



SANDY SPRINGS™

GEORGIA

APPLICATION STREAM BUFFER VARIANCE

Application Checklist:

Page	Item	Completed/ Included in Submittal
2	Project Information Sheet	<input type="checkbox"/>
3-4	Detailed Process and Instructions	N/A
5-6	Authorization Forms	<input type="checkbox"/>
7	Letter of Intent	<input type="checkbox"/>
7	Stream Buffer Variance Analysis	<input type="checkbox"/>
7	Chattahoochee River Corridor Certificate	<input type="checkbox"/> or N/A <input type="checkbox"/>
8	Stormwater Management Plan	<input type="checkbox"/> or N/A <input type="checkbox"/>
8	Georgia Environmental Protection Division (EPD) Approval	<input type="checkbox"/> or N/A <input type="checkbox"/>
8-9	Topographic Survey	<input type="checkbox"/>
8-9	Scaled 8½" x 11" digital copy of Survey	<input type="checkbox"/>
8-9	Scaled 11" x 17" digital copy of Survey	<input type="checkbox"/>
8-9	Scaled 8½" x 11" digital copy of Site Plan	<input type="checkbox"/>
8-9	Scaled 11" x 17" digital copy of Site Plan	<input type="checkbox"/>
8-9	Scaled 8½" x 11" digital copy of Survey	<input type="checkbox"/>
8	Digital copy of Legal Description (must be in Word format)	<input type="checkbox"/>
9	Mitigation Plan	<input type="checkbox"/>
	Digital copy of building elevations	<input type="checkbox"/> or N/A <input type="checkbox"/>
10	Meeting Schedule	N/A
11	Fee Schedule	N/A
11	Fee Payment	<input type="checkbox"/>
12	Sign Specifications	N/A
	All documents in electronic form (CSS Portal)	<input type="checkbox"/>

The Director reserves the right to request additional information deemed necessary to analyze the request. Incomplete applications will not be accepted.



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PROJECT INFORMATION SHEET

PROPERTY	Address(es):	
	Parcel Tax ID(s):	
	Total acreage:	Council District:
	Current zoning:	Current use:
	Character Area:	

APPLICATION	Detailed request (include Code Section No.):	
Petitioner:		
Petitioner's address:		
Phone:	Email:	

OWNER	Property owner:	
	Owner's address:	
	Phone:	Email:
	Signature (authorizing initiation of the process):	
<i>If the property is under contract, provide a copy of the contract</i>		

- TO BE COMPLETED BY P&Z STAFF -

Pre-Application Meeting date:	Anticipated Application date:
Anticipated BOA date:	
ADDITIONAL INFORMATION NEEDED:	

DETAILED PROCESS & INSTRUCTIONS

Legend: and o: Action required by Applicant

•: For information

Before the Pre-Application Meeting:

- Read this Application packet in its entirety.
- Consult the Sandy Springs Development Code (available online at https://library.municode.com/ga/sandy_springs/codes/development_code).
- Fill out the Project Information Sheet of this Application packet.
- Prepare a plan to scale of the proposed project.
- Obtain written permission from the property owner to pursue the project. If the property is under contract, provide a copy of the contract at the Pre-Application Meeting.
- Contact a Planner at pz@sandyspringsga.gov or (770) 730-5600 to schedule the Meeting.
- A stormwater concept plan and/or corresponding meeting may be required depending on the scope of work of the particular project or request.

Pre-Application Meeting:

- The Pre-Application Meeting must take place at least two (2) weeks but no more than two (2) months before the Application filing date.

Filing:

- Contact the Lead Planner prior to filing.
- Complete the Application packet, and submit a complete Application to the CSS Portal.
- Provide payment via CSS Portal (verify the amount with the Lead Planner beforehand); see p. 11.
- Applications are due by **2:00 PM** on the **fourth (4th) Tuesday** of the month. Staff will initiate review, ask for more information if needed (at which point the Application may be placed on administrative hold), and send an Initiation Letter.

Before the Board of Appeals (BOA) Meeting:

- Submit any revision to the Application at least thirty **(30) days** prior to a scheduled Public Meeting or Public Hearing to allow time for proper revision by Staff and legal advertisement.
- The Staff Report, including the recommendation, will be posted on the City website.
- Staff will publish a legal ad in the newspaper.
- Order and post signage using Staff's sign template on the subject property (see p. 12) at least **fifteen (15) calendar days** prior to the BOA Meeting before **8:30 AM**. Send date-stamped pictures of the signage once in place to the Lead Planner.
- Mail written notice to property owners within 500' at least **fifteen (15) calendar days but not more than 45 calendar days** prior to the BOA Meeting; use Staff's mailing template. *Obtain a Certificate of Mailing from the Post Office and keep for your records; Applicant must produce a Certificate of Mailing upon request from Staff.*

Board of Appeals (BOA) Meeting:

- Staff will briefly introduce your request and present its recommendation.
- You will have ten (10) minutes to present your case to BOA, including any supporters speaking in favor of your request. You may save any remaining time for rebuttal to the opposition.
- The opposition will also have ten (10) minutes to speak.
- BOA will discuss and render its decision. BOA may approve, approve with conditions, or deny the request. BOA may also defer the case to another regularly scheduled Meeting.
- Remove signage within 48 hours of final action on the petition.

TYPICAL SEQUENCE OF EVENTS

See p. 10 for Meeting Schedule

Week (approx.)	Activity & Timeframe
1	Pre-Application Meeting: Between two (2) weeks and two (2) months prior to the filing deadline
2	Pre-Filing Meeting: Week after pre application meeting
3-4	Filing: Before 2:00 PM on the fourth (4th) Tuesday of the month
4	Initial review and Initiation Letter: Approx. one (1) week after the filing deadline
4-5	Revised Application, if necessary: At least thirty (30) days prior to BOA
4-5	BOA advertising: At least fifteen (15) calendar days prior to the date of BOA for sign posting, and at least fifteen (15) calendar days but not more than 45 calendar days prior to the date of BOA for mailed notice
7-8	BOA Meeting Public Meeting
7 days After BOA	Decision Letter: after BOA (maximum seven (7) days)

Failure to complete any of these events within the above timeframe may result in an administrative hold, and the case may be rescheduled to a future filing cycle.



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AUTHORIZATION FORM – PART I

A- The property owner must fill out the following section and have it notarized. If a property has multiple owners, each owner must separately fill out a copy of the Authorization Form.

Owner states under oath that he/she is the owner of the property described in the attached legal description, which is made part of this Application.	
Owner's name:	Sworn and subscribed before me this _____th day of _____ 20____ Notary public: Seal: Commission expires:
Address:	
City, State, Zip:	
Email address:	
Phone number:	
Owner's signature:	

B- If the Applicant is *not* the owner of the subject property:
Fill out the following section, check the appropriate statement and have it notarized.

Applicant states under oath that:	
<input type="checkbox"/> He/she is the executor or Attorney-in-Fact under a Power-of-Attorney for the owner (<i>attach a copy of the contract</i>); or <input type="checkbox"/> He/she has an option to purchase the subject property (<i>attach a copy of the contract</i>); or <input type="checkbox"/> He/she has an estate of years which permits the Applicant to apply (<i>attach a copy of the lease</i>)	
Applicant's name:	Sworn and subscribed before me this _____th day of _____ 20____ Notary public: Seal: Commission expires:
Company name:	
Address:	
City, State, Zip:	
Email address:	
Phone number:	



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AUTHORIZATION FORM – PART II

C- If an agent or attorney will represent the owner and/or the Applicant:
Fill out the following section and have it notarized.

Agent's name:
Company:
Address:
City, State, Zip:
Email address:
Phone number:
Agent's signature:
Applicant's signature:

Sworn and subscribed before me this	
Notary public:	th day of 20
Seal:	
Commission expires:	

ADDITIONAL REQUIREMENTS

Letter of Intent

Required for **all** cases

Address the following in detail, on a separate sheet:

1. Requested Stream Buffer Variance
2. Factual details about the proposal:
 - Number and size of buildings
 - Square footage of gross floor area of nonresidential uses
 - Type and number of residential units
 - Number of employees and customers, number of classrooms, hours of operation, etc.
3. Factual details about the site: shape, topography, slope, vegetation, soils, and other physical characteristics of the property
4. Mitigation and restoration strategy: phasing and timeline, construction methodology, equipment used, calculations, etc.
5. Alternative designs explored:
 - a. Provide details of alternative design(s) that could reduce the need for a Stream Buffer Variance
 - b. Explain why the alternatives were not selected

Stream Buffer Variance Analysis (Sec. 9.2.4.B.)

Required for **all** cases

Explain in detail, on a separate sheet, and for each Stream Buffer Variance requested how:

- a. The property's shape, topography or other physical conditions existing on December 12, 2005, prevent land development unless a Stream Buffer Variance is granted.
- b. Unusual circumstances when strict adherence to the minimal buffer and setback requirements would create an extreme hardship.

Notes:

- Stream Buffer Variances will not be considered when actions of any property owner of a given property after December 12, 2005, have created conditions of a hardship on that property.
- The following factors will be considered by the BOA in determining whether to issue a Stream Buffer Variance:
 - a. The shape, size, topography, slope, soils, vegetation and other physical characteristics of the property;
 - b. The locations of all state waters, wetlands, floodplain boundaries and other natural features on the property, including along property boundaries, as determined by field survey;
 - c. The location and extent of the proposed buffer or setback intrusion;
 - d. Whether alternative designs are possible which require less intrusion or no intrusion;
 - e. The long-term and water quality impacts of the proposed Variance; and
 - f. Whether issuance of the Stream Buffer Variance is at least as protective of natural resources and the environment.

Chattahoochee River Corridor Certificate

Required for properties located within the Chattahoochee River Corridor (within 2,000' of the Chattahoochee River). Contact Helen Owens, Zoning Administrator at (770) 206-1358 or howens@sandyspringsga.gov. Also refer to section 9.2.5.B. of the Development Code.

Stormwater Management Plan

Contact Jon Amsberry, City Engineer, at (770) 206-1514 or jamsberry@sandyspringsga.gov
Also refer to section 9.6.8. Stormwater Management Plan

Georgia Environmental Protection Division (EPD) Approval

Required for Stream Buffer Variance petitions to encroach into the 25' State undisturbed natural vegetative buffer

- Variance Application
- Approval letter from EPD

Survey and Site Plan

Required for **all** cases in digital format (PDF)

Provide a survey and site plan to scale

The Survey and Site Plan must include, at a minimum, the following:

Basic Information	<input type="checkbox"/> Legal description (metes and bounds; should also be submitted as a separate document)
	<input type="checkbox"/> Key and/or legend, site location map with North arrow , and scale
	<input type="checkbox"/> Boundary survey of the subject property, which includes dimensions along property lines that match the metes and bounds of the subject property's written legal description, and clearly indicate the point of beginning
	<input type="checkbox"/> Acreage of the subject property
	<input type="checkbox"/> Location of the subject property's land lot lines and identification of land lots
	<input type="checkbox"/> Current zoning district of the subject and adjacent properties
	<input type="checkbox"/> Layout and minimum lot size of proposed single unit detached residential lots
	<input type="checkbox"/> Topography on the subject and adjacent properties within 200' to assess runoff effects
	<input type="checkbox"/> Location of overhead and underground electrical and pipeline transmission/conveyance lines
	<input type="checkbox"/> Building setback lines and build-to zones, transitions, buffers, etc.
Roads	<input type="checkbox"/> Existing and proposed dedicated and reserved rights-of-way of all streets on and adjacent to the subject property
	<input type="checkbox"/> Posted speeds of existing streets
	<input type="checkbox"/> Proposed streets on the subject property
Improvements	<input type="checkbox"/> Existing buildings with square footages and heights (stories), wells, driveways, fences, cell towers, and any other structures or improvements on the subject property
	<input type="checkbox"/> Existing buildings with square footages and heights (stories), wells, driveways, fences, cell towers, and any other structures or improvements on adjacent properties within 400' of the subject property
	<input type="checkbox"/> Location of proposed buildings with total square footage
	<input type="checkbox"/> Required and proposed parking spaces, loading areas, service areas, etc.
	<input type="checkbox"/> Development Statistics Summary Chart with % of total lot coverage: <ul style="list-style-type: none"><input type="checkbox"/> Total area of site (acres and sq. ft.)<input type="checkbox"/> Building footprints (sq. ft. and %)<input type="checkbox"/> Parking spaces (number and %)<input type="checkbox"/> Lot coverage (sq. ft. and %)

Environmental	<input type="checkbox"/> 100-year floodplain horizontal limits and flood zone designations as shown on survey or Federal Emergency Management Agency Flood Insurance Rate Maps																						
	<input type="checkbox"/> State waters and associated buffers																						
	<input type="checkbox"/> Existing and proposed stormwater management facilities																						
	<input type="checkbox"/> Community wastewater facilities, including preliminary areas reserved for septic drain fields and points of access																						
	<input type="checkbox"/> Availability of water and sanitary sewer systems																						
	<input type="checkbox"/> Trees and open space on the subject property																						
<input type="checkbox"/> Wetlands																							
<input type="checkbox"/> State Waters Buffer Encroachment Chart (<i>example</i> below):																							
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Buffer/Impervious Setback</th> <th style="text-align: center;">Existing</th> <th style="text-align: center;">Proposed</th> <th style="text-align: center;">Difference</th> </tr> </thead> <tbody> <tr> <td>0'-25' State undisturbed natural vegetative buffer</td> <td style="text-align: center;">22 sq. ft.</td> <td style="text-align: center;">35 sq. ft.</td> <td style="text-align: center;">+13 sq. ft. +59%</td> </tr> <tr> <td>25'-50' City undisturbed natural vegetative buffer</td> <td style="text-align: center;">100 sq. ft.</td> <td style="text-align: center;">80 sq. ft.</td> <td style="text-align: center;">-20 sq. ft. -20%</td> </tr> <tr> <td>50'-75' City additional impervious surface setback</td> <td style="text-align: center;">2 sq. ft.</td> <td style="text-align: center;">10 sq. ft.</td> <td style="text-align: center;">+8 sq. ft. +400%</td> </tr> <tr> <td><i>Total</i></td> <td style="text-align: center;"><i>134 sq. ft.</i></td> <td style="text-align: center;"><i>125 sq. ft.</i></td> <td style="text-align: center;"><i>-9 sq. ft. -6.7%</i></td> </tr> </tbody> </table>				Buffer/Impervious Setback	Existing	Proposed	Difference	0'-25' State undisturbed natural vegetative buffer	22 sq. ft.	35 sq. ft.	+13 sq. ft. +59%	25'-50' City undisturbed natural vegetative buffer	100 sq. ft.	80 sq. ft.	-20 sq. ft. -20%	50'-75' City additional impervious surface setback	2 sq. ft.	10 sq. ft.	+8 sq. ft. +400%	<i>Total</i>	<i>134 sq. ft.</i>	<i>125 sq. ft.</i>	<i>-9 sq. ft. -6.7%</i>
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Mitigation Plan (Sec. 9.2.4.B)	
Required for all cases	
Provide one (1) copy on 11" x 17" paper, and two (2) copies to scale no larger than 30" x 42"; also include in the electronic package.	
The mitigation plan must include, at a minimum, the following:	
E&SC	<input type="checkbox"/> Area proposed to be disturbed <input type="checkbox"/> Location and width of construction entrance <input type="checkbox"/> Location and type of E&SC and pollution control measures (temporary and permanent)
Planting	<input type="checkbox"/> Chart of plants to be removed chart (common and botanical names, quantity and size) <input type="checkbox"/> Planting plan (must include multiple strata, i.e. grasses, forbs, shrubs, and trees) <input type="checkbox"/> Planting chart (common and botanical names, quantity and size, native/non-native)

The Director reserves the right to request additional information deemed necessary to analyze the request.



SANDY SPRINGS
COMMUNITY DEVELOPMENT

2023 BOARD OF APPEALS SCHEDULE

Pre-App Meeting Deadline	Pre-Filing Deadline	Application Filing Deadline	Board of Appeals Meeting
11/8/2022	11/17/2022	11/24/2022	1/4/2023
12/13/2022	12/22/2022	12/29/2022	2/8/2023
1/10/2023	1/19/2023	1/26/2023	3/8/2023
2/7/2023	2/16/2023	2/23/2023	4/5/2023
3/14/2023	3/23/2023	3/30/2023	5/3/2023
4/11/2023	4/20/2023	4/27/2023	6/7/2023
No Meeting in July			
6/13/2023	6/22/2023	6/29/2023	8/2/2023
7/11/2023	7/20/2023	7/27/2023	9/6/2023
8/8/2023	8/17/2023	8/24/2023	10/4/2023
9/12/2023	9/21/2023	9/28/2023	11/8/2023
10/10/2023	10/19/2023	10/26/2023	12/6/2023

FEE SCHEDULE

Type	Adopted Fee	
Stream Buffer Variance	For property zoned:	
	RE-, RD-	\$750 + \$100/each additional request
Stream Buffer Variance	RU-, RT-, RM-, RX- ON-, OX-, CX-, SX-, TX-, CS-, IX-, CC-, PR-, PX-, PM- PK, CON	\$850 + \$100/each additional request
Revisions to a filed Application	Stream Buffer Variance	\$250
Public Notice	Public Notice (newspaper)	Actual cost
	Readvertisement (newspaper)	Actual cost
BOA Meeting Signage (min. one (1) sign/street frontage)	Applicant handles	
Administrative Fee	\$25	
Technology Fee	\$5	
Notes: <ul style="list-style-type: none"> Payments may be made via online CSS Portal or at the Revenue Desk Debit and credit card transactions are subject to a 5% surcharge All fees are based on each request 		

SIGN SPECIFICATIONS

For Board of Appeals:

- At least one (1) sign on each public or private street frontage at a point visible from the nearest public or private street, installed parallel to the roadway; in the case of multiple lots, sufficient signs must be posted to provide reasonable notice to interested persons
- Printed on durable material; 8' wide x 4' tall in dimension
- Example sign template:

The sign template is a rectangular sign with a white background and a thin black border. It is divided into several sections. On the left side, there is a green square containing a large white letter 'V'. To the right of this square, the word 'VARIANCE' is written in large, bold, black capital letters. Below 'VARIANCE', the text 'REQUEST FOR A VARIANCE TO ENCROACH 2' INTO THE REAR BUILDING SETBACK FOR AN ADDITION' is written in smaller, black capital letters. Underneath that, a note reads '*Virtual Meeting Option: See Case Online*'. In the bottom left section, the text 'BOARD OF APPEALS' is in bold black, followed by '4/7/21; 6:00 PM' in a light blue box, and then the address 'CITY HALL, 1 GALAMBOS WAY, CITY OF SANDY SPRINGS, PLANNING AND ZONING DIVISION, 770-730-5600'. In the bottom right section, the address '123 ADDRESS ROAD, V21-0005' is in a light blue box, followed by 'FIND THIS CASE ONLINE:' and the URL 'spr.gs/zoningcases' in bold black.

- Signage must be removed within 48 hours of final action on the petition