



# Variance Permit Application

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Updated FEB 2026

## NOTICE TO APPLICANT

The following documents must be attached to this application, if applicable:

- ☐ Statement of need or basis for variance request
- ☐ Copy of Building Permit Application
- ☐ Plat of lot showing the footprint of the residence, accessory structures, all setbacks, lot coverage percentage, and indication of variance being requested
- ☐ Proof of notice to adjacent property owners
- ☐ Application fee: \$100

Please note that all Building inspections will be performed by the Chatham County Department of Building Safety and Regulatory Services. All applications should be submitted to [vernonburgintendant@outlook.com](mailto:vernonburgintendant@outlook.com).

## OFFICE USE ONLY

Received by: \_\_\_\_\_ Date: \_\_\_\_\_  
Action by Zoning Committee: \_\_\_\_\_ Date: \_\_\_\_\_  
Action by Town Council: \_\_\_\_\_ Date: \_\_\_\_\_

## Applicant Information

Property Owner Name \_\_\_\_\_ Property Owner Email \_\_\_\_\_  
Property Address \_\_\_\_\_ Property Owner Phone \_\_\_\_\_  
Property Owner Mailing Address (if different) \_\_\_\_\_

## Affidavit

I, the undersigned, agree to construct or complete the work as described in this application and in compliance with all applicable state and local laws, ordinances, and regulations. I further acknowledge that I have reviewed and understand the Vernonburg Code of Ordinances and Unified Development Ordinance and agree to comply with all provisions set forth in these documents.

Property Owner Signature \_\_\_\_\_ Date \_\_\_\_\_

Maximum height of any accessory structure: 24 feet, provided that the height of the accessory structure does not exceed the height of the primary structure.

#### 6.1.2 Dock House & Boat Hoist

No docks or boat houses shall be constructed without evidence that a valid, current permit has been issued by the Georgia State Department of Natural Resources. Docks are Accessory structures with regard to all improvements located within Town Limits.

#### 6.1.3 Lot Dimensions

Minimum Lot Size: One (1) acre

Minimum Lot Width: 120 feet

### 6.2 Lot Coverage

Impervious surfaces, including but not limited to rooftops, patios, pool decks, driveways, etc., may not cover more than fifteen (15) percent of a lot. Docks shall be excluded from this calculation.

### 6.3 Setbacks

The following provisions apply to all structures of any kind for which a permit is required other than docks, dock houses or boat hoists.

- |       |                                                                                                               |                                                        |
|-------|---------------------------------------------------------------------------------------------------------------|--------------------------------------------------------|
| 6.3.1 | River setback - All structures                                                                                | 70 feet                                                |
|       | The river setback shall be from the State of Georgia Department of Natural Resources (DNR) jurisdiction line. |                                                        |
| 6.3.2 | Street setback - All structures                                                                               | 50 feet                                                |
| 6.3.3 | Rear setback - All structures                                                                                 | 50 feet                                                |
| 6.3.4 | Side setback - Primary structure                                                                              | 20 feet                                                |
| 6.3.5 | Side setback – Accessory structure                                                                            | 10 feet or height of the utility, whichever is greater |

When a proposed utility is to be erected opposite a primary or accessory structure on an adjacent and contiguous lot, the minimum set back shall be 20 feet.

### 6.4 Access

Access to any lot not located directly on an existing street or right-of-way shall be as

the location of the property, the present zoning classification, and the proposed zoning classification.

- F. After conducting a public hearing and considering recommendations from the Zoning Committee, the Intendant and Town Council will then make an official decision on the proposed amendment. The decision may or may not concur with the recommendations of the Zoning Committee or be consistent with the Comprehensive Land Use Plan.

#### 8.4 Subdivisions.

All subdivisions shall be approved by the Intendant and Town Council.

- 8.4.1 An application shall be submitted to the Intendant which includes detailed plans in such form as will permit a determination that subdivision will in every respect conform to the requirements and standards set forth in this ordinance.
- 8.4.2 The Intendant shall forward the application to the Zoning Committee of the Town of Vernonburg, Georgia, who shall take action within thirty (30) days. Upon receipt of a recommendation of the Zoning Committee, the Intendant and Town Council shall review the application and take action within thirty (30) days. Thereafter with the approval and consent of a majority vote of the Intendant and Council of the Town of Vernonburg, a permit shall be issued.

#### 9. PENALTIES

Anyone who violates any of the provisions of this ordinance, upon conviction, will be fined no more than \$1,000.00 for each offense unless state law expressly provides otherwise in addition to all costs and expenses involved in the case. Each day such a violation continues constitutes a separate offense subject to a separate fine. The owner or tenant of any building, structure, premises, or part thereof, and any architect, builder, contractor, agent, or other person who commits, participates in, assists in, or maintains such a violation, may each be found guilty of a separate offense and suffer the penalties provided here.

#### 10. VARIANCES

10.1A variance is an approved deviation from the development standards of this ordinance which permits construction or development in a manner otherwise prohibited. A variance may be granted only in an individual case where an extreme hardship would result if all of the requirements of this ordinance were applied stringently to a particular piece of property. The hardship must be proven by showing that reasonable use of the land is not possible if all of the requirements of this ordinance are to be met. The hardship cannot be self-created, such as:

10.1.1 A lot purchased with knowledge of an existing restriction;

10.1.2 A claim of hardship in terms of prospective sales; or

10.1.3 An expressed economic need requiring a variance, when such a need can be met in other ways which would not require a variance.

10.2 Relief from the hardship (i.e., granting the variance) must not cause substantial detriment to the public good or impair the purposes of this ordinance.

10.3 When a variance is issued, the spirit of this ordinance must be observed and the public safety and welfare secured. A variance may be granted only for permitted uses in the zoning district in which the property in question is located. (For example, a two-family dwelling would not be allowed to be placed in an R-1 district under a variance.)

10.4 The developer or owner wishing to request a variance must have at least fifty-one (51) percent ownership of the subject property or be the duly authorized agent of such a person, possessing notarized authorization in writing, under the owner's signature. The Intendant and Town Council and the Zoning Committee may also propose a variance. However, the power to approve a variance rests with the Intendant and Town Council.

10.5 Application for a variance on a form provided by the town may be filed with the Intendant and accompanied by a fee of \$100.00 and proof of notice to adjoining property owners. All adjoining property owners shall be notified by the applicant, by certified mail or hand delivery, before filing the application that a variance is being requested and enclosing a copy of the variance application. All applications shall be signed by the applicant and shall state his or her name and address.

## 10.6 Procedures

10.6.1 A sign shall be placed in front of the property for which a variance is requested for a period of at least thirty (30) days before the public hearing showing that a variance has been requested and stating the time, date, and address of the public hearing.

10.6.2 The Intendant shall forward all variance requests to the Zoning Committee for review and recommendation. The Zoning Committee shall take action within thirty (30) days after receiving a variance request. The Zoning Committee may recommend approval, denial, or approval with conditions.

10.6.3 Public Hearing. The Intendant and Town Council shall vote, at a public hearing, after receiving the recommendation of the Zoning Committee, but no sooner than thirty (30) days after filing of the variance application.

10.6.4 Approval. Unanimous approval of the Intendant and Town Council shall be required to approve a variance request.