



ADMINISTRATIVE VARIANCE APPLICATION

Paulding County Planning and Zoning Division * Dallas, Ga 30157 * 770-443-7601

Name of Applicant / Representative _____

Address _____ Home Phone _____

City _____ State _____ Zip _____

Email _____ Phone _____

Signature of Applicant / Representative _____

Signed, sealed and delivered in the presence of:

Notary Public My commission expires _____

Name(s) of Titleholder(s) _____

Address _____ Home Phone _____

City _____ State _____ Zip _____

Email _____ Phone _____

Signature of Titleholder(s) _____

Signed, sealed and delivered in the presence of:

Notary Public My commission expires _____

Present Zoning District(s) _____ Site Acreage of Application _____ Acreage of Titleholder(s) _____

Tax Parcel I.D. Number(s) _____

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

Is the property in the Hiram City Limits? _____ (yes or no) Sewerage Disposal Type _____

Location of property _____

Nearest intersections,(i.e. east/ west side of given road, and south/north of given road) and address if available

Justification/Reason/Hardship and Description of Administrative Variance Requested _____

****Staff Use Only****

Case # _____ Hearing Date _____

Planning Commission Recommendation:

Approved _____ Conditions _____

Disapproved _____ Reason _____

Tabled _____ Reason _____

REQUIREMENTS FOR COMPLETING ADMINISTRATIVE VARIANCE APPLICATIONS

1. Completed application (must be original application distributed by the County) with notarized signatures of **applicant(s), titleholder(s) and representative(s)**. The application and all related material can be submitted to the Community Development Department- Planning and Zoning Division daily from 8:30 – 3:30, but no later than 10:00 a.m. on the last filing day established by the department. See attached filing deadline dates.
2. Three (3) copies of a **site plan**, drawn to scale, (prepared, signed and sealed by a registered surveyor) depicting the requested variance. All copies to be separately and individually folded to 8 1/2” by 11 size.
3. A **current legal description** of the subject property. If the application consists of several tracts, a legal description of each tract is required. A separate legal description of each zoning classification is also required, as well as an overall description of all tracts and/or classifications combined. No legal description should include more property than what has been requested for waiver, modification or appeal.
4. A copy of the **warranty deed** that reflects the current owner(s) of the property.
5. **Names and mailing address and tax parcel ID number of all adjoining property owners in LIST FORM**, including the owners across the road and to the rear, or any persons located along a joint access easement. It is the sole responsibility of the applicant to provide correct current information, and the applicant acknowledges that the data provided by the Tax Assessor’s Office may not be current or correct. Failure, by the applicant, to provide correct information may result in the application being declared void. The tax assessor’s office on the third floor of the Court House Annex has computers available with information to assist you in obtaining information.
6. Documentation from the **Tax Commissioner** that the tax levied against the property has been paid.
7. If property is in a platted subdivision, a copy of the **final plat of the subdivision** must be included in application.
8. Notarized Campaign Contribution forms and Property/Financial Disclosure Report for each applicant and each representative (see attached).
9. A written explanation of any hardship or basis for modification or waiver that applies to the application for appeal.
10. The filing fee must be paid at the time the application is presented. The filing fee is an amount set by the Paulding County Board of Commissioners. **This fee is non-refundable.** (see attached fee schedule).
11. Such other additional information as may be requested by the Paulding County Development staff.
12. Applicant/Representative acknowledges and accepts all responsibility for the completeness of the application as presented. If, upon further review by Staff, any information is lacking, unclear, or deemed incomplete by Staff, Applicant/Representative understands the application will not be placed on the agenda until such information is addressed.
13. Applicant or representative **must be present** at the hearing. Failure to attend may result in dismissal with prejudice, rejection of the application, or continuance of the hearing at the Committee’s sole discretion.
14. **Incomplete applications will NOT be accepted by the Community Development Department.**

Signature(s) Applicant

Date

DISCLOSURE OF CAMPAIGN CONTRIBUTIONS AND GIFTS
BY APPLICANT AND/OR REPRESENTATIVE

(required by Title 36, Chapter 67A, Official Code of Georgia Annotated)

Applicant's Name (Note 1): _____

Reference: Application filed on _____, 20_____

to rezone real property described as follows: _____

All Individuals and business entities (Note 2) have a property interest (Note 3) in said properties are as follows: _____

Has the applicant made, within two (2) years immediately preceding the filing of this application for rezoning, campaign contributions aggregating two hundred fifty dollars (\$250.00) or more, or made gifts having in the aggregate a value of two hundred fifty dollars (\$250.00) or more to a member or members of the Board of Commissioners, Planning Commission or Zoning Board of Appeals (or any local government official) who will consider this applications? _____ (YES or NO)

If YES, GA Law requires applicant to file a disclosure report within ten (10) days after the rezoning application is filed. Please provide the following information which will be considered as the require disclosure:

Name and official position of the local government official to whom the campaign contribution/gift was made: _____

The dollar amount of each campaign contribution made by the applicant to the local government official during the two (2) years immediately preceding the filing of this application and the date of each such contribution:

An enumeration and description of each gift having a value of two hundred fifty (\$250.00) or more made by the applicant to the local government official during the two (2) years immediately preceding the filing of this application:

Please attach additional sheet if necessary.

I certify that the foregoing information is true and correct, this _____ day of _____, 20_____.

Applicant's Signature _____

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

Notary Public Signature _____

My Commission expires _____

- Note 1: Applicant means any person who applies for any application and any attorney or other person representing or acting on behalf of a person who applies for any application.
- Note 2: Business entity – Corporation, partnership, limited partnership, firm, enterprise, franchise, association or trust.
- Note 3: Property interest – Direct or indirect ownership, including any percentage of ownership less than total ownership.

Paulding County Community Development cannot advise anyone on how to complete this form. You may want to confer with an attorney for guidance.

A SEPARATE DISCLOSURE FORM IS REQUIRED TO BE COMPLETED BY EACH APPLICANT AND REPRESENTATIVE.

PROPERTY/FINANCIAL DISCLOSURE REPORT
BY APPLICANT AND OR REPRESENTATIVE

Does any member of the Board of Commissioners or Planning Commission have a property interest (direct or indirect ownership, including any percentage of ownership less than total) in the subject property?
_____ (YES or NO).

If yes, describe the nature and extent of such interest: _____

Does any member of the Board of Commissioners or Planning Commission have a financial interest (direct ownership interests of the total assets or capital stock where such ownership interest is ten percent (10%) or more) of a corporation, partnership, limited partnership, firm, enterprise, franchise, association, or trust, which has a property interest (direct or indirect ownership, including any percentage of ownership less than total) upon the subject property? _____ (YES or NO)

If yes, describe the nature and extent of such interest: _____

Does any member of the Board of Commissioners or Planning Commission have a spouse, mother, father, brother, sister, son or daughter who has any interest as described above? _____ (YES or NO).

If yes, describe the relationship and the nature and extent of such interest: _____

I certify the foregoing information is true and correct, this _____ day of _____, 20 _____.

Applicants Signature _____

Signed, sealed and delivered in the presence of:

Notary Public _____

My commission expires _____

- If the answer to any of the above is “Yes”, then the member of the Board of Commissioners or Planning Commission must immediately disclose the nature and extend of such interest, in writing to the Board of Commissioners of Paulding County, Georgia. A copy should be filed with this application. Such disclosures shall be a public record and available for public inspection at any time during normal working hours.
- Applicant means any person who applies for a Rezoning, Land Use Permit, Special Use Permit, or Medical Hardship, action and any attorney, or other person representing or acting on behalf of a person who applies for a Rezoning Land Use Permit, Special Use Permit, or Medical Hardship, action.

A SEPARATE PROPERTY/FINANCIAL DISCLOSURE REPORT IS REQUIRED TO BE COMPLETED BY EACH APPLICANT AND REPRESENTATIVE.