



ZONING BOARD OF APPEALS APPLICATION SUBMITTAL CHECKLIST

Submission of the items in this checklist to the Planning and Zoning Department does not imply the applicant has been accepted nor that it will appear at the Public Hearing. Only after staff deems your application complete will it be assigned to a public hearing date.

Complete application including:

- Contact Page
- Information Page
- Authorization of Property Owner(s)

Letter of Intent addressing each of the following:

- There are extraordinary and exceptional conditions pertaining to the particular piece of property in question because of its size, shape, or topography; and
- The application of these regulations to this particular piece of property would create a practical difficulty or unnecessary hardship; and
- Such conditions are peculiar to the particular piece of property involved; and
- Relief, if granted, would not cause substantial detriment to the public good or impair the purposes and intent of these regulations; provided, however, no variance may be granted for a use of land or building or structure that is prohibited by this Ordinance; and
- A literal interpretation of this Ordinance would deprive the applicant of any rights that others in the same district are allowed; and
- Provided that the Board may impose or require such additional restrictions and standards as may be necessary to protect the health and safety of workers and residents in the community, and to protect the value and use of property within Cherokee County.

Property Deed

A copy of the deed that reflects the current owner(s) of the property. Security deeds are not acceptable.

Site Plan

A to-scale copy, prepared by a registered design professional, must be provided. Plans shall be current and not more than two years old. Refer to the site plan checklist for additional information.

Other (if applicable)

- Architectural Drawings/Renderings
- Photographs
- Signed Support Letters

A site plan shall be prepared by a registered design professional showing the dimensions, acreage and location of the tract(s). The following information should be included, if applicable:

- a. North Arrow
- b. Land Lot Lines
- c. Date of plan
- d. Graphic scale
- e. Surveyed boundaries with bearing and distances of the entire tract and their relationship to adjoining properties, public rights-of-way, and easements.
- f. Total land area
- g. Limits of 100-year floodplain and acreage of flood plain
- h. Lakes and streams, including required state or local buffers
- i. Wetlands
- j. Existing zoning buffers or proposed landscape buffers
- k. Utility and access easements
- l. Cemeteries
- m. Building setback lines
- n. Existing structures or buildings
- o. Location of all proposed buildings/structures
- p. Total floor area of all buildings/structures
- q. Location and right-of-way of streets, roads, alleys, railroads, with lengths and paving widths, road names or designations.
- r. Parking Spaces and Loading Areas
- s. Existing or proposed septic field lines
- t. Requested variance(s) indicated (e.g. proposed setback lines, proposed encroachment into the zoning buffer)



Zoning Board of Appeals Application Contact Page

This information will be used to communicate with the applicant or applicant's representative throughout the public hearing process. Applicant, or representative for applicant, must attend the Public Hearing.

CONTACTS			
Applicant	Name:		
	Address:		
	City:	State:	Zip:
	Email:		Phone:
Representative (Primary Contact)	Name:		
	Address:		
	City:	State:	Zip:
	Email:		Phone:
Property Owner	Name:		
	Address:		
	City:	State:	Zip:
	Email:		Phone:
Property Owner	Name:		
	Address:		
	City:	State:	Zip:
	Email:		Phone:
Property Owner	Name:		
	Address:		
	City:	State:	Zip:
	Email:		Phone:

<p>STAFF USE ONLY:</p> <p>Commission District: _____</p> <p>Case: _____-_____-_____</p> <p>CityView # _____</p>	<p>MEETING DATES:</p> <p># of sign: _____</p> <p>ZBA Public Hearing Date: _____</p>
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Cherokee Zoning Board Of Appeals Application
County Information Page
1831
GEORGIA

DATE OF PRE-FILE MEETING: _____

APPLICANT: _____

APPLICANT'S COMPANY: _____

ADDRESS: _____

APPLICANT'S RELATION TO SUBJECT PROPERTY: _____

OWNER(S) OF SUBJECT PROPERTY: _____

ADDRESS: _____

AS OWNER, I AUTHORIZE _____
TO ACT AS MY REPRESENTATIVE IN THIS MATTER.

PROPERTY DESCRIPTION:

Current Zoning: _____ Acreage: _____

PROPERTY ADDRESS: _____

Tax Map #: _____ N _____ Parcel #: _____ Land Lot(s) _____ District: _____

BRIEF EXPLANATION OF REQUEST:

NOTICE: Applicant, or representative for applicant, must attend the Public Hearing. Failure of the applicant or his agent(s) to be present at the public hearing constitutes abandonment and dismissal of the case unless the applicant shows just cause by reason of illness or health or other emergency within a reasonable time, in writing, and accompanied by new costs for readvertisement and hearing, if the Zoning Board of Appeals deems another public hearing to be desirable.

NOTICE: The ability to apply for a variance is no guaranty that a variance will be granted as the Board must consider the merits of the application based on the criteria set forth in the ordinance.

Cherokee Zoning Board Of Appeals Application
County Authorization of Property Owner(s)
1831
GEORGIA

THIS IS TO CERTIFY THAT I AM THE OWNER OF THE SUBJECT PROPERTY DESCRIBED IN THIS VARIANCE APPLICATION. I HAVE READ THIS APPLICATION AND THE STATEMENTS CONTAINED HEREIN ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

SIGNATURE OF OWNER _____ DATE _____

PRINTED NAME OF OWNER _____ DATE _____

Sworn to and subscribed before me this ____ day of _____, 20_____

NOTARY PUBLIC
My Commission Expires: _____

If more than one property owner is listed on Deed, have second property owner sign below and have notarized:

SIGNATURE OF OWNER _____ DATE _____

PRINTED NAME OF OWNER _____ DATE _____

Sworn to and subscribed before me this ____ day of _____, 20_____

NOTARY PUBLIC
My Commission Expires: _____

TO BE COMPLETED BY THE PLANNING AND ZONING DEPARTMENT:

Section of Ordinance to be Appealed:

ALL FEES ARE NONREFUNDABLE

2026 Cherokee County Zoning Board of Appeals Public Hearing Calendar

NOTE: THERE IS NO FILING DEADLINE. ONCE APPLICATIONS ARE DEEMED COMPLETE, STAFF WILL ADVERTISE FOR THE NEXT AVAILABLE PUBLIC HEARING.

MONTH	Last Day for Applicant to Post Signs	Public Hearing 6:00 PM
JANUARY	*December 23, 2025*	January 8, 2026
FEBRUARY	January 28, 2026	February 12, 2026
MARCH	February 25, 2026	March 12, 2026
APRIL	March 25, 2026	April 9, 2026
MAY	April 29, 2026	May 14, 2026
JUNE	May 27, 2026	June 11, 2026
JULY	June 24, 2026	July 9, 2026
AUGUST	July 29, 2026	August 13, 2026
SEPTEMBER	August 26, 2026	September 10, 2026
OCTOBER	September 23, 2026	October 8, 2026
NOVEMBER	October 28, 2026	November 12, 2026
DECEMBER	November 25, 2026	December 10, 2026

**Dates changed due to holiday*

Public Hearing held in the Cherokee County Administration Building – 1130 Bluffs Parkway Canton, Georgia 30114

Community Development Fee Schedule

Planning & Zoning

Digital Upload Fees

All projects/reviews submitted through the Cityview portal will be charged a \$50.00 Digital Upload Fee at the time of submission.

Rezoning Applications

Single Family Residential

0-100 acres	\$500.00 + \$25.00/ concurrent variance + advertising fees
101+ acres	\$750.00 + \$25.00/addt'l acre + \$25.00/concurrent variance + advertising fees

Multi-Family Residential

0-100 acres	\$750.00 + \$25.00/ concurrent variance + advertising fees
101+ acres	\$1000.00 + \$25.00/addt'l acre + \$25.00/concurrent variance + advertising fees

Commercial and Industrial

0-100 acres	\$750.00 + \$25.00/ concurrent variance + advertising fees
101+ acres	\$1000.00 + \$25.00/addt'l acre + \$25.00/concurrent variance + advertising fees

Special Use Permit

Application	\$750.00 + \$25.00/ concurrent variance + advertising fees
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Amendment/Modification of Zoning Conditions/Other

Application	\$300.00 + \$25.00/ concurrent variance + advertising fees
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Variance/Appeal

Variance (Residential)	\$250.00 + \$25.00/addt'l variance + advertising fees
Variance (Commercial)	\$350.00 + \$25.00/addt'l variance + advertising fees
Appeal	\$250.00 + advertising fees

Legacy Lot

Administrative fee	\$100.00 + advertising fees
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Advertising Fees

Public Hearing Sign	\$50.00 per sign & per advertisement
Legal Ads	Varies per advertisement

Note: Additional advertising fees may be incurred should the applicant request postponement of their case or fail to appear at the public hearing.

Zoning Certification

Administrative fee \$50.00 (per parcel)

Cell Tower (new building, co-locations)

Review fee \$150.00
Building Permit fee Based on Valuation of Cell Tower
Plan review per re-submittal fee after 2 reviews \$50.00

Minor Subdivision Review

Review fee \$100.00
Plan review per re-submittal fee after 2 reviews \$50.00

Sign Permits

Commercial/Industrial

1 sq. ft. to 100 sq. ft. \$100.00 + \$0.75/sq.ft. second side
101 sq. ft. to 150 sq. ft. \$200.00 + \$0.75/sq.ft. second side
151 sq.ft. and greater \$300.00 + \$0.75/sq.ft. second side

Agriculture or Residential

Less than 3 acres \$100.00 + \$0.75/sq.ft. second side
Greater than 3 acres \$200.00 + \$0.75/sq.ft. second side

Subdivision Monuments

All permits \$100.00
Plan review per re-submittal fee after 2 reviews \$50.00

Neighborhood Plan and Architectural Review

Plan Review \$50.00
Plan review per re-submittal fee after 2 reviews \$50.00

Planning and Zoning Plan Review Department Review Only

Plan Review \$50.00
Plan review per re-submittal fee after 2 reviews \$50.00