



City of Auburn
Planning & Development Department
1 Auburn Way
P.O. Box 1059
Auburn, Georgia 30011
Phone: 770-963-4002 Fax: 770-513-9255
www.cityofauburn-ga.org

DATE RECEIVED _____
CASE FILE #: **VA** _____

VARIANCE APPLICATION

Applicant: is the (check one) Property Owner ____
Owner's Agent ____

First Name (please print)

Address

City, State, Zip Code

Phone Number(s) Fax email

Contact Person(if different from above)_____

Phone_____ E-mail_____

Present Zoning Classification(s): _____

Property Location _____

Tax Map Parcel #: **AU** _____

Variance Summary _____

I hereby certify that the above information and all attached information is true and correct:

Signature _____ Date _____

Notary Public _____

As a minimum, the following items are required with submittal of this application. Incomplete applications will not be accepted.

1. Payment of the application fee (\$450) by check or cash. Make checks payable to "City of Auburn".

2. Indicate how the following conditions relate to the requested Variance:
 - a. Extraordinary or exceptional conditions pertaining to the particular property in question because of its size, shape or topography;

 - b. An unnecessary hardship created by the application of the Ordinance;

 - c. Conditions that are peculiar to the particular piece of property involved;

 - d. Detriment to the public good or impairment of the purpose or intent of the Ordinance.

3. A written legal description or current survey (within 1 yr of submittal date) of the subject property. (original or photocopy Survey must be prepared by Georgia Registered Land Surveyor.

4. Eight (8) copies of the application, including; scaled site plans and one plan reduce to fit on a 8½ x 11 sheet, showing north arrow, land lot and district, dimensions, current zoning, acreage, vicinity map, current zoning classification of all adjacent parcels, the proposed location of the structures, driveways, parking and loading areas, and the location and extent of required buffer areas. The Planning Director strongly encourages the applicant to provide architectural building renderings indicating building elevation and construction materials that the facades and roofs will consist of. **All documents must be folded to 8 ½ x 11''**.

5. Notarized owner/applicant certification.

6. Conflict of Interest and Disclosure of Campaign Contributions.



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CERTIFICATIONS

In the event an owner's agent or contract purchaser is filing this application, both of the certifications below must be completed. If the owner is filing the application, only the owner's certification must be completed.

OWNER'S CERTIFICATION

The undersigned below, hereby declares that they are the owner(s) of the property, located at _____ as shown in the records of BarrowCounty, GA.

Signature of Owner

Appeared before me personally this _____ day of _____, _____

Signature of Notary Public

Seal

AGENT'S CERTIFICATION

The undersigned below, or as attached, is hereby authorized to make this application by the property owner for the property listed above, which is the subject of this application.

Name of Agent

Appeared before me personally this _____ day of _____, _____

Address _____

Signature of Notary Public

Phone

Seal



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CONFLICT OF INTEREST DISCLOSURE

The undersigned below, making application for Rezoning, Special Exception, Special Use Permit, Variance, etc., has complied with the Official Code of Georgia Section 36-67A-1, et. sec., Conflict of Interest in Zoning Actions, and has submitted or attached the required information on forms provided.

_____	_____	_____	_____
Signature of Applicant	Date	Signature of Owner	Date
_____		_____	
Print Name		Print Name	

Title			

Appeared before me personally this
_____ day of _____, _____

Signature of Notary Public

Seal