



**CITY OF FOREST PARK**  
785 Forest Parkway  
Forest Park, Georgia 30297  
Planning, Building and Zoning  
(404) 608-2303

## APPLICATION FOR VARIANCE

### Important Notice:

Please read the application carefully. The Planning, Building & Zoning Department will not accept an incomplete application. Submittal of partial or incomplete applications will not be considered for placement on the Planning Commission agenda until all application materials have been received and fees have been paid.

## Required Materials Checklist

### Applicant must submit two copies of the following:

1. **Completed notarized application.** The original application must be submitted with ALL original signature(s) – Copies of the application or signature(s) will NOT be accepted.
2. **Property deed.** Must reflect the current ownership of the property.
3. **Boundary Survey/Plat.** Include a copy of the boundary survey/plat which shall include a written metes and bounds description. Please indicate property lines with dimensions, location of buildings and other structures, north arrow, scale, street numbers, lot and/or parcel numbers, and locations of setback lines or other dimensional requirements.
4. **Site Plan.** Plan must be drawn to scale depicting the proposed use of the property including:
  - a) A correct scale and north arrow;
  - b) The proposed land use and building outline as it would appear should the zoning map amendment application be approved;
  - c) The present zoning classification of all adjacent parcels;
  - d) The gross square footage of all proposed building;
  - e) The proposed location of all driveways and entry/exit points for vehicular traffic, using arrows to depict direction of movement;
  - f) The location of required off-street parking and loading spaces, including number of spaces and driveway dimensions;
  - g) Required yard setbacks appropriately dimensioned;
  - h) The location and extent of required buffer areas, depicting extent of natural vegetation and type and location of additional vegetation if required;
  - i) Other information as requested by staff.
5. **Justification letter.** Typed letter describing the reason for variance request, stating why strict adherence to the code would result in a particular hardship (as distinguished from a mere inconvenience or desire to make more money).
6. **Application fee (\$250).** If paying by check, checks must be payable to the City of Forest Park.

# APPLICATION FOR VARIANCE

## Property Owner/Applicant Information

Property Owner: \_\_\_\_\_

Address of Property: \_\_\_\_\_

\_\_\_\_\_

Email Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Applicant (if different from above): \_\_\_\_\_

Mailing Address (if different from above): \_\_\_\_\_

\_\_\_\_\_

Email Address: \_\_\_\_\_ Phone: \_\_\_\_\_

## Parcel, Zoning, and Land Use Information

Assessor's Parcel Identification Number (PIN): \_\_\_\_\_

Parcel Size (Square Feet and/or Acres): \_\_\_\_\_

Present Zoning Classification: \_\_\_\_\_ Proposed Zoning Classification: \_\_\_\_\_

Present Land Use: \_\_\_\_\_

Proposed Land Use: \_\_\_\_\_

## Notarized Certification

To the best of my knowledge, this variance application form is correct and complete. If additional materials are determined to be necessary, I understand that I am responsible for filing additional materials as specified by the City of Forest Park.

Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Sworn to and subscribed before me this \_\_\_\_\_ Day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public



## **Powers and Duties of the Planning Commission to Hear Variances**

The Planning Commission is authorized by code to hear those variances from the provisions of the ordinance as will not be contrary to the public interest where owing to special conditions, a literal enforcement of the provisions of this chapter will, in an individual case, result in unnecessary hardship, so that the spirit of the chapter shall be observed, public safety and welfare secured and substantial justice done.

A variance may be granted in any individual case of practical difficulty or unnecessary hardship only upon finding by the Planning Commission that:

- a) There are extraordinary and exceptional condition pertaining to the particular piece of property in question because of its size, shape, or topography;
- b) The application of the ordinance to this particular piece of property would create an unnecessary hardship;
- c) Such conditions are peculiar to the particular piece of property involved;
- d) Relief, if granted, would not cause substantial detriment to the public good or impair the purpose and intent of this chapter.

A variance may not be granted for a use of land or building. Specifically, the Planning Commission shall not have authority to permit by variance in any district a use of land or building not otherwise permitted in the district.

Furthermore, the Planning Commission shall not have authority to permit by variance an increase in the density on any lots as permitted in the district regulations.

Peculiar conditions or circumstances, which are the result of actions of the owner of the property covered by the application, cannot be considered as grounds for justifying a variance.

Financial loss to the applicant is not sufficient grounds by itself to justify a variance.

The Planning Commission will hold a hearing after giving the public notice thereof. At the hearing, any party may appear in person, or by agent, or attorney.



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**Zoom™ Meeting Information**  
<https://zoom.us/join>  
 Meeting ID: 739 273 5936  
 Password: 139944

## ZONING MATTERS CALENDAR 2020-2021

Application Filing/Submittal Deadline	Legal Ad Runs & Signs Posted on Property	Planning Commission Meetings*	City Council Meetings*
July 15, 2020	July 29, 2020	August 20, 2020	September 8, 2020
August 12, 2020	August 26, 2020	September 17, 2020	October 5, 2020
September 9, 2020	September 23, 2020	October 15, 2020	November 2, 2020
October 14, 2020	October 28, 2020	November 19, 2020	December 7, 2020
November 11, 2020	November 25, 2020	December 17, 2020	January 4, 2021
December 16, 2020	December 30, 2020	January 21, 2021	February 1, 2021

\*Meetings are held at 6:00pm via Zoom™ until further notice