

Variance Application



THANK YOU FOR YOUR INTEREST IN HENRY COUNTY, GEORGIA. THIS PACKET INCLUDES THE NECESSARY DOCUMENTS NEEDED FOR VARIANCE APPLICATIONS TO BE HEARD BY THE HENRY COUNTY ZONING ADVISORY BOARD.

PLEASE NOTE: ALL FEES ARE NON-REFUNDABLE. THERE ARE NO EXCEPTIONS.

THE HENRY COUNTY PLANNING AND ZONING DEPARTMENT WILL ONLY CONDUCT PRE-APPLICATION MEETINGS ON TUESDAY AND THURSDAY OF EACH WEEK. PLEASE CALL THE PLANNING AND ZONING OFFICE TO SCHEDULE AN APPOINTMENT OR GO TO [HTTP://WWW.CO.HENRY.GA.US/PZMEETING](http://www.co.henry.ga.us/pzmeeting) TO SCHEDULE IT ONLINE.

NO PRE-APPLICATION MEETING WILL BE CONDUCTED WITHOUT AN APPOINTMENT.

SHOULD YOU NEED FURTHER ASSISTANCE, PLEASE FEEL FREE TO CONTACT OUR OFFICE BETWEEN 8:00 AM AND 5:00 PM, MONDAY THROUGH FRIDAY AT (770) 288-7526.

THE LOCATION OF ALL COUNTY RELATED BOARD MEETINGS IS:
140 HENRY PARKWAY
MCDONOUGH, GEORGIA 30253

Henry County Planning and Zoning Department
Variance Application Checklist

PLEASE COMPLETE THIS FORM WHEN ACCEPTING ALL VARIANCE APPLICATIONS.
ATTACH THE CHECKLIST TO THE APPLICATION AND SIGN.

ALL DOCUMENTS ARE REQUIRED IN ORDER TO ACCEPT APPLICATION.

REQUIRED ITEMS	COPIES	PROCEDURE	CHECK/INITIAL
Pre-Application Review Form (Meeting Notes)	1	Must be obtained from a current planner, prior to submitting your application. (by appointment only on Tuesday or Thursday)	
Application Form	1	<ol style="list-style-type: none"> 1. Signed and notarized by owner. Original signature 2. In lieu of owner's signature, applicant has signed and notarized a copy of a "Contract", "Power of Attorney" or "Lease" 	
Applicant Disclosure Form	1	Required for all property owners, applicants, and agents filed with an application and must be notarized	
Letter of Ownership	1	Letter stating that the owner is aware of the zoning request and owns the property in question	
Letter of Intent	1	Must clearly state the proposed use and development intent	
Site Plans (11 x 17)	10	Must show minimum details: Buildings, setbacks, buffers, road frontage, correct scale, north arrow, present zoning classification, topographic information to show elevation and drainage, location and extent of required buffers, proposed lot layout	
Survey Plat (8 ½ x 11) or (11 x 17)	1	Subject Property, prepared and sealed <i>within the last five years</i> by a professional engineer, landscape architect or land surveyor registered in the State of Georgia. Said survey plat shall: 1) indicate the complete boundaries of the subject property and all buildings and structures existing therein; 2) Include a notation as to whether or not any portion of the subject property is within the boundaries of the 100 year floodplain; and 3) Include a notation as to the total acreage or square footage of the subject property	

Procedures

A pre-application meeting with one of the staff planners before submission of any application is required. A scheduled appointment is required. (*No opinions or guidance can be given over the phone*). Staff will review the request and discuss all necessary code requirements that affect the request. Staff may also need to consult other county departments before accepting the application. The request will then be advertised in the *Henry Daily Herald* and a sign posted at least 15 days prior to the scheduled public meeting date (see the enclosed schedule).

No application will be accepted unless all necessary documentation is complete and a pre-application meeting has been held (There will be no exceptions.)

Notes

The Zoning Advisory Board on the 2nd Thursday of each month shall hear request. Per the Zoning Advisory Board no more than six (6) items will be placed on a Zoning Advisory Board's hearing, unless stated otherwise by the board.

Contacts

Henry County Planning & Zoning
140 Henry Parkway
McDonough, GA 30253
tel. (770) 288-7526

Henry County Building Department
140 Henry Parkway
McDonough, GA 30253
tel. (770) 288-6051

Henry County Water and Sewer Authority
1695 Highway 20 West
McDonough, GA 30253
tel. (770) 957-6659

Henry County Health Department
Environmental Health Section
137 Henry Parkway
McDonough, GA 30253
tel. (770) 954-2078

Henry County Fire Department
664 Industrial Boulevard
McDonough, GA 30253
tel. (770) 288-6600

Henry County Police Department
100 Henry Parkway
McDonough, GA 30253
tel. (770) 288-8200

Henry County Environmental Compliance
And Plan Review
92 Ronnie Stewart Drive
McDonough, GA 30253
tel. (770) 288-6064

Henry County Board of Education
33 North Zach Hinton Parkway
McDonough, GA 30253
tel. (770) 957-6601

Henry County Planning & Zoning
Variance Request Application

Name of Applicant _____ Phone: _____ Date: _____

Address Applicant: _____ Fax _____ Pager/Cell # _____

City: _____ State: _____ Zip: _____ E-mail: _____

Name of Agent _____ Phone: _____ Date: _____

Address Agent: _____ Fax _____ Pager/Cell # _____

City: _____ State: _____ Zip: _____ E-mail: _____

THE APPLICANT NAMED ABOVE AFFIRMS THAT THEY ARE THE OWNER OR AGENT OF THE OWNER OF THE PROPERTY DESCRIBED BELOW AND REQUESTS

Variance being requested: _____

Address of Property: _____ Nearest intersection to the property: _____
(Street Address)

Size of Tract: _____ acre(s), Land Lot Number(s): _____, District(s): _____

Property Tax Parcel Number: _____ - _____ - _____ - _____ **(Required)**

Witness' Signature

Signature of Applicant/s

Printed Name of Witness

Printed Name of Applicant/s

Notary

Signature of Agent

NOTARY STAMP:

(For Office Use Only)

Total Amount Paid \$ _____ Cash _____ Check # _____ Received by: _____ *(FEES ARE NON-REFUNDABLE)*

Application checked by: _____ Date: _____ Map Number(s): _____

Pre-application meeting: _____ Date: _____

Zoning Advisory Board Decision: _____

BOC Decision: _____

Planning Director's Signature: _____ Date: _____

Applicant Campaign Disclosure Form

(Must be completed by the applicant, the property owner, and the agent. Use as many forms as needed.)

Has the applicant* made, within two (2) years immediately preceding the filing of this application for rezoning, campaign contributions aggregating \$250 or more or made gifts having in the aggregate a value of \$250 or more to a member of the Henry County Board of Commissioners or Zoning Advisory Board who will consider the application?

Yes _____ No _____

If **Yes**, the applicant and the attorney representing the applicant must file the following information with the Henry County Board of Commissioners within ten (10) days after this application is first filed:

Commissioner/Zoning Advisory Board Member Name	Dollar amount of Campaign Contribution	Description of Gift \$250 or greater given to Board Member

We certify that the foregoing information is true and correct, this _____ day of _____, _____

Applicant's Name - Printed

Signature of Applicant/Property Owner/Agent

Applicant's Attorney, if applicable - Printed

Signature of Applicant's Attorney, if applicable

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

Notary Public

* Applicant means any individual or business entity (corporation, partnership, limited partnership, firm enterprise, franchise, association, or trust) applying for a Conditional Use.