

**City of Sugar Hill  
Variance Application**

The following items are necessary in order to process Variance (**Administrative, City Council, Development Waiver, and Appeals of Administrative Decision**) applications. Please see the attached schedule of filing deadlines and meeting dates attached. **ALL ITEMS MUST BE COMPLETED AS LISTED BELOW. IF NOT COMPLETE, APPLICATIONS CANNOT BE ACCEPTED. The Planning Director strongly urges pre-application conferences to discuss the proposal. However, they are not required, an appointment with the Planning Director is suggested.**

**1. APPLICATION FORM**

- a. Answer all questions.
- b. Applicant and property owner must sign application.
- c. In addition to the application the following must be attached;
  - aa. Applicant Response
  - bb. Conflict of Interest Certification
  - cc. Disclosure Statement
  - dd. Property Owner/Applicant Certification
  - ee. Verification of Current Taxes Paid
- d. Digital copy of application packet.

**2. APPLICATION FEE Please make checks payable to: **CITY OF SUGAR HILL****

- a. Administrative:                 **\$200.00 Residential                 \$250.00 Commercial**
- b. Variance/Appeals:           **\$300.00 Residential                 \$350.00 Commercial**
- c. Development Waiver         **\$275.00**

**3. LETTER OF INTENT**

The letter of intent must describe the proposed or existing use, the variance(s) requested, and why you feel the variance is justified.

**4. SITE PLAN**

- a. All documents related to the application in order for proper authority to render a decision are necessary.
- b. The Site Plan should show existing and proposed building locations, driveways, parking areas, building setbacks, buffers, easements, flood plains, retaining walls, and etc.
- c. If sign variance, a detailed drawing showing dimensions, height, location on property/building, including right-of-ways, etc.
- a. A recorded plat and/or deed filed at the Clerk of the Courts office and a site plan including the below information; aa. Three (3) copies "to scale." bb. One (1) copy reduced to 8½" X 11" with topography, and one (1) copy reduced 8½" X 11" without topography. cc. One (1) copy reduced 11" X 17" with topography, and one (1) copy reduced 11" X 17" without topography. dd. One (1) Electronic file copy of the Site Plan. Standard format AutoCAD or ESRI GIS compatible.

**5. LEGAL DESCRIPTION**

The legal description must be a "metes and bounds" description. It must establish a point of beginning and from the point of beginning give each dimension bounding the property, calling the directions (such as north, northeasterly, southerly, etc.) that the boundary follows around the property returning to the point of beginning. If there are multiple property owners, all properties must be combined into one legal description. If all the properties are not contiguous, a separate application and legal description must be submitted for each property. Requests for multiple zoning districts, must be filed with a separate application and legal description for each district requested. Please email a copy of this legal description in **WORD** format **ONLY** to the Planning Technician Kim Landers at [klanders@cityofsugarhill.com](mailto:klanders@cityofsugarhill.com), **PDF** format is **NOT** acceptable.

**6. MEETINGS**

Please refer to the Public Hearing Schedule for submittal and filing deadlines, and Public Hearing Dates.

**7. ADJOINING PROPERTY OWNERS**

Printed in list form Names, addresses, map reference numbers, and zoning classification of **all** adjoining property owner(s) of record **must** be attached based upon current month available tax records at Gwinnett County. All adjoining properties include **both** sides of the road. A typed set of labels are required to be submitted with the list preferably in an Avery 5160 format. Labels are required to be emailed in the Avery 5160 format to [klanders@cityofsugarhill.com](mailto:klanders@cityofsugarhill.com)

**VARIANCE APPLICATION**

Administrative    City Council    Appeal of Administrative Decision    Development Regulation Modification

**APPLICANT INFORMATION**

Name: \_\_\_\_\_ Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

**PROPERTY OWNER INFORMATION**

Name: \_\_\_\_\_ Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

**CONTACT INFORMATION**

Name: \_\_\_\_\_ 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: \_\_\_\_\_

**Requesting \_\_\_\_\_ feet in the \_\_\_\_\_ SIDE \_\_\_\_\_ REAR \_\_\_\_\_ FRONT yard.**

If REQUEST is other than above, please give a brief description of the variance request:

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

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

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

**APPLICANT RESPONSE**

The applicant finds that the following standards are relevant in balancing the interest in promoting the public health, safety, morality, or general welfare against the right to unrestricted use of the property and shall govern the exercise of the zoning power. PLEASE RESPOND TO THE FOLLOWING STANDARDS IN THE FORM OF A WRITTEN NARRATIVE, WHICH MUST BE SUBMITTED WITH THE APPLICATION.

- a. Explain the variance request.
- b. How any special conditions and circumstances existing on the property which are peculiar to the land, structure or building(s) involved and which are not applicable to other lands, structures or building in the same district.
- c. How the literal interpretation of the provision of the Zoning Ordinance would deprive the applicant the rights commonly enjoyed by other properties within the same district under the terms of the Zoning Ordinance.
- d. How the special conditions and circumstances do not result from the actions of the applicant.
- e. How granting of the variance requested will not confer on the applicant any special privileges that are denied by the Zoning Ordinance to other lands, structures or buildings in the same district.
- f. How no non-conforming use of neighboring lands, structures, or buildings in the same district and not permitted or non-use of lands, structures or building in other districts shall be considered grounds for issuance of a variance.
- g. Explain how this requested variance is the minimum necessary that all allow the reasonable use of the land, building(s) or structure(s).
- h. Explain, how if granted, this requested variance will be in harmony with the general purpose and intent of the Zoning Ordinance, and will not be injurious to the neighborhood, surrounding properties or otherwise detrimental to the public welfare.

**This information may be included in your Letter of Intent.**

**CONFLICT OF INTEREST CERTIFICATION**

The undersigned below, making application for a Variance has complied with the O.C.G.A. § 36-67A, et. Seq., Conflict of Interest in Zoning Actions and has submitted or attached the required information on the forms provided. Title 36 relates to disclosure of financial interest, campaign contributions, and penalties for violating O.C.G.A.

_____	__/__/__	_____	__/__/__
Signature of Applicant	Date	Signature of Applicant's Attorney	Date
_____		_____	
Type or Print name and Title		Type or print name and Title	
_____	__/__/__	_____	__/__/__
Signature of Notary Public	Date	Signature of Notary Public	Date

**DISCLOSURE STATEMENT**

Nothing in Chapter 36 of O.C.G.A. shall be construed to prohibit a local government official from voting on a zoning decision when the local government is adopting a zoning ordinance for the first time or when a local government is voting upon a revision of the zoning ordinance initiated by the local government pursuant to a comprehensive plan as defined in Chapter 70 of this title.

- No, I have not made any campaign contribution to City Officials voting on this application exceeding \$250.00 in the past two years.
- Yes, I have made campaign contributions to City Officials voting on this application exceeding \$250.00 in the past two years.

To Whom: \_\_\_\_\_ Value of Contribution: \_\_\_\_\_ Date of Contribution: \_\_\_\_\_

I have read and understand the above and hereby agree to all that is required by me as the applicant.

_____	__/__/__	_____
Signature of Applicant	Date	Applicant Type or Print Name

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	

**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.

**APPLICANT INFORMATION**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

\_\_\_\_\_

Fax: \_\_\_\_\_

\_\_\_\_\_

Email: \_\_\_\_\_

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

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
SIGNATURE OF PROPERTY OWNER      DATE

\_\_\_\_\_  
APPLICANT TYPE OR PRINT

\_\_\_\_\_  
PROPERTY 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 Public Signature      Date      (NOTARY SEAL)

**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 for the parcel listed below have been paid in full. In no case shall an application or reapplication for rezoning/variance be processed without such property verification.

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

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

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

\_\_\_\_\_  
TYPE OR PRINT NAME

**2020-2021**

**APPLICATION DEADLINES, MEETING SCHEDULES & MUNICIPAL COURT DATES**

<b>Submittal Deadline Public Hearing Application Prior to 12:00 NOON</b>	<b>Submittal Deadline for Design Review TCO/CBD, and Variance Applications &amp; Last date to Withdraw Public Hearing Applications Prior to 12:00 NOON</b>	<b>Planning Commission Public Hearing 7:00 PM</b>	<b>City Council Work Session 7:00 PM</b>	<b>City Council Public Hearing 7:30 PM</b>	<b>Municipal Court Calendar 1:00 PM SUBJECT TO CHANGE</b>
8/7/2020	8/31/2020	9/21/2020	10/5/2020	10/12/2020	8/21/2020
9/4/2020	9/28/2020	10/19/2020	11/2/2020	11/9/2020	9/18/2020
10/2/2020	10/26/2020	11/16/2020	12/7/2020	12/14/2020	10/23/2020
11/6/2020	11/30/2020	12/21/2020	1/4/2021	1/11/2021	11/20/2020
12/4/2020	12/28/2020	Tues. 1/19/2021	2/1/2021	2/8/2021	12/11/2020
12/31/2020	1/25/2021	2/15/2021	3/1/2021	3/8/2021	1/15/2021
2/5/2021	2/22/2021	3/15/2021	4/5/2021	4/12/2021	2/19/2021
3/5/2021	3/29/2021	4/19/2021	5/3/2021	5/10/2021	3/19/2021
4/2/2021	4/26/2021	5/17/2021	6/7/2021	6/14/2021	4/16/2021
5/7/2021	5/28/2021	6/21/2021	7/5/2021	7/12/2021	5/21/2021
6/4/2021	6/28/2021	7/19/2021	8/2/2021	8/9/2021	6/18/2021
7/1/2021	7/26/2021	8/16/2021	Tues. 9/7/2021	9/13/2021	7/16/2021
8/6/2021	8/30/2021	9/20/2021	10/4/2021	10/11/2021	8/20/2021
9/3/2021	9/27/2021	10/18/2021	11/1/2021	11/8/2021	9/17/2021
10/1/2021	10/25/2021	11/15/2021	12/6/2021	12/6/2021	10/15/2021
11/5/2021	11/29/2021	12/20/2021	1/4/2022	1/4/2021	11/19/2021
12/3/2021	12/22/2021	1/18/2022	2/7/2022	2/14/2022	12/17/2021
12/30/2021	1/31/2022	2/21/2022	3/7/2022	3/14/2022	