

**CHEROKEE COUNTY ADMINISTRATIVE VARIANCE  
APPLICANT'S CHECKLIST**

**IMPORTANT:** The application must be complete and include all required attachments. Administrative Variances will not be considered for residential parcels which have not been subdivided and a plat of land subdivision recorded in the Office of the Clerk of the Superior Court of Cherokee County. Nor will Administrative Variances be considered for an entire residential subdivision as a whole.

**The Zoning Manager will issue a letter of decision within 15 business days.**

- \_\_\_ STEP 1. Complete the application. Incomplete applications will be returned to the applicant.
- \_\_\_ STEP 2. Return the completed application and the required attachments to Cherokee County Department of Planning and Zoning.
- \_\_\_ STEP 3. Include written evidence that a hardship exists (example: topographic problem explained by a builder or problems with septic lines explained by the Health Department.)
- \_\_\_ STEP 4. Include survey of the property along with the proposed changes drawn to scale. Survey must include the dimensions, acreage, and location of the tract and shall be prepared by an architect, engineer, landscape architect, or land surveyor, whose state registration is current and valid. Survey shall be stamped by a professional engineer, architect, or surveyor registered and in good standing in the state of Georgia. Survey shall be current and not more than two years old.
- \_\_\_ STEP 5. Include any other information which demonstrates why the variance is needed (photographs, drawings, etc.)

**REVIEW PROCESS**

**Upon receipt of a completed application and the required attachments, the Zoning Manager will consider the application and render a decision within 15 business days.**

**A denial by the Zoning Manager may be appealed to the Cherokee County Zoning Board of Appeals (ZBA). Further appeal to a ZBA decision may be made to the Cherokee County Board of Commissioners. This appeal must be filed within ten (10) days of the ZBA decision.**

**If your application is approved, payment will be required when you pick up your approved application. Payment cannot be accepted in advance.**

## Administrative Variance Application – Survey

A survey showing the dimensions, acreage, and location of the tract(s) prepared by an architect, engineer, landscape architect, or land surveyor, whose state registration is current and valid shall be submitted with the application. Plans shall be stamped and no larger than 11” x 17”. Plans shall be current and not more than two years old. The following information shall be included on the site plan, where applicable:

- a. Location Map
  - b. North Arrow
  - c. Lot Lines
  - d. Date of plan
  - e. Graphic scale
  - f. Bearing and distances
  - g. Survey Boundaries. Surveyed boundaries of the entire tract and their relationship to adjoining properties, public rights-of-way, and easements.
  - h. Building setback lines.
  - i. Building Locations. Location of all proposed buildings, their intended use, shape, size, and setback in appropriate scale.
  - j. Existing Structures or buildings
  - k. Existing zone district classification(s) of abutting properties
  - l. Identification of abutting property type/land use
  - m. Names of owners of abutting properties
  - n. Adjoining Streets with Right-of-Way. Location and right-of-way of streets, roads, alleys, railroads, with lengths and paving widths, road names or designations.
  - o. Cemeteries
  - p. Parking Spaces and Loading Areas
  - q. Utility easements
  - r. Buffers. Proposed or existing zoning and landscaping buffers.
  - s. Topography (at no less than 10 ft. intervals)
  - t. General vegetative characteristics of property. (i.e.: Forested, Pasture, etc.)
  - u. Flood Plain. Limits of 100-year floodplain and acreage of flood plain
  - v. Lakes and streams, including required state or local buffers
  - w. Wetlands
  - x. Technical Data. Statistical or technical data as necessary to accurately describe the proposed development
    - i. Total land area.
    - ii. Amount of land to be used for recreational or open space purpose.
    - iii. Total number of dwelling units and gross density by type of land use.
    - iv. Amount of space to be occupied by streets and parking areas.
    - v. Amount of any submerged land within the project boundary.
    - vi. The total ground coverage and floor area of all buildings.
    - vii. A breakdown of the number of kinds of proposed buildings, including square footage, and the number and range of lot sizes and proposed setback and yard dimensions for typical lots and/or building types.
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PL# \_\_\_\_\_

CASE NUMBER:           -ADMIN -          

**ADMINISTRATIVE VARIANCE APPLICATION**

**FORWARD THIS FORM AND FEE TO:**

**CHEROKEE COUNTY DEPARTMENT OF PLANNING AND ZONING**

**AMOUNT OF FEE:**

**RESIDENTIAL (INDIVIDUAL) \$200.00**

**COMMERCIAL, INDUSTRIAL OR BUILDING CONTRACTOR \$300.00**

**APPLICANT:** \_\_\_\_\_

**OWNER:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**PHONE #:** \_\_\_\_\_

**PHONE #:** \_\_\_\_\_

**EMAIL:** \_\_\_\_\_

**EMAIL:** \_\_\_\_\_

**ADDRESS OF PROPERTY:** \_\_\_\_\_

**HAS THE ABOVE DESCRIBED PROPERTY BEEN BEFORE THE ZONING BOARD OF APPEALS PRIOR TO THIS APPLICATION OR TO THE PLANNING COMMISSION FOR A REZONE? (IF YES, PLEASE PROVIDE THE DATE AND THE CASE NUMBER.)**

\_\_\_\_\_

**SUBDIVISION NAME (if applicable):** \_\_\_\_\_

**BUILDING PERMIT #:** \_\_\_\_\_

**PRESENT AND/OR PROPOSED USE OF PROPERTY:** \_\_\_\_\_

**ZONING:** \_\_\_\_\_

**LOT SIZE:** \_\_\_\_\_

**MAP NUMBER:** \_\_\_\_\_

**PARCEL NUMBER:** \_\_\_\_\_

**LAND LOT:** \_\_\_\_\_ **DISTRICT:** \_\_\_\_\_

**COMMISSION DISTRICT:** \_\_\_\_\_

**APPLICATION FOR ADMINISTRATIVE VARIANCE**

(1) What does the Zoning Ordinance require? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(2) What adjustment is needed? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(3) Why is adjustment necessary? (**Attach letter justifying this variance request**) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(4) Are there any extraordinary or exceptional conditions pertaining to the particular piece of property in question because of the size, shape or topography? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**This form is an application to request a variance from the requirements set forth in the Cherokee County Zoning Ordinance. This form MUST be completed in its entirety before it is accepted by the Department of Planning and Zoning. The application must include all attachments. An application which lacks one or more of the required attachments shall be determined as incomplete and shall not be processed by the Department of Planning and Zoning.**

**APPLICANT CERTIFICATION**

**The undersigned below is authorized to make this application. The undersigned is aware that no application or reapplication affecting the same land shall be acted upon within 12 months from the date of last action by the Board of Commissioners unless waived by the County Commissioner.**

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**Signature of Applicant**

**Date**

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**Typed or Printed Name and Title**

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**Signature of Notary Public**

**Date**

**Seal**

**PROPERTY OWNER'S CERTIFICATION**

**The undersigned below, or as attached, is the owner of the property considered in this application. The undersigned is aware that no application or reapplication affecting the same land shall be acted upon within 12 months from the date of last action by the Board of Commissioners unless waived by the County Commissioner.**

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**Signature of Owner(s)**

**Date**

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**Typed or Printed Name and Title**

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**Signature of Notary Public**

**Date**