



APPLICATION
ADMINISTRATIVE VARIANCE

Application Checklist:

Page No.	Item	Completed/ Included in Submittal
2	Project Information Sheet	<input type="checkbox"/>
3-4	Authorization Forms	<input type="checkbox"/>
5	Letter of Intent	<input type="checkbox"/>
5	Variance Analysis	<input type="checkbox"/>
6	Chattahoochee River Corridor Certificate	<input type="checkbox"/> or N/A <input type="checkbox"/>
6-7	Survey	<input type="checkbox"/>
6-7	Site Plan	<input type="checkbox"/>
6	8½" x 11" copy of Legal Description	<input type="checkbox"/>
	Elevations and/or Sections	<input type="checkbox"/> or N/A <input type="checkbox"/>
8	Fee Schedule	N/A
8	Fee Payment	<input type="checkbox"/>
	All documents in electronic form (email)	<input type="checkbox"/>

The Director or designee reserves the right to request additional information deemed necessary to analyze the request. **Incomplete applications will not be accepted.** The Director is authorized to approve Administrative Variances for up to 10% of any measurable standard in this Development Code.

Planner's initials: _____



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Case No.: _____
Planner's initials: _____

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 FILLED OUT BY P&Z STAFF -

Application date:
ADDITIONAL INFORMATION NEEDED:



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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:
Address:
City, State, Zip Code:
Email address:
Phone number:
Owner's signature:
Sworn and subscribed before me this
th day of 20
Notary public:
Seal:
Commission expires:

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:
He/she is the executor or Attorney-in-Fact under a Power-of-Attorney for the owner (attach a copy of the contract); or
He/she has an option to purchase the subject property (attach a copy of the contract); or
He/she has an estate of years which permits the Applicant to apply (attach a copy of the lease)
Applicant's name:
Company name:
Address:
City, State, Zip Code:
Email address:
Phone number:
Applicant's signature:
Sworn and subscribed before me this
th day of 20
Notary public:
Seal:
Commission expires:



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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 Code:
Email address:
Phone number:
Agent's signature:
Applicant's signature:

Sworn and subscribed before me this _____th day of _____ 20____
Notary public:
Seal:
Commission expires:

ADDITIONAL REQUIREMENTS

Letter of Intent

Required for **all** cases

Address the following in detail, on a separate sheet:

1. Requested Administrative Variance
2. Examples of factual details about the proposal:
 - Number and size of buildings
 - Square footage of gross floor area of nonresidential uses
 - Type and number of units
2. Examples of factual details about residential proposal below:
 - Square footage of encroachment(s)
 - Floor plan details
 - Footprint of residences
3. Alternative designs explored:
 - a. Provide details of alternative designs that could reduce the need for a Variance
 - b. Explain why the alternatives were rejected

Variance Analysis (Sec. 11.6.1.)

Required for **all** cases

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

1. There are practical (not financial) difficulties pertaining to the particular piece of property in question because of its size, shape, or topography; and
2. The requested Variance will be in harmony with the purpose and intent of this Development Code and will not be injurious to the neighborhood or to the general welfare; and
3. The Variance requested is the minimum Variance that will make possible the proposed use of the land, building, or structure.

Note: The general purpose and intent of the Development Code (Sec. 1.1.5.) includes:

- Ensuring conservation of land and natural resources
- Promoting the preservation and enhancement of tree canopy in residential areas
- Guiding reinvestment in established neighborhoods that preserves and reinforces their unique characteristics
- Promoting development along transit corridors that enhances their function as mixed-use, walkable centers that serve surrounding residential neighborhoods
- Providing standards for compatible transitions of use, building scale, and height between existing and new development
- Providing clear and consistent procedures for appropriate and effective public involvement in land use and development decisions.
- Providing building and site design standards that address the public aspects of private development and how building form, placement, and uses contribute to the quality of the public realm
- Providing parking and access standards that appropriately balance pedestrian and vehicular needs and result in safe pedestrian environments of the highest quality
- Promoting quality landscape and building design that advance the function and beauty of Sandy Springs
- Providing clear regulations and processes that result in predictable, efficient, and coordinated development review
- Promoting conservation of land, energy, and natural resources

- Promoting sustainable building and site design practices
- Promoting diverse housing options along the City’s major corridors and within its nodes
- Providing standards for interconnected streets and development patterns that support all modes of travel (walking, bicycling, public transit, driving)

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) 206-1536 or howens@sandyspringsga.gov

Survey and Site Plan	
Required for all cases	
Provide one (1) copy digital of Survey and Site Plan. 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
Roads	<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.
	<input type="checkbox"/> Existing and proposed dedicated and reserved rights-of-way of all streets on and adjacent to the subject property
Improvements	<input type="checkbox"/> Posted speeds of existing streets
	<input type="checkbox"/> Proposed streets 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 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"> ○ Total area of site (acres and sq. ft.) ○ Building footprints (sq. ft. and %) ○ Parking spaces (number and %) ○ Lot coverage (sq. ft. and %)

Environmental	<ul style="list-style-type: none"><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
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The Director or designee reserves the right to request additional information deemed necessary to analyze the request.

FEE SCHEDULE

Type	Adopted Fee	
Variance	For property zoned:	
	RE-, RD- PK, CON	\$300 + \$100/each additional request
	RU-, RT-, RM-, RX- ON-, OX-, CX-, SX-, TX-, CS-, IX-, CC-, PR-, PX-, PM-	\$600 + \$100/each additional request
Sign Variance	\$500 + \$100/each additional request	
Administrative Fee	\$25	
Technology Fee	\$5/per request	
Revisions to a filed Application	Variance, Sign Variance	\$250
<p><i>Notes:</i></p> <ul style="list-style-type: none"> • <i>Debit and credit card transactions are subject to a 5% surcharge</i> • <i>All fees are based on each request</i> • <i>Payments can be made online at build.sandyspringsga.gov or in person at the Revenue Office</i> 		