

BOARD OF ZONING APPEALS APPLICATION



Department of Planning and Development

Planning Division

535 Telfair Street, Suite 300

Augusta, GA. 30901

706.821.1796

Only Completed Applications will be accepted



Variance Application

In order to make an application to the Board you must submit the following:

- Completed application referral sheet from Augusta Planning and Development Department
- Submit \$350 (\$700 for multiple variances) check or money order, payable to Augusta Planning and Development Department
- Renters requesting a home occupation variance must attach a signed statement from property owner.

Petitioner's Information	Property Owner Information
Name: _____	Name: _____
Address: _____	Address: _____
City: _____	City: _____
State: _____ Zip: _____	State: _____ Zip: _____
Phone: _____	Phone: _____
Contact Person Name: _____ Phone: _____	
Email: _____	
Petitioner/ Applicant is the: (please check or circle one of the following):	
☐ Property Owner ☐ Owner's Agent ☐ Contract Purchaser	

I certify that I am the legal owner of the property for which this application is being made and that I have identified all individuals and business entities having an ownership interest in the real property in question on the space below.

Owner's Signature: _____ Date: _____

Petitioner's Signature: _____ Date: _____

Subscribed and affirmed before me in the county of Richmond,

State of Georgia. this _____ day of _____, 20____

(Notary's official Signature)

Notary Seal

Note: The Planning and Development Department requires that the applicant or the applicant's representatives attend the public hearing or the result will be postponement or denial of the application by the Board of Zoning Appeals.

Case #: _____

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1. Please attach a **LETTER OF INTENT** explaining the proposed use and the justification or hardship for this variance. Letter of Intent should include the following for Granting Variance:
 - a) There are extraordinary and exceptional conditions pertaining to the particular piece of property in question because of its size, shape or topography; and
 - b) The application of the Zoning Ordinance of the City of Augusta to the particular piece of property would create an unnecessary hardship; and
 - c) Such conditions are peculiar to the particular piece of property involved; and
 - d) Relief, if granted, would not cause substantial detriment to the public good or impair the purposes and intent of the Zoning Ordinance of the City of Augusta.
2. If this is a **medical hardship** for a second living unit, a doctor's statement or other legal document is required for mobile home request. Annual renewal is required with updated documentation at a cost of \$50.
3. **Additional Documents/ Plans** Submit additional plans as necessary to support the application. Example: if the request concerns an accessory structure, complete details of the petition including size, height, etc. provide one 8 ½ by 11" reduction in addition to one full size scaled plan.
4. **Accessory Structure variances must disclose if electric service is to be included.**

Variance Application Guidelines & Information

A pre-application meeting is required preceding submission of this application or an application will be deemed incomplete – call 706-821-1796

Zoning Board of Appeals Applications

- The following is a checklist of information required for submission of a Board of Zoning Appeals application. The Planning and Development Department on behalf of the Board of Zoning Appeals reserves the right to reject any incomplete applications.
 - ☐ **Pre-Application Meeting**
 - ☐ Application Form
 - ☐ Deed (Legal Description)
 - ☐ Prepared Boundary Survey
 - ☐ Site Plan or concept plan (24" x 36") drawn to scale for all requests, **including and highlighting all distances that are part of the variance request.**
Requests involving a single family lot must provide an 11" x 17" scale plan
*Note: Additional site plans may be deemed necessary
 - ☐ Letter of Intent (explanation of proposed use)
 - ☐ Application Fee – payable to Augusta Planning and Development Department
 - ☐ Photographs
 - ☐ Building Compliance Inspection (medical hardship requests and renewals)
 - ☐ Located within local Historic Preservation District (Summerville, Downtown or Olde Town)

Signature of Staff Member accepting application: _____

Case #: _____

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- The Board of Zoning Appeals application requires a public hearing. Please see the filing deadline and hearing date schedule below.
- The Board of Zoning Appeals meets on the Third Monday of each month (unless otherwise published) at 2:30 p.m. usually in the Augusta Municipal Building at 535 Telfair Street Room #260.
- A public hearing notice will be published in the Augusta Chronicle at least 15 days prior to the public hearing.
- Once application has been advertised for public, an application can NOT be withdrawn.
- It is necessary that you or your representative attend this meeting to present your petition. A reminder notice will be mailed to you prior to your meeting date. The Board will take action on all petitions regardless of your attendance or cancellations once advertising is in place.
- If your petition is denied, you cannot reapply for the same parcel for one year unless the Board unanimously grants this privilege.
- State Law provides a 30-day period objection to a Board decision to file an appeal from Superior Court.