



# Zoning Variance Application

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Updated **MAY 2024**

## NOTICE TO APPLICANT

This application will not be processed until the following items are submitted:

- Filing fee (checks payable to: City of Pooler)
- Survey of the property signed and stamped by a State of Georgia Certified Land Surveyor
- Site plan and/or architectural rendering of proposed development depicting location of lot restrictions
- One copy if 11" x 17" or smaller; 16 copies if larger
- Signed and dated Campaign Contribution and Variance Standards forms
- Authorization of property owner signed, dated, and notarized

Under Contact Information, addresses and telephone numbers do not have to be repeated if already provided. Staff correspondence will be sent to one designated contact person, not all listed.

## OFFICE USE ONLY

Hearing Date: \_\_\_\_\_ Published in Legal Organ: \_\_\_\_\_

Letters of Notification Mailed: \_\_\_\_\_ Sign Posted: \_\_\_\_\_

Action (minutes attached):  Approved  Denied Results Mailed to Applicant: \_\_\_\_\_

## Contact Information

Applicant Name \_\_\_\_\_ Applicant Phone \_\_\_\_\_

Applicant Mailing Address \_\_\_\_\_ Applicant Email \_\_\_\_\_

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

Property Owner Mailing Address \_\_\_\_\_ Property Owner Email \_\_\_\_\_

Contact Person Name \_\_\_\_\_ Contact Person Phone \_\_\_\_\_

Contact Person Mailing Address \_\_\_\_\_ Contact Person Email \_\_\_\_\_

## Property Information

Location Address \_\_\_\_\_ Parcel Identification # \_\_\_\_\_



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Current Zoning

Current Use

Purpose of the variance request, including specific sections of zoning ordinance that apply:

## Adjacent Property Owners

Name and address of surrounding property owner's primary residence within a radius of 200 ft. of the property as of the date of filing. Include those directly across a public right-of-way. Use an additional sheet if necessary.

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Name Address Zip

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Name Address Zip

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Name Address Zip

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Name Address Zip

## Affidavit

I, the undersigned, certify that I have read, examined, and completed this application and certify that all the information pertained in this application is true and correct.

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Applicant Name Applicant Signature Date

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Attestant Name Attestant Title Date



# Zoning Variance Standards

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Updated **SEPT 2023**

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## Variance Criteria

After an application has been submitted to the Building Official, reviewed by the Planning & Zoning Commission, and a public hearing has been held by the Mayor and Council, the Mayor and Council may grant a variance from the strict application of the provisions in this ordinance only if **at least two** of the following findings are made:

1. That there are unique physical circumstances or conditions beyond that of surrounding properties, including irregularity, narrowness, or shallowness of the lot size or shape, or exceptional topographical or other physical conditions, peculiar to the particular property; and/or
2. That because of such physical circumstances or conditions, the property cannot be developed in strict conformity with the provisions of the zoning ordinance, without undue hardship to the property; and/or
3. That granting the variance will not result in authorization of a use not otherwise permitted in the district in which the property is located or cause substantial detriment to the public good.

## Affidavit of Receipt

I have received a copy of the standards for consideration of my variance request and understand that Mayor & Council may grant my variance only if my request meets two of these standards.

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Applicant Name

Applicant Signature

Date

