 8 ½ x 11".
- Applicant's and/or Owner's Certification (Attachment A).
- Completed "Statement of Facts" (Attachment B).
- The names and addresses of adjoining property owners. Names and addresses must be from current Hall County tax index and provided in mailing label form (contact staff for details).

**REASON FOR REQUEST**

Would be in harmony with the character of the neighborhood because \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Would not be detrimental to property or persons in the area because \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Other Comments: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**CONFLICT OF INTEREST DISCLOSURE**

Identify all members of the City Council of the City of Flowery Branch and Employees of the City of Flowery Branch Community Development Department who

(1) Have a property interest in the real property affected by this request

\_\_\_\_\_

(2) Have a financial interest (direct ownership interest) of the total assets or capital stock of a business entity where such ownership interest is more than 10% in any business entity which has a property interest in the real property affected by this request

\_\_\_\_\_

(3) Have a member of the family (spouse, mother, father, brother, sister, son or daughter) having a property financial interest as herein defined, in the real property affected by this request

\_\_\_\_\_

**DISCLOSURE OF CAMPAIGN CONTRIBUTIONS**

List below the names of local government officials of the City of Flowery Branch to whom campaign contributions were made, within two (2) years immediately preceding the filing of this application, which campaign contributions total \$250.00 or more or to whom gifts were made having a total value of \$250.00 or more.

Elected Officials Name

Amount of Description of Gift

\_\_\_\_\_

\_\_\_\_\_

**SIGNATURE(S) OF OWNER(S)**

I/We, the owner(s), submit this application and certify that the information is correct and true to the best of my knowledge.

\_\_\_\_\_  
Owner

\_\_\_\_\_  
Owner

\_\_\_\_\_  
Owner

\_\_\_\_\_  
Notary (required by Zoning Code)

**RECEIPT**

Submission fee for variance received from \_\_\_\_\_  
in the amount of \$ \_\_\_\_\_.

City of Flowery Branch

BY: \_\_\_\_\_  
City Planner

Date: \_\_\_\_\_

**ATTACHMENT A**

**City of Flowery Branch Community Development Department  
Planning and Zoning Division**

**AGENT AUTHORIZATION FORM**

In the event an owner's agent or contract purchaser is filing this application, both of the certifications below must be completed. If the owner is filing the application, only the Owner's Certification must be completed.

**Ownership Certification**

State of Georgia  
County of Hall

I, the undersigned, do hereby certify that I am the owner of the property to be affected by the proposed application to the City of Flowery Branch dated \_\_\_\_\_, 200\_\_\_\_, by virtue of a deed dated \_\_\_\_\_, \_\_\_\_\_, on file in the Office of the Clerk of Superior Court, Hall County, in Deed Book \_\_\_\_\_, Page \_\_\_\_\_.

\_\_\_\_\_  
Owner's Printed/Typed Name

\_\_\_\_\_  
Other Owner's Printed/Typed Name

\_\_\_\_\_  
Owner's Signature      Date: \_\_\_\_\_

\_\_\_\_\_  
Other Owner's Signature      Date: \_\_\_\_\_

**Agent Authorization**

I/We, the undersigned owner(s) of the property involved in this application, do hereby authorize \_\_\_\_\_ to act as Agent in submitting and representing the above identified application in my/our behalf.

\_\_\_\_\_  
Owner's Signature

\_\_\_\_\_  
Other Owner's Signature

I accept this authorization to act on behalf of the above ownership as Agent.

\*\*\*\*\*

**Planning and Zoning**

Received by: \_\_\_\_\_ Date: \_\_\_\_\_

## ATTACHMENT B

### STATEMENTS OF FACT TO BE EXPLAINED BY THE APPLICANT:

Any applicant requesting consideration of an administrative variance shall provide a written justification that one or more of the following condition(s) exist. The Zoning Administrator shall not approve an administrative variance application unless it shall have adopted findings that one or more of the following conditions exist:

- (a) 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;
- (b) A literal interpretation of the provisions of this ordinance would effectively deprive the applicant of rights commonly enjoyed by other properties of the district in which the property is located;
- (c) Granting the variance requested will not confer upon the property of the applicant any special privileges that are denied to other properties of the district in which the applicant's property is located;
- (d) The requested variance will be in harmony with the purpose and intent of this ordinance and will not be injurious to the neighborhood or to the general welfare;
- (e) The special circumstances are not the result of the actions of the applicant;
- (f) The variance requested is the minimum variance that will make possible the proposed use of the land, building, or structure in the use district proposed; and
- (g) The variance shall not permit a use of land, buildings or structures, which is not permitted by right in the zoning district or overlay district involved.