



DAWSON COUNTY VARIANCE APPLICATION

25 Justice Way, Dawsonville, Georgia 30534

The following items are required to process an application for Variance request:

1. Completed Application. (pages 1-4)
2. Adjoining Property Owner information. (Tax Assessor's website)
3. A copy of the recorded plat of the property. (Obtained from the Clerk of Court)
4. A Site plan drawn to scale of all existing and proposed structures.
5. Paid Taxes receipt for current year. (Tax Commissioner's office)
6. Written statement explaining hardship and proposed resolution.
7. Letter from the Environmental Health Department regarding on-site septic. (706-265-2930)
8. Application fee will be calculated at time of submittal; Variance minimum fee is \$ 350.
9. Property Owner Authorization. (if you are not the property owner)

This application is to be heard by the Dawson County Planning Commission under the provisions of the regulations of Dawson County. It is the responsibility of the applicant to present sufficient evidence to justify a variance from the adopted regulations.

To avoid delays, please be sure the application is complete. Incomplete applications are considered insufficient and will not be processed for the next available meeting. Staff may contact you for clarification or further explanation of the request. If the application is sufficient a public hearing sign will be posted on your property. Additionally, notice will be mailed to your immediate neighbors.

It is the applicant's responsibility to attend the Public Hearings and be able to answer any questions regarding the request. If you are uncomfortable in this role, you may want to seek the assistance of legal counsel, surveyor, or other professional. **FAILURE TO APPEAR AT MEETINGS CAN BE CONSIDERED ABANDONMENT AND DISMISSAL OF THE CASE(S), UNLESS THE APPLICANT SHOWS JUST CAUSE BY REASON OF ILLNESS, HEALTH OR ANY OTHER EMERGENCY WITHIN A REASONABLE TIME, IN WRITING.**

The applications must be complete or the request will be delayed until the next Submittal Deadline. It is strongly suggested that the applicant schedule a pre-application meeting with the Planning Staff. Each submittal deadline cycle has a maximum agenda item number of (8) eight applications. If that number is met, then your application will be placed on the next cycle of public meetings.

If you have any questions, call the Planning & Development office at 706-344-3500 extension 42336.

Both the Planning Commission and the Board of Commissioners meetings are held in the Dawson County Government Center, Assembly Room 2303, located at 25 Justice Way, Dawsonville, Georgia 30534.

This application is tentatively scheduled for the _____, 2024 Planning Commission Meeting agenda.

Planning Commission meetings begin at 6:00 p.m.

Where a variance is granted for a construction activity requiring a building permit, the building permit must be obtained and construction have begun within six months of the issuance of the variance. Otherwise, the variance expires after six months. **-Keep this page for your records-**

Submittal Dates @12:00 p.m.	Planning Commission Meeting Dates (6:00 p.m.)	Board of Commissioners Meeting Dates for Rezoning Hearings (To be held directly after the 4 p.m. work session)
	May 21, 2024	June 20, 2024
April 26, 2024	June 18, 2024	July 18, 2024
May 31, 2024	July 16, 2024	August 15, 2024
June 28, 2024	August 20, 2024	September 19, 2024
July 26, 2024	September 17, 2024	October 17, 2024
August 30, 2024	October 15, 2024	November 21, 2024
September 27, 2024	November 19, 2024	December 19, 2024
October 25, 2024	December 17, 2024	TBD
November 29, 2024	January 21, 2025	TBD
December 27, 2024	February 18, 2025	TBD

Applications may be submitted at any time during the month prior to the submittal deadline date and time. However, **COMPLETE APPLICATIONS MUST BE SUBMITTED BY 12:00 NOON ON THE SUBMITTAL DATE LISTED ABOVE** to be considered for that cycle.

Please be aware that each monthly Planning Commission agenda is limited to a maximum to eight (8) applications. If that number is met, then your application will be placed on the next month's calendar.

The above schedule is subject to change. Please check the County website for meeting dates and times. If you have any questions, please call the Planning & Development staff at (706) 344-3500 extension 42336.

Developments of Regional Impact (DRI) take an extended time for review and processing due to the Traffic Impact Study and Regional review requirements.



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APPLICANT INFORMATION (or Authorized Representative)

Printed Name: _____

Address: _____

Contact Email: _____ Telephone # _____

Status: Owner Authorized Agent Lessee

PROPERTY INFORMATION

Street Address of Property:

Land Lot(s): _____ District: _____ Section: _____

Subdivision/Lot: _____ / _____

Building Permit #: _____ (if applicable)

REQUESTED ACTION

A Variance is requested from the requirements of Article # _____ Section # _____ of the Land Use Resolution/Sign Ordinance/Subdivision Regulations/Other.

Front Yard setback **Side Yard** setback **Rear Yard** setback variance of _____ feet to

allow the structure to: **be constructed**; **remain** a distance of _____ feet from the

property line, **or** other : _____

instead of the required distance of _____ feet as required by the regulations.

Other (explain request): _____

If there are other variance requests for this site in past, please list case # and nature of variance:



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Variations to standards and requirements of the Regulations, with respect to setbacks, lot coverage, height, and other quantitative requirements may be granted if, on the basis of the application, investigation, and other evidence submitted **by the applicant, all four** (4) expressly written findings below are made:

1. Describe why a strict and literal enforcement of the standards would result in a practical difficulty or unnecessary hardship:

2. Describe the exceptional and extraordinary conditions applicable to this property which do not apply to other properties in the same district:

3. Describe why granting a variance would not be detrimental to the public health, safety, morals or welfare and not be materially injurious to properties in the near vicinity:

4. Describe why granting this variance would support the general objectives within the Regulation:

Add extra sheets if necessary.



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List of Adjacent Property Owners

It is the responsibility of the Applicant to provide a list of adjacent property owners. This list must include the name and address of anyone who has property touching your property or who has property directly across the street from your property. Please note this information should be obtained using the Tax Map and Parcel Number listing of any parcel(s) adjoining or adjacent to parcel where variance or zoning is being requested. Please add additional sheets if necessary.

	Name	Address
TMP _____ - _____	1. _____	_____
TMP _____ - _____	2. _____	_____
TMP _____ - _____	3. _____	_____
TMP _____ - _____	4. _____	_____
TMP _____ - _____	5. _____	_____
TMP _____ - _____	6. _____	_____
TMP _____ - _____	7. _____	_____
TMP _____ - _____	8. _____	_____
TMP _____ - _____	9. _____	_____

APPLICANT CERTIFICATION

I hereby request the action contained within this application relative to the property shown on the attached plats and site plan and further request that this item be placed on the Planning Commission agenda for a public hearing.

I understand that the Planning & Development staff may either accept or reject my request upon review. My request will be rejected if all the necessary data is not presented.

I understand that I have the obligation to present all data necessary and required by statute to enable the Planning Commission to make an informed determination on my request. I may seek the advice of a land use professional if I am not familiar with the zoning and land use requirements.



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I understand that my request will be acted upon at the Planning Commission I am required to be present or to be represented by someone able to present all facts. I understand that failure to appear at a public hearing may result in the postponement or denial of my special use or rezoning application. I further understand that it is my responsibility to be aware of relevant public hearing dates and times regardless of notification from Dawson County.

I hereby certify that I have read the above and that the above information as well as the attached information is true and correct.

Signature of Applicant or Agent: _____

Date: _____

Withdrawals of any application may be accommodated within the Planning & Development office if requested before the Planning Commission agenda is set. Therefore, withdrawals may not be made after ten (10) days prior to the scheduled Planning Commission meeting hearing, unless accompanied by written request stating specific reasons for withdrawal. This withdrawal request is to be published in the legal organ prior to the meeting. Following that written request and publication the Commission will vote to remove the item from the agenda at the scheduled hearing. Please note that should the withdrawal be denied, the item will receive deliberation and public hearing with a decision by the Commission. Further the applicant is encouraged to be present at the hearing to substantiate reasons for withdrawal.

THIS SECTION TO BE COMPLETED BY STAFF.

VR 24- _____ Tax Map & Parcel# _____

Zoning: _____ Commission District #: _____

Submittal Date: _____ Time: am/pm Received by: _____ (staff initials)

Fee Paid: _____ Planning Commission Meeting Date: ____/____/2024

Variances

Property Owner Authorization Form

This form must be signed by the owner(s) as listed on the deed of record for the subject property. If there is more than one property owner, additional affidavits must be provided. **Only an owner or an authorized agent may speak on behalf of the variance at the public hearing.**

Owner's Name: _____

Mailing Address:

Signature of Owner : _____ Date: _____

Signature of Notary: _____ Date: _____

*Notary
Stamp*