

ELECTRONIC SUBMISSIONS GUIDE

For electronic submissions, our preferred file naming convention plan is provided below

FORMS

FORM NAME_PROJECT NAME	EXAMPLE
Conceptual Application and Authorization Form _Project Name	Concept Application_ City Hall Project
Rezoning Application and Authorization Form _Project Name	Rezoning Application_ City Hall Project
Narrative _Project Name	Narrative_ City Hall Project
Preliminary Plat _Project Name	Preliminary Plat_ City Hall Project
Final Plan _Project Name	Final Plat_ City Hall Project

If the project does not have a name, please use the physical address.

Ex. Final Plat_240 South Glynn

PLANS

(PROJECT NAME) - FORM NAME	EXAMPLE
Conceptual Plan _Project Name	Concept Site Plan_ City Hall Project
Property Survey Project Name	Boundary Survey_ City Hall Project
Development Plan _Project Name	Development Plans_ City Hall Project
Stormwater Management Report / Hydrology Study _Project Name	Stormwater Management Study_ City Hall Project
Other studies/reports _Project Name	Traffic Study_ City Hall Project

Additional Notes:

The development plans which include the engineering plans, landscape plans, property survey, demolition plans and building elevations, should be combined into a single PDF file called "Development Plans".

Resubmittal

For each resubmittal, put the number of the submittal at the end of every document that corresponds to that submittal.

Ex: Second submittal = Development Plans_City Hall Project_2nd Sub

CITY OF FAYETTEVILLE
VARIANCE - AUTHORIZATION FORM

PROJECT INFORMATION		
Project Name		
Project Address		
Parcel Numbers		
Date		
PROPERTY OWNER INFORMATION		
Name		
Mailing Address		
Telephone		
Email		
APPLICANT INFORMATION (IF DIFFERENT FROM THE PROPERTY OWNER)		
Name		
Mailing Address		
Telephone		
Email		
PROPERTY OWNER'S AUTHORIZATION		
_____ (sign name) I affirm that I am the owner of the tract or parcels of land identified above under the project information section and I will serve as the primary contact for this application. _____ OR _____ I hereby designate _____ (name of project representative) to act in the capacity as my agent for submittal, processing, representation, and/or presentation of this application. The designated agent shall be the principal contact person for responding to all requests for information and for resolving all issues of concern relative to this application. If this relationship changes at any time prior to the completion of this project, it is my sole responsibility to notify the City of Fayetteville Community Development Department of said change in writing		
ALL APPLICABLE ITEMS ARE DUE AT THE TIME OF SUBMISSION		
		CHECK
1	Variance Authorization Form and Application	☐
2	Review Fees	☐
3	Project Narrative	☐
4	Impact Analysis Form D	☐
5	Boundary Survey	☐
6	Conceptual Site Plan	☐
7	Building Elevations (if applicable)	☐
8	Water and Sewer Utility letters (if applicable)	☐
Email the completed applications and all required documents to planningdesk@fayetteville-ga.gov		

**CITY OF FAYETTEVILLE
VARIANCE APPLICATION**

PROJECT INFORMATION			
Project Name		Project Address	
Parcel ID		Property Size	
VARIANCE REQUEST(S)			
IMPACT FORM (REQUIRED)			
Request 1			
Article/Section			
Request 2			
Article/Section			
Request 3			
Article/Section			
Request 4			
Article/Section			
OTHER INFORMATION			
Are there Existing Deed Restrictions or Easements?	___ Yes ___ No	Are utilities available on site:	___ Yes ___ No
Existing Land Use: (check all that apply)	___ Residential ___ Commercial ___ Mixed Use ___ Public/Institutional ___ Industrial ___ Vacant/Undeveloped ___ Agricultural/Parks/Conservation		
Proposed Land Use: (check all that apply)	___ Residential ___ Commercial ___ Mixed Use ___ Public/Institutional ___ Industrial ___ Vacant/Undeveloped ___ Agricultural/Parks/Conservation		
SIGNATURE			

With the signing and submittal of this application, the property owner or authorized representative petitions the City of Fayetteville Planning and Zoning Commission to consider the proposed variance request(s) at the listed property address. By signing below, I certify that the above listed information and the accompanying materials are accurate. I also understand that if I request to table the project, I will be responsible for paying any additional fees

Applicant Signature: _____ Date _____

PART 3: IMPACT ANALYSIS REVIEW

IMPACT FORM D	
Analyze the impact of the proposed VARIANCE and provide a written point-by-point response to the following questions:	
1.	The special circumstances or conditions applying to the building or land in question are peculiar to such premises and do not apply generally to other land or buildings in the vicinity;
2.	The granting of the application is necessary for the preservation and enjoyment of a property right and not merely to serve as a convenience to the applicant
3.	The condition from which relief or a variance is sought did not result from action by the applicant;
4.	The authorizing of the variance will not impair an adequate supply of light and air to adjacent property or unreasonably increase the congestion in public streets, or increase the danger of fire, or imperil the public safety, or unreasonably diminish or impair established property values within the surrounding areas, or in any other respect impair the health, safety, comfort, morals or general welfare of the inhabitants of the city;
5.	The granting of the variance will be in harmony with the general purpose and intent of the comprehensive plan;
6.	The granting of the variance will not allow a structure or use in a district restricted against such structure or use; and
7.	Reasonable accommodations for citizens with disabilities as required by the U.S. Fair Housing Laws when such accommodation is necessary to afford individuals with disabilities an equal opportunity to housing.