

Below you will find instructions for submitting an Application for Public Hearing for a Variance from your computer. Please note, before you submit an application online, you must have a “Prefile Meeting” with Cherokee County staff. Please contact Cherokee County to schedule these meetings.

1. After you’ve had your “Prefile Meeting” and “Preliminary Review Meeting”, visit the Cherokee County CityView Portal at <https://www.cherokeega.com> . Scroll down to the bottom of this webpage and click on the “CityView” icon.

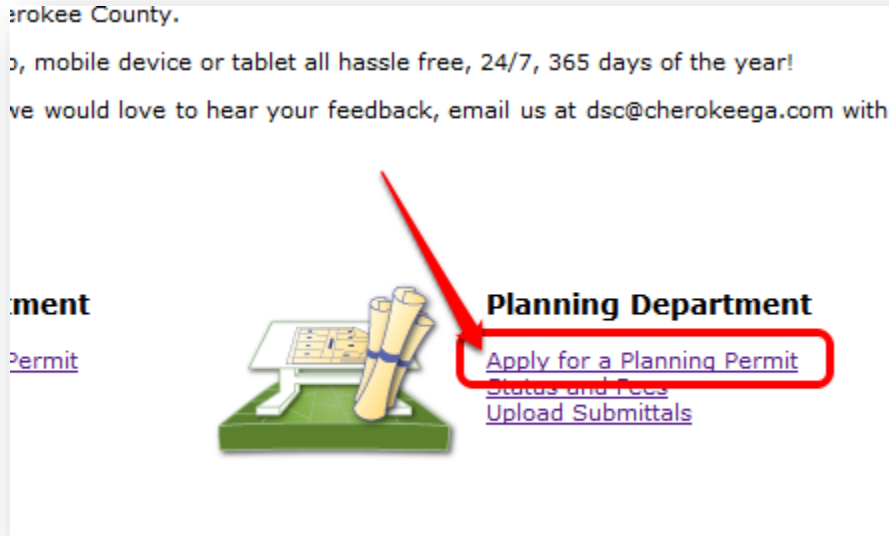


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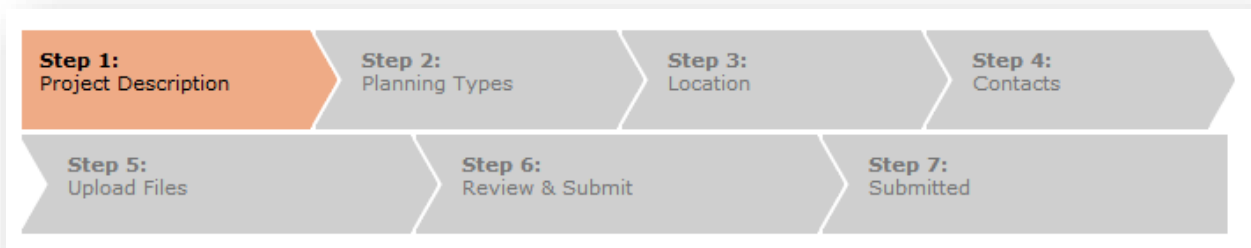
2. Register to become a CityView Portal User and create an account if you haven't already done so (it's free!) ... or click the “Sign In” link and enter your email address and password.



Click the “Apply for a Planning Permit” link under the “Planning Department” section

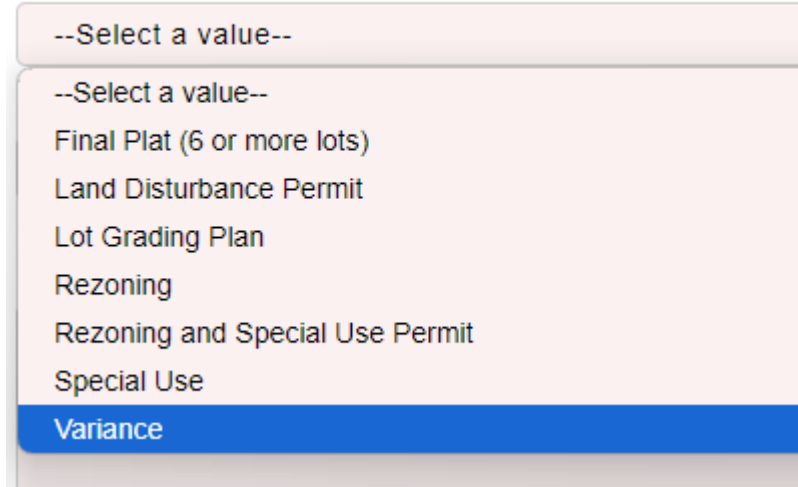


3. The CityView system will help you go through the steps to apply for your Variance application.



4. Select the “Variance” project type from the list.

Choose the project type:*



5. We have chosen “Variance” and then the section of “Details” appears on the screen. Enter the applicants name in the “Project Descriptive Name” section and describe the proposed project in the “Comments” section.

Choose the project type:*

Variance

Project Descriptive Name:*

John Doe/Applicant Name

Please give your project a brief description. This will become the project name. Maximum 500 characters

Comments:*

Enter information about the project here

Please add any additional comments about the project. Maximum 4000 characters

Cancel Next Step: Planning Types

6. Click on the Next Step: Planning Types button.
7. You will arrive at the “Planning Application – Location of Project” step. There are multiple ways of entering locations. You can add more than one location if it applies to this application.

Step 1:
Project
Description

Step 2:
Location

Step 3:
Contacts

Step 4:
Upload Files

Step 5:
Review &
Submit

Step 6:
Submitted

Planning Application - Location of Project

Required information is indicated with an asterisk (*).

A valid address or parcel number within unincorporated Cherokee County limits must be provided. If you are applying to develop a recent subdivided property and the parcel number has not been assigned yet, please contact the Development Service Department.

Use my location:

Search for address:

Enter address or parcel here

006 (14N22 006 F)

006 (14N22 006 G)

006 (14N22 006 H)

006 (14N22 006 J)

006 (14N22 006 K)

006 (14N22 006 L)

006 (14N22 006 M)

006 (14N22 006 N)

006 (14N22 006 P)

006 (14N22 006 R)

006 (14N22 006 T)

006 (14N22 006 V)

The location you have selected:

Previous Step: Project Description

Next Step: Contacts

Enter either an address or a parcel number. In this example, we started by typing our parcel number of “006 (14N22” and it auto-populated a list of matching parcel numbers. Click the [Next Step: Contacts] button.

8. Review the contacts associated with your application.

Step 1: Project Description

Step 2: Location

Step 3: Contacts

Step 4: Upload Files

Step 5: Review & Submit

Step 6: Submitted

Planning Application - Contacts

Required information is indicated with an asterisk (*).

Type	Contact
Property Owner	Doe, John, Address:1130 Bluffs Pkwy
Applicant	John Doe Applicant Name, Address:1130 Bluffs Pkwy

[Add New Contact](#) | [Add Business Or Contact From Address Book](#)

Need to add other contacts or businesses?

Previous Step: Location Next Step: Upload Files

Add all contacts that need to be associated with this application. These individuals will receive correspondence via email from Cityview@cherokeecountyga.com or county staff email addresses relative to the status of this application. Click the [Next Step: Upload Files] button when done.*

9. We have arrived at the “Planning Application – Upload Documents” page.

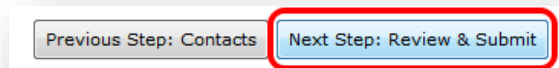
Planning Application - Upload Documents

Note: This step is optional. Documents may be uploaded at a later time from the Upload Submittals link located on the main page.

To fulfill the requirement, click the [Browse...] button next to the document “Type”. (See last page for all document types.)

Type	Status
<input checked="" type="checkbox"/> Application ?	Pending
Select a new document for this requirement: <input type="button" value="Browse.."/>	
<input checked="" type="checkbox"/> Letter of Intent ?	Pending
Select a new document for this requirement: <input type="button" value="Browse.."/>	

It will open up a screen for you to navigate your computer and allow you to choose that document. This window will look different based on whether you are running Windows, Mac OS-X, or Linux, but performs the same function. Click the [Next Step: Review & Submit] button to upload your documents and continue to the next screen.



Uploads In Progress

Please wait while your documents are being uploaded. You will be redirected to the next step when all uploads are complete.

Uploads Complete

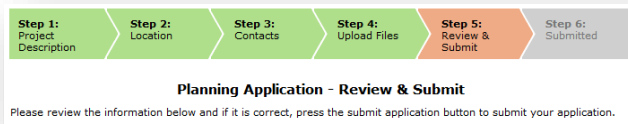
All documents were uploaded successfully.

Reminder: You have not uploaded documents to all of the submittal requirements. These documents can be provided at a later date, either in person or by using the Upload Submittals link from the main page.

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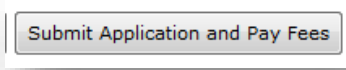
You will see the “Uploads In Progress” screen and if all goes well, then the “Uploads Complete” screen shows. Click the [OK] button.

10. You have arrived at the “Planning Application – Review & Submit” screen. Take a look at all of the information you have



Fees				
Paid Fees	Amount	Paid	Owing	Date Paid
None	\$0.00	\$0.00	\$0.00	
Outstanding Fees	Amount	Paid	Owing	Date Paid
Digital Upload Fee (SPU)	\$50.00	\$0.00	\$50.00	Not Paid
Totals:	\$50.00	\$0.00	\$50.00	

entered. If you need to correct any information, click the [Previous Step:] buttons to return to previous steps. You see that you will be switched over to our payment



processing vendor to pay the **\$50 Digital Upload Fee**. Click the [Submit

Application and Pay Fees] button to progress to the next screen.

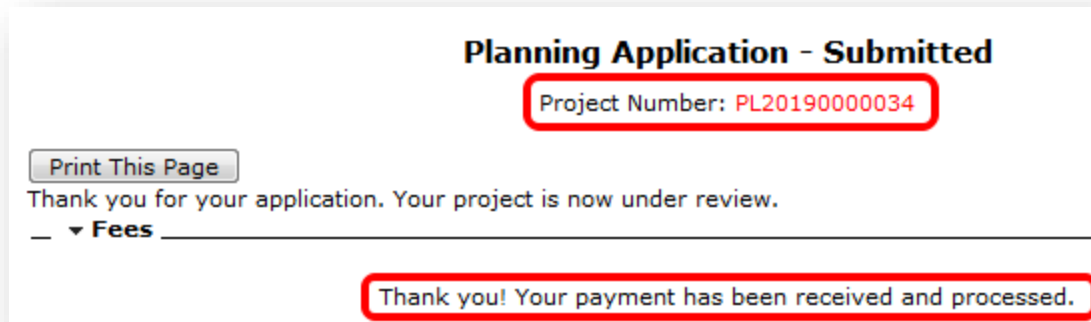
11. We have arrived at the “Planning Application Fees” page. Click on the [Make Payment] button to leave our website and go over to our payment processor. *[Your Application Fee will be accessed and due before your application can be Deemed Complete].*

Paid Fees	Amount	Paid	Owing	Due Date	Date Paid
None	\$0.00	\$0.00	\$0.00		
Outstanding Fees	Amount	Paid	Owing	Due Date	Date Paid
Digital Upload Fee (VAR)	\$50.00	\$0.00	\$50.00		Not Paid
Totals:	\$50.00	\$0.00	\$50.00		

12. Please enter all information on the PayGov.us site. Note the “Fee Amount” increases the transaction amount by 3.5%. Don’t






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forget the “I Accept” for the Terms and Conditions, then press the [Make A Payment] button.



13. After a few moments of processing, you will be returned to CityView Portal with a message that your application has been submitted. You’ll see your Planning Project Number at the top. Your application process is now complete. Cherokee County Planning and Zoning will now review your application and submittals and will be in communication with you via email.
14. Check back at the Cherokee County CityView Portal to see the status of your application. See separate handout.

Document Types:

Type	Status
<input checked="" type="checkbox"/> Application 	Pending
Select a new document for this requirement: <input type="button" value="Browse.."/>	
<input checked="" type="checkbox"/> Letter of Intent 	Pending
Select a new document for this requirement: <input type="button" value="Browse.."/>	
<input checked="" type="checkbox"/> Deed 	Pending
Select a new document for this requirement: <input type="button" value="Browse.."/>	
<input checked="" type="checkbox"/> Site Plan 	Pending
Select a new document for this requirement: <input type="button" value="Browse.."/>	
<input checked="" type="checkbox"/> Other / Miscellaneous 	Pending
No documents are required at this time.	