

# SIGN VARIANCE APPLICATION

SUBMITTAL REQUIREMENTS: Please see page 2 for full list of requirements

FEE: \$225 per requested variance (cash/card/check – make check payable to ACC)

For Staff Use:

PLAN #: VAR - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

## PROPERTY INFORMATION

PROPERTY ADDRESS: \_\_\_\_\_

COUNTY TAX MAP #(s): \_\_\_\_\_

ZONING DISTRICT: \_\_\_\_\_

CURRENT USE: \_\_\_\_\_

PROPOSED USE: \_\_\_\_\_

Applicants are encouraged to meet with Planning Staff for assistance in preparing a complete application. Staff is available to answer questions, and review procedures, forms, and plans prior to submittal.

## DECLARATION OF OWNERSHIP

Applications for a variance to the terms and literal enforcement of the Development Regulations must be filed by anyone with at least fifty-one (51) percent interest in the ownership of, or an accepted contract to purchase on, the affected property.

Owners Name (print): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone #: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

OWNERS'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

## AGENT'S AUTHORIZATION BY PROPERTY OWNER

I authorize the person named below to act as applicant or agent in the pursuit of the variance for this property:

Name of Applicant/Agent: \_\_\_\_\_

Owners Name (print): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone #: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

OWNERS'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**SUBMISSION OF MATERIALS:**

A complete application must contain the following:

1. The original and one (1) copy of the property & applicant information (pg. 1 of this application)
2. Fifteen (15) copies of the applicant's responses to variance findings (pp. 3-4 of this application)
3. Fifteen (15) copies of site plan [PLEASE NOTE: Some applications require a professionally sealed site plan – consult with Staff] and any additional materials
4. One (1) legal description of the property, e.g., record deed, unless site plan has metes & bounds.
5. Fifteen (15) copies of any additional materials, e.g., exterior architectural elevations, photographs, etc.
6. Digital pdf versions of signed application, variance findings, plans and any additional materials
7. Application fee

**VARIANCES REQUESTED**

List the requested variances, citing the specific section(s) of the Athens-Clarke County Code, the required and proposed standards. Examples: *Sec. 7-4-16 - Sign height variance from 20' to 24'*

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**VARIANCE(S) MAY BE GRANTED IN AN INDIVIDUAL CASE IF IT CAN BE SHOWN THAT A LITERAL ENFORCEMENT OF AN ORDINANCE WILL RESULT IN AN UNNECESSARY HARDSHIP TO THE APPLICANT.**

**In order to determine that an unnecessary hardship might occur, the following questions must be completely answered.**

- 1. Describe the extraordinary and exceptional conditions pertaining to this particular piece of property in question because of its size, shape, character, or topography that do not apply generally to other land in the vicinity:

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- 2. A literal interpretation of the provisions of this chapter would deprive the applicant of rights commonly enjoyed by other similar properties:

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3. Granting the variance requested will not confer upon the property of the applicant any significant privileges which are denied to other similar properties:

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4. The requested variance will be in harmony with the purpose and intent of this chapter and will not be injurious to the neighborhood or to the general welfare and safety:

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5. The special circumstances are not the result of actions of the applicant:

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6. The variance, if granted, will represent the minimum variance that will afford relief from the identified hardship and will represent the least deviation possible from the zoning regulation and from the comprehensive plan; and

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7. The variance is not a request to increase the allowable square footage of sign area, to increase the total number of signs allowed, or to increase the maximum allowable total sign square footage allowed per site.

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