



APPLICATION FOR A VARIANCE / APPEAL

Date: _____

Property Location: _____

Appellant/Owner:	Authorized Agent:
Street Address:	Street Address:
City / State / Zip Code:	City / State / Zip Code:
Telephone: Home: Business:	Telephone: Home: Business:

Type of Variance - Code Section: _____

Zoning: _____

Front Yard Setback: _____

Side Yard Setback: _____

Rear Yard Setback: _____

Parking: _____

Distance Between Buildings: _____

Type of Appeal – Code Section: _____

Signature of Applicant

Date

Sworn to and subscribed before me this _____ day of _____, (year).

Notary Public

FOR OFFICIAL USE ONLY

Date Received: _____

Map Reference: _____

Variance/Appeal Hearing Date: _____

District: _____

City Council Hearing Date: _____
(if necessary)

Land Lot(s): _____

Amount Fee Paid: \$ _____

ATTACHMENTS REQUIRED TO BE SUBMITTED WITH APPLICATION

- A. Written justification for variance/appeal must be submitted in letterform and signed by the applicant.
- B. Submit ten (10) copies of site plan drawn to scale, prepared and sealed by an engineer, landscape architect, or land surveyor whose state registration is current and valid. The preparer's seal shall be affixed to the site plan. Existing and proposed setback reductions, distance reductions, etc., shall be included – as well as other necessary information that may be required by the City of Conyers Planning and Inspection Services Department to process the application.
- C. Legal description and warranty deed of the property for which variance/appeal is requested. A copy of the legal description and warranty deed can be obtained from the Rockdale County Courthouse Records Room.
- D. Submit application fee as designated by the City of Conyers. This fee is non-refundable.
- E. Submit a list of all adjacent property owners and their mailing addresses.
- F. Submit names and address of the owners and their agent(s), if any.
- G. Notarized authorization for application if applicant is not property owner.

All incomplete applications cannot be processed, and shall be returned to the applicant for the required information.

All Board of Zoning Appeals meetings are scheduled on a call-meeting basis. The applicant will be notified of time and location of meeting. A public notice of at least two weeks shall be given by publishing variance/appeal in the legal organ of Rockdale County, and shall further give written notice to the parties in interest at least two weeks prior to the date of the hearing.

Any variance/appeal related to Subdivision Regulations shall be decided by the Conyers/Rockdale Planning Commission. Applications shall be submitted no later than four weeks prior to the Planning Commission meeting. All Planning Commission meetings are held at the Rockdale County Courthouse on the second Thursday of each month at 7:00 p.m.



VARIANCE/APPEAL APPLICATION
AUTHORIZATION FORM

CITY OF CONYERS
STATE OF GEORGIA

Date

TO WHOM IT MAY CONCERN:

I/We, _____,
being owner/owners of the below described property, hereby delegate authority to _____

to file a variance/appeal application in my/our behalf.

Notary Public

Owner

Notary Public

Owner

Notary Public

Owner

Notary Public

Owner

Notary Public

Owner

Notary Public

Owner