

# ROBERTSON BOARD OF ZONING APPEALS

REVISED 12/05/2019

## APPLICATION FOR VARIANCES/SPECIAL EXCEPTIONS/ADMINISTRATIVE REVIEW

**DATE FILED:** \_\_\_\_\_ **MEETING DATE:** \_\_\_\_\_

**1. NAME OF OWNER OR DEVELOPER:** \_\_\_\_\_ **PHONE:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_  
(Street No. and Name)

\_\_\_\_\_  
(City) (State) (Zip Code)

**2. PROPERTY OWNER:** \_\_\_\_\_ **PHONE:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_  
(Street No. and Name)

\_\_\_\_\_  
(City) (State) (Zip Code)

**3. LAND SURVEYOR OR ENGINEER:** \_\_\_\_\_ **PHONE:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_  
(Street No. and Name)

\_\_\_\_\_  
(City) (State) (Zip Code)

**4. TYPE OF REQUEST:** \_\_\_\_\_

Put in writing in as much detail as possible the reason for the request. Variance request should explain why compliance with the Zoning Resolution is not possible. A special exceptions request should demonstrate compliance with the conditions in the Zoning Resolution that allow the type of special exception requested. Date and sign letter. *SEVEN COPIES OF THE LETTER SIGNED AND DATED AND A TAX MAP OF THE PROPERTY INCLUDED.*

**5. LOCATION OF PROPERTY:** On the \_\_\_\_\_ side of \_\_\_\_\_

\_\_\_\_\_ feet \_\_\_\_\_ of \_\_\_\_\_  
(Direction) (Road)

**6. SIZE OF TRACT:** \_\_\_\_\_

**CURRENT ZONING CLASSIFICATION:** \_\_\_\_\_

**VOTING DISTRICT:** \_\_\_\_\_

**7. TAX MAP NUMBER(S)** \_\_\_\_\_ **PARCEL NUMBER** \_\_\_\_\_

**CONTACT PROPERTY OWNERS IN THE AREAS THAT COULD BE AFFECTED BY THIS REQUEST INFORMING THEM OF YOUR PROPOSAL. (A signed petition by the property owners would be helpful.)**

8. A SITE PLAN TO DRAWN TO SCALE IS REQUIRED SHOWING ALL THE EXISTING BUILDINGS ON SITE, PROPOSED BUILDINGS, SHOW DISTANCES FROM FRONT, REAR AND SIDE YARDS. SEE ATTACHED SHEET. (We would suggest that to comply with the site plan regulations you might consider securing the services of someone who is trained in this type work, either a surveyor or engineer.) *SEVEN (7) FULL SIZE COPIES OF THE SITE PLAN AND LETTER SHALL BE FURNISHED TO PLANNING OFFICE WITH ONLY ONE COPY OF THE APPLICATION.*

9. THIS APPLICATION WITH ALL APPLICABLE DOCUMENTS MUST BE IN THIS OFFICE NO LATER THAN 2:00 P.M. ON THE LAST WORKING DAY OF EACH MONTH UNLESS NOTIFIED OTHERWISE BY THIS OFFICE.

YOUR REQUEST MUST BE PUBLISHED IN THE LOCAL NEWSPAPER AS A PUBLIC HEARING AND MUST RUN IN THE NEWSPAPER A MINIMUM OF FIFTEEN (PRIOR TO THE MEETING. THIS NOTICE WILL BE PREPARED BY THE PLANNING OFFICE AND SUBMITTED TO THE NEWSPAPER THE FOLLOWING DAY.

YOU OR YOUR DESIGNATE WHO HAS THE AUTHORITY TO SPEAK ON YOUR BEHALF MUST BE PRESENT AT THE APPEALS BOARD MEETING.

10. A FEE OF \$190.00 IS PAYABLE UPON FILING THIS APPLICATION. EACH APPLICANT WILL HAVE A SIGN PLACED ON THE PROPERTY BY THE PLANNING OFFICE PRIOR TO THE DATE OF THE MEETING. THIS SIGN IS TO REMAIN IN PLACE UNTIL PICKED UP BY THE PLANNING OFFICE AFTER THE MEETING.

11. ALL APPLICATIONS ARE REQUIRED TO PAY A \$5.00 DOCUMENTS AND RECORDS FEE.

12. BUILDING PERMITS FOR APPROVED CASES WILL BE ISSUED THE NEXT WORKING DAY FOLLOWING APPEALS BOARD HEARING AND SUBJECT HEALTH DEPARTMENT APPROVAL WHEN APPLICABLE.

13. IT IS ADVISABLE TO STAY IN TOUCH WITH THE PLANNING COMMISSION OFFICE SO WE MAY ASSIST YOU. TO DO THIS WILL SAVE YOU MUCH TIME AND EVEN MORE ADDED EXPENSE.

14. PERSON RESPONSIBLE FOR ATTENDING MEETINGS: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

Email \_\_\_\_\_

**OWNER'S SIGNATURE:** \_\_\_\_\_  
(Owner at time of Application)

\_\_\_\_\_  
**DATE:**

# ROBERTSON COUNTY

## BOARD OF ZONING APPEALS MEETING DATES

### 2020

<u>MONTH</u>	<u>SUBMITTAL DATE</u>	<u>PUBLICATION DATE</u>	<u>MEETING DATE</u>
JANUARY	12-31-19	1-8-20	1-23-20
FEBRUARY	1-31-20	2-5-20	2-27-20
MARCH	2-28-20	3-11-20	3-26-20
APRIL	3-31-20	4-8-20	4-23-20
MAY	4-30-20	5-13-20	5-28-20
JUNE	5-29-20	6-10-20	6-25-20
JULY	6-30-20	7-8-20	7-23-20
AUGUST	7-31-20	8-12-20	8-27-20
SEPTEMBER	8-28-20	9-9-20	9-24-20
OCTOBER	9-30-20	10-7-20	10-24-19
NOVEMBER	TBD	TBD	TBD
DECEMBER	TBD	TBD	TBD

*TBD Meetings will be scheduled in these months not to conflict with Holidays.*

12/4/19

## Board of Zoning Appeals Application Attachments

### 11-3.2 Residential Plans Required

#### A. Site Plan Requirements:

Site plans containing the information required for the particular use by his section must be submitted to the Building Commissioner at the time of an application for a building permit. It is specifically anticipated that the approval process for one and two-family detached houses and individual mobile homes shall be administratively approved by the Building Commissioner. All other uses shall only be approved in the manner set forth in 11-3.3, below.

#### B. Site Plans Required for One and Two-Family Detached Houses and Individual Mobile Homes:

1. The actual shape, location, and dimensions of the lot to be built upon.
2. The shape, size, and location of all buildings or other structures to be erected, altered, or moved and of buildings or other structures already on the lot and the elevation of the building site.
3. The existing and intended use of all such buildings or other structures, upon it, including the number of dwelling units the building is intended to accommodate.
4. The size and location of all yards and open areas required by this resolution.
5. The dimension and location of all public water and sewer lines from which the property is to be served.
6. The location and approximate dimension of all points of access to a public street or road.
7. Such other information concerning the lot or adjoining lots as may be essential for determining whether the provisions of this resolution are being observed.
8. Where subsoil sewage disposal is anticipated, certification from the county health department approving the lot for such use.

### 11-3.3 Site Plan Requirements:

The purpose of this provision is to prevent undesirable site development which would unduly create inadequate circulation and unnecessary congestion: to obtain maximum convenience, safety, economy, and identify in relation to adjacent sites: and to provide maximum flexibility for expansion, change in use, and adapting to individual needs. Thus, applicants for building permits must submit ten (10) copies of the site drawings drawn to scale and prepared by a licensed surveyor, civil engineer, architect or landscape architect containing the following information:

1. General Location Sketch Map at a scale not smaller than 1"=2,000', showing:
  - a. The approximate boundaries of the site.
  - b. External public access streets or roads in relation to the site.

- c. Surrounding development (i.e., general residential, commercial, and industrial areas) within the general vicinity of the site.
  - d. Any public water and sewer systems in relation to site.
2. Site plan drawn at a scale no smaller than 1"=100' showing:
- a. The actual lot drawn with all dimensions along with the dimension of all rights-of-ways and easements adjacent to the property.
  - b. The shape, size, and location of all existing buildings or other structures on the lot.
  - c. The existing and intended use of the lot and of such structures upon it, including, for residential activities, the number of dwelling units the buildings are intended to accommodate.
  - d. Site topographic features showing both existing and proposed contours at a vertical interval, no greater than two (2) feet.
  - e. Location of all driveways and entrances.
  - f. Location of all accessory off-street parking areas provided to serve use, all spaces shall be delineated on the plan showing the dimensions of all spaces along with traffic aisles.
  - g. Any required off-street loading areas with adequate space to access into and out of the berths.
  - h. Landscaping plan for the site showing all required landscaping and for Planned Unit Developments the existing trees on the site.
  - i. Plans for the buildings to be constructed showing building elevations, exterior materials and building heights.
  - j. Proposed ground coverage recap of the site including floor area of the building, square footage of all impervious areas and amount of open space provided.
  - k. Location of all areas designated for solid waste along with a sketch of the proposed screening for the area.
  - l. Location and dimensions of required buffer along with a cross section of buffer with the type of planting specified. In the advent that a fence or wall is proposed in lieu of a buffer the location of the fence shall be shown along with a sketch of the proposed fence or wall.
  - m. A site grading and drainage plan showing all on site structures, discharge points and the effect on adjacent properties and drainage ways. The location of any area subject to flooding mapped or unmapped shall be shown on the plan.
  - n. Site utility plan to serve the proposed site.
  - o. Show location, type, and size of proposed signs.