



SANDY SPRINGS
COMMUNITY DEVELOPMENT

APPLICATION

ADMINISTRATIVE VARIANCE

Process Checklist:

Item
Discussion:
<ul style="list-style-type: none"> • Detailed Process and Instructions • Fee Schedule
Required Documents:
<ul style="list-style-type: none"> • Authorization Forms • Letter of Intent • Variance Analysis • Chattahoochee River Corridor Certificate • Scaled digital copy of Survey • Scaled digital copy of Site Plan • copy of Legal Description • copy of Elevations and/or Sections
All documents in electronic form (online portal)

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

Planner's initials: _____



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



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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:



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REQUIRED DOCUMENTS

Letter of Intent
Required for all cases
Address the following in detail, on a separate sheet: <ol style="list-style-type: none">1. Requested Administrative Variance2. Examples of factual details about commercial proposal below:<ul style="list-style-type: none">• 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. Examples of factual details about residential proposal below:<ul style="list-style-type: none">• Square footage of encroachment(s)• Floor plan details• Footprint of residences4. Factual details about the site: shape, topography, slope, vegetation, soils, and other physical characteristics of the property5. Alternative designs explored:<ul style="list-style-type: none">• Provide details of alternative designs that could reduce the need for a Variance• Explain why the alternatives were rejected
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



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Variance Analysis (Sec. 11.6.2.)

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)



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Survey and Site Plan	
Required for all cases	
Upload copy of each document to the online portal 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"> ○ Total area of site (acres and sq. ft.) ○ Building footprints (sq. ft. and %) ○ Parking spaces (number and %) ○ 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

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



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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	
Revisions to a filed Application	Administrative Variance, Sign Variance	\$250
Administrative Fee	\$25	
Technology Fee	\$5	
Notes: <ul style="list-style-type: none"> • <i>Payments may be made via online CSS Portal or at the Revenue Desk</i> • <i>Debit and credit card transactions are subject to a 5% surcharge</i> • <i>All fees are based on each request</i> 		