



# 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:

\_\_\_\_\_ My commission expires \_\_\_\_\_

Notary Public

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:

\_\_\_\_\_ My commission expires \_\_\_\_\_

Notary Public

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 \_\_\_\_\_

**Development Waiver Review Committee:**

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, if not in a platted subdivision.
5. Documentation from the **Tax Commissioner** that the tax levied against the property has been paid.
6. If property is in a platted subdivision, a copy of the **final plat of the subdivision** must be included in application.
7. Notarized Campaign Contribution forms and Property/Financial Disclosure Report for each applicant and each representative (see attached).
8. A written explanation of any hardship or basis for modification or waiver that applies to the application for appeal.
9. 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).
10. Such other additional information as may be requested by the Paulding County Development staff.
11. 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, additional information may be required.
12. **Incomplete applications will NOT be accepted by the Community Development Department.**

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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.*

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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.\***