



4035 WALNUT CIRCLE / P.O. BOX 99
OAKWOOD GA 30566
(770) 534-2365

Application Requirements for Variance

- ✓ Application Forms (completed in its entirety)
- ✓ Legal Description (Written & CD)
- ✓ Boundary Survey – 2 copies
- ✓ Boundary Survey (Copy – Black & White) – No larger than 11”x17”
- ✓ Application Fee for Variance (per item) \$300.00
- ✓ Consent Letter from Landowner, if required (Notarized)
- ✓ Site Plan (see below)
- ✓ Letter of Intent which described general characteristics of the proposed development, time frame of development, background information in support of such application, and any other information deemed pertinent by the applicant. For variance applications, the letter of intent shall address the standards specified in Ordinance No. 212, Section 9.
- ✓ Disclosure of any conflict of interest as specified in Chapter 67A of the Official Code of Georgia “Conflict of Interest In Zoning Action”

Site Plan Requirements (attach with application):

- ✓ Title of the proposed development and the name, address and telephone number of the property owner.
- ✓ The name, address and telephone number of the architect, engineer or other designer of the proposed development.
- ✓ Scale, date, north arrow, and general location map showing relationship of the site to streets or natural landmarks.
- ✓ Boundaries of the subject property, all existing and proposed streets, including right of way and street pavement widths; buildings; water courses; parking and loading areas; and other physical characteristics of the property and proposed development.
- ✓ Fifteen (15) Copies