



VARIANCE APPLICATION FORM

Instructions

A properly completed application and fees are due at the time of submittal. The submittal deadline is the first Tuesday of each month. Variance requests will be considered the third Tuesday of the following month by the Board of Zoning Appeals (ZBA). **An incomplete application will not be accepted.**

Application Materials

REQUIRED ITEMS	CHECK <input checked="" type="checkbox"/>
Variance Application —Provide one copy of the original and notarized signatures of the property owner(s) and applicant(s), or a notarized statement from the property owner authorizing submittal of the variance by the applicant on their behalf.	
Variance Fee — \$300.00 Public Notice Sign Fee - \$80.00 per sign	
Site Plan & Legal Description —Provide three copies of a dimensioned, orientated and scaled site plan on 8 ½" x 11" or 11" x 17" showing the <u>subject property</u> , <u>street frontage(s)</u> , <u>proposed addition</u> or <u>extent of encroachment</u> , all applicable <u>setback</u> measurements, all neighboring parcels and homes. Additionally, a variance pertaining to the stream buffer shall show the location of the stream, with buffers, on the site plan.	
Survey with Topography & Trees —May be waived by the Community Development Department if the request does not concern the removal of trees or the topography of the site. If this requirement is not waived, the applicant shall provide three copies.	
Letter of Appeal —Provide three copies of the letter of appeal. The letter should state the hardship, background and justification for the variance request and any additional information to support the request. The hardship should address the property's limitations preventing compliance with the zoning standards. Variance criteria may be found in Section 27-7.5 of the Zoning Ordinance, Section 14-44.5 of Chapter 14 of the City Code, and Section 21-27 of Chapter 21 of the City Code.	
Pictures —Provide photos of the site and/or what is being proposed for the requested variance	
Sign Variance —If the requested variance is pertinent to signage, provide three copies of sign and wall elevations and other details shall be required, as appropriate. Please note that no variance shall be granted to the height of a sign or the aggregate area of signs permitted on a lot. No variance shall be granted which increases the size of a sign more than twenty (20) percent of that allowed by Chapter 21.	
Stream Buffer Variance —If the requested variance is pertinent to the stream buffer. In addition to the above referenced materials, provide answers to these three questions: 1) Documentation of unusual hardship should the buffer be maintained; At least one alternative plan, which does not include a buffer or setback intrusion, or an explanation of why such a site plan is not possible; 2) A calculation of the total area and length of the proposed intrusion; A stormwater management site plan, if applicable; and, 3) Proposed mitigation, if any, to offset intrusion/encroachment into the stream buffer. The proposed mitigation can be completed after the initial application is submitted.	

Property Owner/Applicant Information

Property Owner: _____ Phone: _____

Address: _____

Email: _____

Applicant: _____ Phone: _____

Address: _____

Email: _____

Contact Person: _____ Phone: _____

Email: _____

Briefly Describe Variance Request

Parcel Information

Parcel Identification Number (PIN): _____

Land Lot & District: _____

Site Address: _____

Subdivision Name (if applicable): _____

Parcel Size: _____

Zoning and Land Use

Existing Zoning Designation and Case Number: _____

Zoning of Surrounding Properties: (N) _____ (S) _____ (E) _____ (W) _____

Notarized Certification

To the best of my knowledge, this variance application form is correct and complete. If additional materials are determined to be necessary, I understand that I am responsible for filing additional materials as specified by the City of Tucker Zoning Ordinance and/or City Code.

Owner Signature: _____ Date: _____

Applicant Signature: _____ Date: _____

Sworn to and subscribed before me this _____ Day of _____ 20_____

NOTARY PUBLIC:

Signature: _____

Email: _____

Phone Number: _____

2018 ZBA Schedule

Submittal Deadline	ZBA Hearing
12/5/2018	1/16/2018
1/2/2018	2/20/2018
2/6/2018	3/20/2018
3/6/2018	4/17/2018
4/3/2018	5/15/2018
5/1/2018	6/19/2018
6/5/2018	7/17/2018
7/3/2018	8/21/2018
8/7/2018	9/18/2018
9/4/2018	10/16/2018
10/2/2018	11/20/2018
11/6/2018	12/18/2018

Public Notice Requirements

- The applicant is responsible for posting the public notice sign(s). Staff will order the sign(s) and provide the required timeframe for posting.
- The City of Tucker is responsible for placing the legal ad in the newspaper and mailing the written notification to surrounding property owners.