



L A G R A N G E
G E O R G I A

VARIANCE APPLICATION

INFORMATION TO APPLICANTS

The following items are necessary in order to process variance applications:

- 1.) One (1) copy of this application, completed in full.
- 2.) Completed *Property Owner's Authorization Form*, if the applicant is someone other than the property owner.
- 3.) Full payment of the \$300.00 (non-refundable) application fee.
- 4.) Two (2) copies of a site plan, drawn to scale, and a reduced copy printed on paper no larger than 11"x17". The site plan shall show the following:
 - a. Property owner and address;
 - b. Street address of the subject property;
 - c. Total property acreage, Tax Map and Lot Number;
 - d. Date prepared, vicinity map, north arrow, and map scale;
 - e. Location of all property lines on neighboring properties and streets or alleys located 50 feet from subject property;
 - f. Boundaries of all current zoning districts on the subject properties and all neighboring properties shown on the map. Each zoning district must be labeled;
 - g. Special markings (shading, cross hatching, or heavy outline) to identify the property for which the variance is requested;
 - h. The location of all existing structures or buildings and all proposed structures or buildings on the subject property.

Once a complete application, application fee and all other pertinent information has been received, staff will review the request and prepare a report for consideration by the Board of Planning and Zoning Appeals. The Board meets at noon on the 2nd Monday of the month on the 3rd floor of City Hall, 200 Ridley Avenue. The deadline to submit an application is by 5 pm the Thursday 25 days prior to the meeting date. For a schedule of important dates and deadlines email Alton West at awest@lagrangega.org. Depending on the nature of the request, some variance applications may require Mayor and Council review and approval following the Board's review and recommendation. A public hearing is required before either the Board or Mayor and Council can vote to approve or deny a variance request. Notice of the public hearing will be provided in the newspaper and on a sign posted on the subject property.

Be advised that variances may only be granted if the following conditions exist:

- ✓ There are extraordinary and exceptional conditions pertaining to the particular piece of property due to size, shape or topography.
- ✓ An unnecessary hardship exists that is not the result of the property owner's actions.
- ✓ Conditions are peculiar to the subject property.
- ✓ Relief, if granted, would not cause substantial detriment to the public good.
- ✓ The request is for a permitted use of land, building or structure or a permitted sign type.



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PROPERTY OWNER INFORMATION

Name: _____

Mailing Address: _____

Phone: _____ Email: _____

APPLICANT INFORMATION

Name: _____

Mailing Address: _____

Phone: _____ Email: _____

SITE AND VARIANCE INFORMATION

Subject Property Address: _____

Use of Subject Property: _____ Zoning of Subject Property: _____

Code Section requested to be varied: _____

Description of the Variance Requested: (attach additional pages if necessary) _____

Description of the hardship resulting in the need for a variance: (attach additional pages if necessary) _____



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APPLICANT CERTIFICATION

The undersigned below is authorized to make this application and attests that the information provided in this application is true and accurate to the best of his/her knowledge, and agrees to cooperate with the City of LaGrange in responding promptly to any reasonable request for additional information that may arise during the review process.

Signature, Applicant

Date

FOR OFFICIAL USE ONLY

RECEIVED BY: _____

DATE: _____

BOARD OF PLANNING & ZONING APPEALS MEETING DATE: _____

FEE RECEIVED: _____

APPLICATION NUMBER: _____

ACTION TAKEN: _____



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PROPERTY OWNER AUTHORIZATION

PROPERTY OWNER INFORMATION

Name: _____

Mailing Address: _____

Phone: _____ Email: _____

AUTHORIZATION

I swear that I am the owner of the property located at (property address):

Which is the subject matter of the attached application, as is shown in the records of Troup County, Georgia.

I hereby authorize the applicant named below to act as the applicant in the pursuit of a variance on the subject property.

Name of Applicant/Agent: _____

Applicant's Address: _____

Applicant's Phone: _____ Email: _____

Signature of Owner _____

Print Name of Owner _____