

REQUIREMENTS FOR COMPLETING VARIANCE APPLICATION CITY OF BLUE RIDGE, GEORGIA

The following items are required for submitting an application for a Variance:

1. **Original** notarized signatures of **titleholder(s)** and **representative(s)**.
2. If the **titleholder(s)** is a domestic or foreign corporation, then the following documentation shall also be required:
 - (a) A notarized statement under oath that the individual signing on behalf of the Corporation is duly authorized to execute the variance application on behalf of the Corporation and that the execution of this specific variance application has been duly authorized;
 - (b) That any officer of the corporation executing the document does in fact occupy the official position indicated, that one in such position is duly authorized to execute such document on behalf of the corporation, and that the signature of such officer subscribed thereto is genuine; and
 - (c) That the execution of the document on behalf of the corporation has been duly authorized.
3. A copy of the warranty deed that reflects the current owner(s) of the property.
4. A current legal description of the subject property.
5. A copy of current plot plan and current boundary survey drawn to scale and stamped by a **registered engineer, architect, land planner,** or **land surveyor** currently registered in accordance with applicable state laws. These plans must include: a) north arrow; b) land lot lines; c) district lines; d) lot lines e) angles; f) bearing and distances; g) adjoining street with right-of-way (present and proposed); h) paving widths; i) the exact size and location of all buildings along with intended use; j) buffer areas; k) parking spaces; l) lakes and streams; m) utility easements; n) limits of the 100-year floodplain and acreage of floodplain; o) cemeteries; p) wetlands; q) access points; and r) stream buffers.

NOTE: Two (2) full size drawing to be no larger than 36” x 48” and two (2) copies of the site plan must be 8 ½” x 11”.

6. A copy of the paid tax receipt for the subject property. Properties with delinquent taxes may be withdrawn by Staff and/or delayed or denied by the Zoning Board of Appeals
7. Applicant, or representative for applicant, **must** attend the Variance Hearing. Failure to attend may result in dismissal with prejudice, rejection of the application or continuance of the hearing at the Board’s sole discretion.

8. Application Fees: *Residential - \$200.00 *Commercial - \$300.00

Make all checks payable to “City of Blue Ridge”.

*To qualify as a residential request, the applicant must be the present or future resident.

9. Signs will be posted on or near the right-of-way of the nearest public street fifteen (15) days before the public hearing. The notice sign will be posted for every 500 feet of public road frontage. The variance fee includes the cost for one sign. To the extent a parcel or property has more than 500’ of road frontage an additional sign will be required. Additional signs will be \$35 each. While City Staff will post the signs initially, it is the applicant’s sole responsibility to maintain the signs continuously and failure to do so may prohibit consideration of the application at any scheduled public hearing. It is the responsibility of the applicant to ensure that signs remain posted throughout the advertising period, **including the day of the public hearings and to remain posted until the final decision by the Board of Zoning Appeals.**
10. Any sign variance request **must** provide a sign rendering showing: size, height, shape, illumination (external/internal) and structural details (footings).

NOTE: All information submitted, and filled in on the application is a public record and is subject to the Open Records Act. This information will be posted online; please do not place any sensitive or personal information on the application, or in your submitted application packet.

Application for Variance City of Blue Ridge, Georgia

(type or print clearly)

Hearing Date: _____

Applicant _____ Phone # _____ E-mail _____

(representative's name, printed) Address _____
(street, city, state and zip code)

(representative's signature) Phone # _____ E-mail _____

Signed, sealed and delivered in presence of:

Notary Public

My commission expires:

Titleholder _____ Phone # _____ E-mail _____

Signature _____ Address: _____
(attach additional signatures, if needed) (street, city, state and zip code)

Signed, sealed and delivered in presence of:

My commission expires: _____

Notary Public

Present Zoning of Property _____ Location _____
(street address, if applicable; nearest intersection, etc.)

Land Lot(s) _____ District _____ Size of Tract _____ Acre(s) _____

Please select the extraordinary and exceptional condition(s) to the piece of property in question. The condition(s) must be peculiar to the piece of property involved.

Size of Property _____ Shape of Property _____ Topography of Property _____ Other _____

Does the property or this request need a second electrical meter? YES ___ NO ___.

