



ZONING BOARD OF APPEALS VARIANCE APPLICATION SUBMITTAL CHECKLIST

Submission of the items in this checklist to the Planning and Zoning Department does not imply the applicant has been accepted nor that it will appear at the Public Hearing. Only after staff deems your application complete will it be assigned to a public hearing date.

Complete application including:

- Contact Page
- Information Page
- Authorization of Property Owner(s)

Letter of Intent addressing each of the following:

- There are extraordinary and exceptional conditions pertaining to the particular piece of property in question because of its size, shape, or topography; and
- The application of these regulations to this particular piece of property would create a practical difficulty or unnecessary hardship; and
- Such conditions are peculiar to the particular piece of property involved; and
- Relief, if granted, would not cause substantial detriment to the public good or impair the purposes and intent of these regulations; provided, however, no variance may be granted for a use of land or building or structure that is prohibited by this Ordinance; and
- A literal interpretation of this Ordinance would deprive the applicant of any rights that others in the same district are allowed; and
- Provided that the Board may impose or require such additional restrictions and standards as may be necessary to protect the health and safety of workers and residents in the community, and to protect the value and use of property within Cherokee County.

Property Deed

A copy of the deed that reflects the current owner(s) of the property. Security deeds are not acceptable.

Site Plan

A to-scale copy, prepared by a registered design professional, must be provided. Plans shall be current and not more than two years old. Refer to the site plan checklist for additional information.

Other (if applicable)

- Architectural Drawings/Renderings
- Photographs
- Signed Support Letters

A site plan shall be prepared by a registered design professional showing the dimensions, acreage and location of the tract(s). The following information should be included, if applicable:

- a. North Arrow
- b. Land Lot Lines
- c. Date of plan
- d. Graphic scale
- e. Surveyed boundaries with bearing and distances of the entire tract and their relationship to adjoining properties, public rights-of-way, and easements.
- f. Total land area
- g. Limits of 100-year floodplain and acreage of flood plain
- h. Lakes and streams, including required state or local buffers
- i. Wetlands
- j. Existing zoning buffers or proposed landscape buffers
- k. Utility and access easements
- l. Cemeteries
- m. Building setback lines
- n. Existing structures or buildings
- o. Location of all proposed buildings/structures
- p. Total floor area of all buildings/structures
- q. Location and right-of-way of streets, roads, alleys, railroads, with lengths and paving widths, road names or designations.
- r. Parking Spaces and Loading Areas
- s. Existing or proposed septic field lines
- t. Requested variance(s) indicated (e.g. proposed setback lines, proposed encroachment into the zoning buffer)



Zoning Board of Appeals Variance Application Contact Page

This information will be used to communicate with the applicant or applicant's representative throughout the public hearing process. Applicant, or representative for applicant, must attend the Public Hearing.

CONTACTS			
Applicant	Name:		
	Address:		
	City:	State:	Zip:
	Email:		Phone:
Representative (Primary Contact)	Name:		
	Address:		
	City:	State:	Zip:
	Email:		Phone:
Property Owner	Name:		
	Address:		
	City:	State:	Zip:
	Email:		Phone:
Property Owner	Name:		
	Address:		
	City:	State:	Zip:
	Email:		Phone:
Property Owner	Name:		
	Address:		
	City:	State:	Zip:
	Email:		Phone:

STAFF USE ONLY: Commission District: _____ Case: _____-_____-_____ CityView # _____	MEETING DATES: # of sign: _____ ZBA Public Hearing Date: _____
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Zoning Board of Appeals Variance Application Information Page

DATE OF PRE-FILE MEETING: _____

APPLICANT: _____

APPLICANT'S COMPANY: _____

ADDRESS: _____

APPLICANT'S RELATION TO SUBJECT PROPERTY: _____

OWNER(S) OF SUBJECT PROPERTY: _____

ADDRESS: _____

AS OWNER, I AUTHORIZE _____
TO ACT AS MY REPRESENTATIVE IN THIS MATTER.

PROPERTY DESCRIPTION:

Current Zoning: _____ Acreage: _____

PROPERTY ADDRESS: _____

Tax Map #: _____ N _____ Parcel #: _____ Land Lot(s) _____ District: _____

BRIEF EXPLANATION OF REQUEST:

NOTICE: Applicant, or representative for applicant, must attend the Public Hearing. Failure of the applicant or his agent(s) to be present at the public hearing constitutes abandonment and dismissal of the case unless the applicant shows just cause by reason of illness or health or other emergency within a reasonable time, in writing, and accompanied by new costs for readvertisement and hearing, if the Zoning Board of Appeals deems another public hearing to be desirable.

NOTICE: The ability to apply for a variance is no guaranty that a variance will be granted as the Board must consider the merits of the application based on the criteria set forth in the ordinance.

Cherokee Zoning Board of Appeals Variance Application
County Authorization of Property Owner(s)
 1831
 GEORGIA

THIS IS TO CERTIFY THAT I AM THE OWNER OF THE SUBJECT PROPERTY DESCRIBED IN THIS VARIANCE APPLICATION. I HAVE READ THIS APPLICATION AND THE STATEMENTS CONTAINED HEREIN ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

SIGNATURE OF OWNER _____ DATE _____

PRINTED NAME OF OWNER _____ DATE _____

Sworn to and subscribed before me this ____ day of _____, 20____

 NOTARY PUBLIC
 My Commission Expires: _____

If more than one property owner is listed on Deed, have second property owner sign below and have notarized:

SIGNATURE OF OWNER _____ DATE _____

PRINTED NAME OF OWNER _____ DATE _____

Sworn to and subscribed before me this ____ day of _____, 20____

 NOTARY PUBLIC
 My Commission Expires: _____

TO BE COMPLETED BY THE PLANNING AND ZONING DEPARTMENT:

Section of Ordinance to be Appealed:

Fee:

Appeal from Action of the Zoning Administrator \$250.00 ____ Variance (Residential) \$250.00 ____
 Variance (Commercial, Industrial, Building Contractor) \$350.00 ____ Public Notice Sign \$50.00 (per sign) ____

ALL FEES ARE NONREFUNDABLE

2024 Cherokee County Zoning Board of Appeals Public Hearing Calendar

NOTE: THERE IS NO FILING DEADLINE. ONCE APPLICATIONS ARE DEEMED COMPLETE, STAFF WILL ADVERTISE FOR THE NEXT AVAILABLE PUBLIC HEARING.

MONTH	Last Day for Applicant to Post Sign	Public Hearing 6:00 PM
JANUARY	December 12, 2023	January 11, 2024
FEBRUARY	January 9, 2024	February 8, 2024
MARCH	February 13, 2024	March 14, 2024
APRIL	March 12, 2024	April 11, 2024
MAY	April 9, 2024	May 9, 2024
JUNE	May 14, 2024	June 13, 2024
JULY	June 11, 2024	July 11, 2024
AUGUST	July 9, 2024	August 8, 2024
SEPTEMBER	August 13, 2024	September 12, 2024
OCTOBER	September 10, 2024	October 10, 2024
NOVEMBER	October 15, 2024	November 14, 2024
DECEMBER	November 12, 2024	December 12, 2024

Public Hearing held in the Cherokee County Administration Building – 1130 Bluffs Parkway Canton, Georgia 30114