

Application Number: \_\_\_\_\_



## Application for Zoning Variance

Property Owner Name \_\_\_\_\_

Address \_\_\_\_\_

Zip \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Troup Tax Map No. \_\_\_\_\_

Address for which  
variance is requested \_\_\_\_\_

Zip \_\_\_\_\_

Nature of Variance Requested – Please be as specific as possible.

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You can attach a separate sheet to explain why this variance is necessary.

Attach a simple sketch of the property showing the following:

- ☐ General location of the existing structures and property lines.
- ☐ Present zoning of adjacent property.
- ☐ Existing use of adjacent property.
- ☐ Locations of proposed buildings and land use.
- ☐ A legal description of the property.
- ☐ Setback distances.
- ☐ Parking spaces, if applicable.

I certify that the foregoing information is true and correct,

this day of \_\_\_\_\_ 20 \_\_\_\_\_

Applicant's Signature

\_\_\_\_\_  
Notary Public

*(Affix Raised Seal Here)*



## City of Hogansville, GA

### Zoning Variance Checklist

Property Owner Name \_\_\_\_\_

Address for which \_\_\_\_\_  
variance is requested

\_\_\_\_\_

	By	Date
Application received	_____	_____
Application accepted	_____	_____
Conditions described (See instructions)	_____	_____
Complete property sketch attached	_____	_____
Scheduled for Planning Commission action	_____	_____
Planning action taken	_____	_____
City Council action taken	_____	_____

City decision

Approved ☐

Denied ☐



## Zoning Variance Application Instructions

*The final decision to grant a variance shall be made by the Hogansville City Council after hearing the recommendation of the Planning Commission. Any appeals of the City Council's decision shall be taken to the proper courts.*

### PLANNING COMMISSION:

- 1) An application for a variance must be completed and signed by the applicant and submitted to City Hall at least 7 days before the next regularly scheduled Planning Commission meeting which staff will review the requests and develops a recommendation which is forwarded to the Planning Commission for review and recommendation.
- 2) The Planning Commission meets on the third Thursday of each month at 6:00 p.m. at City Hall. It is important that the petitioner attend these meetings to answer questions that may arise from board members.
- 3) After hearing interested citizens and after reviewing the request, the Planning Commission votes to recommend APPROVAL, APPROVAL WITH CONDITIONS, DENIAL, OR TABLING of the request.
- 4) This recommendation is forwarded to Mayor and Council.

### MAYOR AND COUNCIL MEETINGS:

- 1) The Mayor and Council will hear a report on the request and determine if the request is reasonable.
- 2) If the request is deemed to be reasonable, Mayor and Council will place the request on the agenda for first and second readings at two consecutive meetings.
- 3) Public support in favor or opposition to the request will be received by the Mayor and Council.
- 4) Mayor and Council will vote on the request.

The Commission/Council may, at its sole discretion, include any condition, requirement or limitation to a variance which may be necessary to protect adjacent property owners and the public good. If at any time after the variance has been issued, the zoning administrator or building inspector finds that the conditions imposed and the agreements made have not been or are not being fulfilled by the holder of the variance, the variance shall be terminated.

MATERIALS NECESSARY FOR A REQUEST FOR VARIANCE APPLICATION:

- ☐ An application fee of \$150.
- ☐ A statement outlining the reason for the request listing what extraordinary and exceptional conditions exist with the property in question because of its size, shape or topography, or that a literal enforcement of the ordinance would create an unnecessary hardship, or that there are peculiar conditions involved and that if the variance is granted it would not cause a substantial detriment to the public good.
- ☐ A sketch/site plan of the property showing all the items outlined on the application.
- ☐ Statements from adjacent property owners in support of the variance if applicable
- ☐ Property Authorization Forms
- ☐ One (1) 24x36 sign to be placed at each lot frontage. \*
- ☐ One (1) legal advertisement to be published in the LaGrange Daily News. \*

*\*The wording will be supplied by the Zoning Administrator and must be posted 15-45 days before the public hearing\**

REQUIREMENTS FOR VARIANCES:

**Please fill the following questions to the best of your ability.**

1. The variance request arises from a condition that is unique and particular to the land, structures and buildings involved.
2. The variance is necessary because of the particular physical surroundings, size, shape or topographical condition of the specific property involved that would result in unnecessary hardship for the applicant; as distinguished from a mere inconvenience, if the provisions of the Unified Development Ordinance (UDO) were literally enforced.
3. The condition requiring requested relief is not ordinarily found in properties with the same zoning district designation as the subject property.
4. The condition is created by the regulations of the UDO and not an action or actions of the property owner or the applicant.

5. The granting of the variance will not impair nor injure other properties or improvements in the neighborhood in which the subject property is located, nor impair an adequate supply of light or air to adjacent property, substantially increase the congestion in the public streets, increase the danger of fire, create a hazard to air navigation, endanger the public safety or substantially diminish or impair property values within the neighborhood.
6. The variance is the minimum variance that will make possible the reasonable use of the land, building or structures.
7. The variance designed will not be opposed to the general spirit and intent of the UDO or the purpose and intent of the Comprehensive Plan.



## Owner Authorization Form

City of Hogansville

This is a written request from \_\_\_\_\_, the legal owner of Property: \_\_\_\_\_, Hogansville, Troup County, Georgia and the Tax Parcel Number \_\_\_\_\_. At this time, we are requesting that the said property be considered for a variance for the following reason:

\_\_\_\_\_.

Esta es una petición escrita de \_\_\_\_\_, el dueño legal de la Propiedad: \_\_\_\_\_, Hogansville, Condado de Troup, Georgia y el Número de Parcela Fiscal \_\_\_\_\_. En este momento, estamos pidiendo que se considere la propiedad para tener una variación por la siguiente razón:

\_\_\_\_\_.

\_\_\_\_\_  
Property Owner Signature/Firma del dueño

\_\_\_\_\_  
Date/Fecha:

\_\_\_\_\_  
Notary Public

*(Affix Raised Seal Here)*



## Third Party Authorization Form

City of Hogansville

This is a written request from \_\_\_\_\_, the legal owner of Property: \_\_\_\_\_, Hogansville, Troup County, Georgia and the Tax Parcel Number \_\_\_\_\_. I hereby grant authorization to \_\_\_\_\_ to act as the applicant or agent for submitting requests related to this property.

Esta es una petición escrita de \_\_\_\_\_, el dueño legal de la Propiedad: \_\_\_\_\_, Hogansville, Condado de Troup, Georgia y el Número de Parcela Fiscal \_\_\_\_\_. Por la presente autorizo a \_\_\_\_\_ a actuar como solicitante o representante para presentar solicitudes relacionadas con esta propiedad.

\_\_\_\_\_  
Property Owner Signature/Firma del dueño

\_\_\_\_\_  
Date/Fecha:

\_\_\_\_\_  
Notary Public

(Affix Raised Seal Here)