

**City of Sugar Hill**  
**Stream Buffer Protection Variance Application**

The following items are necessary in order to process a Stream Buffer Variance application. 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. Conflict of Interest Certification
  - bb. Disclosure Statement
  - cc. Property Owner/Applicant Certification
  - dd. Verification of Current Taxes Paid
- d. Digital copy of application packet.

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

**\$300.00 Residential      \$350.00 Commercial**

**3. LETTER OF INTENT**

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

**4. SUPPORTING DOCUMENTATION**

- a. Site plan to include: locations of all streams, wetlands, floodplain boundaries and other natural features as determined by field survey; a description of the shape, size, topography, slope, soils, vegetation and other physical characteristics of the property; existing and proposed structures and other impervious cover as well as the limits of all existing and proposed land disturbance inside and outside the stream buffer protection areas.
- b. Clearly and accurately indicate the exact area of the buffer to be affected.
- c. Document that impacts to the buffer have been avoided or minimized to the fullest extent practicable.
- d. Calculate the total area and length of the proposed intrusion.
- e. Storm water management site plan, if applicable.
- f. Proposed mitigation plan in accordance with procedure outlined in the Gwinnett County Storm Water Design Manual. If none is proposed, explain why.
- g. Narrative description with details of the buffer disturbance including estimated length of time for the disturbance and justification for why the disturbance is necessary.
- h. Copies of the permit application, supporting documentation and proposed mitigation plan as submitted to the United States Army Corps of Engineers and Georgia Environmental Protection Division, if applicable.
- i. Include one full size copy "to scale." One copy reduced to 8 ½" X 11", and one copy 11" X 17".

**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 Administrative Assistant Kim Landers at [nklein@cityofsugarhill.com](mailto:nklein@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 [nklein@cityofsugarhill.com](mailto:nklein@cityofsugarhill.com).

**STREAM BUFFER VARIANCE APPLICATION**

<b>APPLICANT INFORMATION</b>			
Name: _____		Address: _____	
Phone: _____		_____	
Fax: _____		_____	
Email: _____			
<b>OWNER INFORMATION</b>			
Name: _____		Address: _____	
Phone: _____		_____	
Fax: _____		_____	
Email: _____			
<b>CONTACT INFORMATION</b>			
Name: _____		Phone: _____	
Fax: _____		Email: _____	
<b>If multiple property owners, all property owners must fill out separate applications.</b>			
<b>PROPERTY INFORMATION</b>			
Subdivision: _____		Lot/Blk: _____	Land Lot: _____
Address: _____			
Parcel Id #: _____		Acreage: _____	
Please give a brief description of the variance request:			
_____			
_____			
_____			
_____/_____/_____ SIGNATURE OF APPLICANT		_____/_____/_____ SIGNATURE OF OWNER	
_____/_____/_____ DATE		_____/_____/_____ 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 Public Signature                      Date                      (NOTARY SEAL)

**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

**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

**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

DATE

SIGNATURE OF OWNER

\_\_\_\_\_  
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 Public Signature Date

(NOTARY SEAL)

**2021-2022**

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

**NOTE: ALL Public Hearing Applications Must be Submitted Prior to 12:00 NOON**

<b>Submittal Deadline Public Hearing Application</b>	<b>Submittal Deadline for Design Review TCO/CBD, and Variance Applications &amp; Last date to Withdraw Public Hearing Applications</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>
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	1/10/2022	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	1/21/2022
2/4/2022	2/28/2022	3/21/2022	4/4/2022	4/11/2022	2/18/2022
3/4/2022	3/28/2022	4/18/2022	5/2/2022	5/9/2022	5/20/2022
4/1/2022	4/25/2022	5/16/2022	6/6/2022	6/13/2022	6/18/2022
4/29/2022	Tues. 5/31/2022	6/20/2022	Tues. 7/5/2022	7/11/2022	7/15/2022
6/3/2022	6/27/2022	7/18/2022	8/1/2022	8/8/2022	8/19/2022