

VARIANCE APPLICATION



Paulding County Community Development Department Planning & Zoning Division

Watson Government Complex
Administration Building – 2nd Floor
240 Constitution Blvd
Dallas, GA 30157
770-443-7601

ONLY COMPLETE **TYPED** APPLICATIONS ACCEPTED

APPLICATION FEE: \$350

APPLICATION FORM (PLEASE TYPE)

Name of Applicant _____

Address _____

City _____ State _____ Zip _____

Email _____ Phone _____

Name of Authorized Agent _____

Address _____

City _____ State _____ Zip _____

Email _____ Phone _____

Name(s) of Titleholder(s) _____

Address _____

City _____ State _____ Zip _____

Email _____ Phone _____

Present Zoning District(s) _____ Site Acreage of Application _____

Acreage of Titleholder(s) _____ Tax Parcel I.D. Number(s) _____

Land Lot(s) _____ District(s) _____ Section(s) _____

Location of property _____
Nearest intersections,(i.e. east/ west side of given road, and south/north of given road) and address if available

List the specific numerical identification of the ordinance or regulation and subsection thereof for which the variance is being sought: _____

List the Justification/Reason/Hardship: _____

REQUIREMENTS FOR COMPLETING REZONING APPLICATIONS

Applications and related material shall be submitted and **typewritten** on supplied forms to the Community Development Department, Planning & Zoning Division, located at the Watson Government Complex, Administration Building, 2nd Floor, 240 Constitution Blvd, Dallas, Georgia. Applications are accepted Monday through Friday from 8:30 a.m. until 3:30 p.m. Applications will not be accepted after 10:00 a.m. on the last filing day established by the Department.

- ☐ A completed **application form** signed by the applicant
- ☐ A copy of the **recorded warranty deed** or other proof of ownership of the property that reflects the current owner(s) of the property.
- ☐ Documentation from the **Tax Commissioner** that the tax levied against the property has been paid and are current.
- ☐ A **survey plat** of the property (number of copies as specified by the Community Development Department Planning and Zoning Division) which demonstrates a true and accurate boundary of the property and **illustrates the variance requested**, prepared by a registered surveyor, drawn to scale, showing north arrow, land lot and district/section, the dimensions, acreage, and location of the tract. The preparer's seal shall be affixed to the plat. Indicate on the plat structures which are currently located on the property and depict the variance requested on the plat to scale.
(24" x 36" size preferred).
- ☐ The names, mailing addresses and tax parcel ID number of all **adjoining property owners**, including the owners across the road, railroad, and to the rear, or any persons located along a joint access easement.
- ☐ **Notarized** Authorization of Titleholder for each titleholder (see attached).
- ☐ The filing fee is an amount set by the Paulding County Board of Commissioners and shall be paid at the time of filing. **This fee is non-refundable after the commencement of legal advertising** (See attached).
- ☐ Such other additional information as may be requested by the Community Development Department Planning & Zoning Division.

****Staff Use Only****

Case # _____

Hearing Date _____

Zoning Board of Appeals:

Approved _____ Stipulations _____

Disapproved _____ Reason _____

Tabled _____ Reason _____

SIGN DEPOSIT

Separate check for **sign deposit** of \$50.00 for sign(s), which may be refunded when signs are returned to the Planning & Zoning office within 15 days after the public hearing. If signs are not returned by the 15th day, the deposit check will be forfeited and Paulding County (or their representative) has permission to remove the signs. It is the Applicant's responsibility to pickup and post signs provided by the Planning & Zoning Division. Signs must be posted in clear view along **each** road frontage with no obstacles blocking the view of the petitioned property as required by State law.

Applicants should not attach the notice signs to any natural vegetation, existing signage or utility structures and signs may not be posted in the right-of-way. Failure to post and maintain signs continuously will prohibit consideration of the application at any scheduled public hearing. It is the responsibility of the applicant to ensure that signs remain posted throughout the advertising period, **including the day of the public hearings.**

Signs must be posted on the property by 8:00 AM 15 days prior to the date of the public hearing and remain posted throughout the advertising period, including the day of the public hearings. **FAILURE TO MEET THIS REQUIREMENT WILL RESULT IN THE APPLICATION BEING FORWARDED AND WILL REQUIRE A FULL ORIGINAL APPLICATION FEE.**

I have read and understand each of the requirements and notes.

Signature of Applicant

Date

Signed, sealed and delivered in the presence of:

_____ My Commission Expires _____
Notary Public

MAKE CHECKS PAYABLE TO THE PAULDING COUNTY BOARD OF COMMISSIONERS

AUTHORIZATION OF TITLEHOLDER

I, _____, being duly sworn upon his/her oath, being of sound mind and legal age, deposes and states that he/she is the owner of the property which is subject of this application, as is shown in the records of Paulding County, Georgia.

He/she authorizes the person named below to act as applicant in the pursuit of a request for Variance.

I hereby authorize the staff of Paulding County Planning & Zoning Division to inspect the premises which are subject of the application.

Name of Applicant _____

Address _____

City _____ State _____ Zip _____

Email _____ Phone _____

Name(s) of Titleholder(s) _____

Address _____

City _____ State _____ Zip _____

Email _____ Phone _____

Signature of Titleholder(s) _____

Signed, sealed and delivered in the presence of:

Notary Public My Commission Expires _____

***A SEPARATE AUTHORIZATION OF TITLEHOLDER IS REQUIRED
TO BE COMPLETED BY EACH TITLEHOLDER***

2026 SCHEDULE
ZONING BOARD OF APPEALS
Paulding County Community Development

LAST FILING DAY COMPLETE APPLICATION MUST BE IN OFFICE BY 4:00 P.M.	POST SIGNS SIGNS MUST BE POSTED BY 8:00 A.M.	PUBLIC HEARING DATE
NOVEMBER 7, 2025	DECEMBER 15, 2025	JANUARY 13, 2026
DECEMBER 5, 2025	JANUARY 12, 2026	FEBRUARY 10, 2026
JANUARY 2, 2026	FEBRUARY 9, 2026	MARCH 10, 2026
FEBRUARY 6, 2026	MARCH 16, 2026	APRIL 14, 2026
MARCH 6, 2026	APRIL 13, 2026	MAY 12, 2026
APRIL 3, 2026	MAY 11, 2026	JUNE 9, 2026
MAY 1, 2026	JUNE 15, 2026	JULY 14, 2026
JUNE 5, 2026	JULY 13, 2026	AUGUST 11, 2026
JULY 3, 2026	AUGUST 10, 2026	SEPTEMBER 8, 2026
AUGUST 7, 2026	SEPTEMBER 14, 2026	OCTOBER 13, 2026
SEPTEMBER 4, 2026	OCTOBER 12, 2026	NOVEMBER 10, 2026
OCTOBER 2, 2026	NOVEMBER 9, 2026	DECEMBER 8, 2026

Planning and Zoning Division
(770) 443-7601

The last filing date is the first Friday of every month at **10:00 A.M.** Applicant(s) and/or Authorized Agent(s) are encouraged to make an appointment with Staff to review applications the week prior to the deadline. If application is incomplete in any way, we will NOT accept the application. All other days applications are accepted from 8:30 A.M. to 3:30 P.M. **Applications are not accepted on Public Hearing days or on Board of Commissioners meeting dates.** The Public Hearing for Variance applications is held by the Paulding County Board of Appeals on the **2nd Tuesday of the month at 5:30 P.M.** The meetings will be held at the Watson Government Complex; at the Administration Building, on the 2nd Floor, in the Board of Commissioners Meeting Room; 240 Constitution Boulevard, Dallas, Georgia 30132.

Applicant or authorized agent must be present at hearing!