

APPLICATION FOR VARIANCE TO THE CITY OF BUFORD  
ZONING BOARD OF APPEALS

Please complete this application and submit with all necessary attachments as outlined on the Variance Information form.

APPLICANT \_\_\_\_\_ PROPERTY OWNER \_\_\_\_\_  
ADDRESS \_\_\_\_\_ ADDRESS \_\_\_\_\_  
\_\_\_\_\_ ZIP \_\_\_\_\_ \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE NUMBER \_\_\_\_\_ PHONE NUMBER \_\_\_\_\_

SIGNATURE OF APPLICANT \_\_\_\_\_ DATE \_\_\_\_\_ SIGNATURE OF OWNER \_\_\_\_\_ DATE \_\_\_\_\_

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

CITY OF BUFORD LIMITS: YES \_\_\_\_\_ NO \_\_\_\_\_

LAND DISTRICT \_\_\_\_\_ LAND LOT \_\_\_\_\_ PARCEL \_\_\_\_\_ ZONING \_\_\_\_\_

SUBDIVISION NAME \_\_\_\_\_ LOT/BLOCK NUMBER \_\_\_\_\_

(Please attach a TYPED legal description unless located in a recorded subdivision.)

VARIANCE REQUESTED \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

NEED FOR VARIANCE \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I hereby certify that the above information is true and correct under penalty of law.

\_\_\_\_\_  
Signature Date

**ZONING BOARD OF APPEALS USE ONLY**

ACTION TAKEN \_\_\_\_\_

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

**PLANNING DEPARTMENT USE ONLY**

DATE RECEIVED \_\_\_\_\_ RECEIVED BY \_\_\_\_\_ RECEIPT # \_\_\_\_\_ FEE \_\_\_\_\_

CASE # \_\_\_\_\_ MAP REFERENCE NUMBER \_\_\_\_\_ DATE OF HEARING \_\_\_\_\_

## VARIANCE INFORMATION

The following items are necessary in order to process Variance and Special Exception Applications:

1. APPLICATION FORM:
  - a. Answer all questions.
2. APPLICATION FEE – non refundable
  - a. Administrative Variance\*
  - b. Special Exception \$800.00 each
  - c. Variance \$800.00 each
3. LEGAL DESCRIPTION:
  - a. Must be typed
4. SITE PLAN and copy of BOUNDARY SURVEY
  - a. All documents related to the application in order for the Zoning Board to render a decision are necessary.
5. The variance approval shall expire after one (1) year if the applicant has not taken any action to implement the purpose of the application.

## MEETINGS

The City of Buford Zoning Board of Appeals meets on the 3rd Monday night of each month at 7:00 p.m. in the Commission Chambers at Buford City Hall.

The Planning Department will erect a Public Hearing Sign 15 days before the public hearing. A legal advertisement appears in the official News Organ at least 15 days before the meeting.

## \*ADMINISTRATIVE VARIANCES

1. To issue development permits as required below:

The authority to grant such variances shall be limited to variances from the following requirements:

- a. Front yard: variance not to exceed ten feet.
- b. Side yard: variance not to exceed five feet.
- c. Rear yard: variance not to exceed ten feet