



FEES

Residential: \$250

Non-Residential/Commercial: \$750

**CITY OF TYBEE ISLAND
VARIANCE APPLICATION
from the Tybee Island Land Development Code**

Address or location of subject property: _____

PIN# _____ Applicant's Name: _____

Applicant's Mailing Address: _____

Phone/Email: _____

Brief description of the land development activity and use of the land thereafter to take place on the property:

Property Owner's Name: _____

Phone/Email: _____

Owner's Mailing Address: _____

Is Applicant the Property Owner? _____ Yes _____ No

Current Zoning of Property: _____ Current Use: _____

Existing use of Property: _____

Proposed use of Property: _____

Has the property been denied a variance in the past 12 months? If so, please provide brief details:

If within two (2) years immediately preceding the filing of the applicant's application for a zoning action, the applicant has made campaign contributions aggregating more than \$250 to the mayor and any member of Council or any member of the Planning Commission, the applicant and the Attorney representing the Applicant must disclose the following:

- a. The name of the local government official to whom the campaign contribution or gift was made;
- b. The dollar amount of each campaign contribution made by the applicant to the local government official during the two (2) years immediately preceding the filing of the application for this zoning action, and the date of each contribution;
- c. An enumeration and description of each gift having a value of \$250 or more made by the Applicant to the local government official during the two (2) years immediately preceding the filing of the application for this zoning action.

Signature of Applicant

Date

Incomplete applications will not be processed. Only applications deemed complete by staff will be placed on upcoming agendas of the Planning Commission and the City Council.

Application Checklist

NOTE: This application may require any and all of the following information, if applicable, and when requested by staff:

- _____ 8 copies, no smaller than 11 x 17, of the proposed site plan depicting the location of lot restrictions, the proposed area for variance relief, and any necessary architectural renderings.
- _____ 8 copies, no smaller than 11 x 17, of a valid survey or filed plat of the property, signed and sealed by a State of Georgia certified land surveyor.
- _____ Disclosure of Campaign Contributions.
- _____ Letter of Authorization (if applicable) granting the Applicant permission to conduct such request and land development on behalf of the property owner.
- _____ Electronic versions of application and/or supporting documents.
- _____ Other

Variance Questionnaire

1. Does the requested variance change the Tybee Island character designation for the property as described in the Master Plan? If so, provide a brief explanation.

2. Please explain the purpose of the requested variance and the intended development of the subject property if the variance is granted.

3. Please explain the specific provision within the Tybee Island Land Development Code from which the variance is requested.

4. Per the Tybee Island Land Development Code, the Tybee Island Planning Commission shall not make a recommendation on a variance from the terms of the Land Development Code unless it has met the following. Please explain how the requested variance meets each of the following:

A. The need for a variance arises from the condition that is unique and peculiar to the land, structures and buildings involved.

B. The variance is necessary because the particular physical surroundings, the size, shape or topographical condition of the property involved would result in unnecessary hardship for the owner, lessee or occupants as distinguished from a mere inconvenience.

C. The condition requiring the requested relief is not ordinarily found in properties of the same zoning district as the subject property.

D. The condition is created by the regulation in the Tybee Island Land Development Code and not by the action of the property owner or applicant.

E. The granting of the requested variance will not conflict with Sec. 26-70-Amendments and modifications to the Fire Prevention Code of the Tybee Island Code of Ordinances or endanger the public.

F. The variance requested is the minimum variance that will make possible the reasonable use of the land, building or structures.

G. If in a marsh buffer, have all points of Sec. 3-090.1 been considered.

CERTIFICATION AND AUTHORIZATION

I hereby certify that, to the best of my knowledge and belief, the above listed information and all attached supporting documents are complete and accurate. I understand that this application will require public hearings by the Tybee Island Planning Commission and City Council. I have been made aware, and I hereby acknowledge the scheduled hearing dates/times and location, after this application is deemed complete, where this application will be considered. I also understand that review of this application will require a site visit, and I hereby authorize City staff and members of the Planning Commission and City Council to inspect the property which is the subject of this application.

Signature of
Applicant_____

Date_____

STAFF USE ONLY

Date received: _____ Received by_____

*Fee Amount \$*_____ *Check Number* _____ *Date*_____

PUBLIC HEARING DATES:

Planning Commission_____ City Council _____

DECISION: (Circle One) Approved Denied

Approved with Conditions: _____