

**City of Sugar Hill**  
**Development Regulation Modification Application**

**Fees for modification requests are as follows:**  
\$200 for Residential and \$250 for Commercial

**APPLICANT INFORMATION**

Name: \_\_\_\_\_ Address: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Fax: \_\_\_\_\_  
Email: \_\_\_\_\_

**OWNER INFORMATION**

Name: \_\_\_\_\_ Address: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Fax: \_\_\_\_\_  
Email: \_\_\_\_\_

**If multiple property owners, all property owners must fill out separate applications.**

**PROPERTY INFORMATION**

Subdivision: \_\_\_\_\_ Lot/Blk: \_\_\_\_\_ Land Lot: \_\_\_\_\_  
Address: \_\_\_\_\_  
Present Zoning: \_\_\_\_\_ Map Reference #: \_\_\_\_\_ Acreage: \_\_\_\_\_

Brief description of the modification request:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
SIGNATURE OF APPLICANT      DATE      SIGNATURE OF OWNER      DATE

**SITE PLAN**

All documents related to the application in order for proper authority to render a decision are necessary. At a minimum, the site plan should show existing and proposed building locations, driveways, parking areas, building setbacks, buffers, easements, flood plains, retaining walls, etc. A recorded plat, survey or site plan is also needed. Minimum scale: 1" = 50'. Minimum size: 11" x 17". Documents larger than 11" x 17" require electronic file copy.

**APPLICANT RESPONSE**

PLEASE RESPOND TO THE FOLLOWING STANDARDS IN THE FORM OF A WRITTEN NARRATIVE, WHICH MUST BE SUBMITTED WITH THE APPLICATION.

- a. Explain the modification request.
- b. How undue hardship may result from strict compliance; provided any such determination shall be based fundamentally on the fact that unusual topographical or other exceptional conditions require such a modification.
- c. Explain how, if granted, this requested modification will not adversely affect the general welfare or nullify the intent of the Development Regulations.

**AUTHORIZATION BY PROPERTY OWNER**

I, \_\_\_\_\_, being duly sworn upon his/her oath, being of sound mind and legal age deposes and states; that he/she is the owner of the property which is the subject matter of the attached applications, as is shown in the records of City of Sugar Hill, Sugar Hill, Georgia.

He/She authorizes the person named below to act as applicant in the pursuit of a Variance of this property.

I hereby authorize staff of the City of Sugar Hill, Department of Planning and Development to inspect the premises, which is the subject of this application

_____	____/____/____	_____	____/____/____
SIGNATURE OF APPLICANT	DATE	SIGNATURE OF OWNER	DATE

_____	_____
APPLICANT TYPE OR PRINT	OWNER TYPE OR PRINT

Personally appeared before me who on oath disposes and says that the above is true and to the best of his or her knowledge and belief.

_____	____/____/____	(NOTARY SEAL)
Notary Public Signature	Date	

**VERIFICATION OF CURRENT PAID PROPERTY TAXES FOR APPLICATION**

The undersigned below is authorized to make this application. The undersigned certifies that all the City of Sugar Hill property taxes, billed to date or the parcel listed below have been paid in full. In no case shall an application or reapplication for modification be processed without such property verification.

**\*NOTE: A separate verification for must be completed for each tax parcel included in the request.**

**Tax Parcel Number:** \_\_\_\_\_

_____	____/____/____	_____
SIGNATURE OF APPLICANT	DATE	TYPE OR PRINT NAME