RESIDENTIAL AND NON-RESIDENTIAL VARIANCE APPLICATION

Variance applications are due Thursday by 12:00 pm, 20 days prior to the License and Variance Board hearing. Applications are to be submitted to the Community Development Office located at 3180 Atlanta Road. The City of Smyrna License and Variance Board meets the 2nd and 4th Wednesday of each month. Hearings begin at 10:00 am in the Council Chambers in City Hall at 2800 King Street. The following materials and information must be provided in the variance application.

1. Location of property, to be identified by land lot number, street address, and present zoning classification. Also, general descriptive information such as major streets or other well-known landmarks.

2. Zoning classification of all adjoining property.

3. A comprehensive summary detailing the extraordinary and exceptional conditions which will necessitate a nonconforming use. See Zoning Ordinance Section 1403 - Variance Review Standards on Page 4 of the application. **(Required)**

4. A copy of the existing plat of the property. Minimum size of the plat shall be 11" x 17". An 8½" x 11" to scale copy of the survey may also be used.

5. Signature of the subject property owners or in the case of a corporation a duly authorized officer.

6. A to-scale site plan, if constructing a new structure or an addition to an existing structure on the subject property.

7. An elevation, rendering or photographic example of the structure, if constructing a new structure or an addition to an existing structure on the subject property. Also, a brief description of building and exterior materials proposed for the structure must accompany elevation, rendering or photographic example.

8. A copy of the paid tax receipts **(City and County)** for the subject property or a statement signed by an official in the Tax Commissioner's Office. If the application consists of several tracts, a copy of the paid tax receipts of each tract is required.

9. The petitioner shall notify all adjacent and abutting property owners by delivering a copy of the variance petition by hand delivery or by certified mail with return receipt requested. For the purposes of this section, adjacent shall also include parcels separated by a publicly dedicated right-of-way. Proof of such notice shall be provided to the city administrator or his designee prior to the hearing. Proof that certified mail was properly sent will be sufficient evidence of notification.

10. Application fee is:

$450.00 per Commercial Variance, or

$250.00 per Residential Variance, plus $50 per add'l Variance

VISUAL MATERIALS

Handouts are not permitted during the meeting or large renderings and plats that require use of an easel.

Any questions regarding presentations can contact: Terri Graham, City Clerk at 770-319-5303

ZONING ORDINANCE
SEC. 1403. VARIANCE REVIEW STANDARDS.

(a) In rendering its decisions, the License and Variance Board or Mayor and City Council shall consider the following factors:

(1) Whether there are extraordinary and exceptional conditions applying to the property in question, or to the intended use of the property, that do not apply generally to other properties in the same district.

(2) Whether any alleged hardship which is self-created by any person having an interest in the property or is not the result of mere disregard for or ignorance of the provisions from which relief is sought.

(3) Whether strict application of the relevant provisions of the zoning code would deprive the applicant of reasonable use of the property for which the variance is sought.

(4) Whether the variance proposed is the minimum variance which makes possible the reasonable use of the property.

Variance Meeting Dates 2017

Submittal Deadline: 12/22/2016 at 12:00 pm	Submittal Deadline: 1/5/2017 at 12:00 pm	Submittal Deadline: 1/19/2017 at 12:00 pm
Post Property: 12/26/2016	Post Property: 1/9/2017	Post Property: 1/23/2017
Variance Hearing: 1/11/2017 at 10:00am (Appilcant Must Attend)	Variance Hearing: 1/25/2017 at 10:00am (Applicant Must Attend)	Variance Hearing: 2/8/2017 at 10:00am (Applicant Must Attend)

Submittal Deadline: 2/2/2017 at 12:00 pm	Submittal Deadline: 2/16/2017 at 12:00 pm	Submittal Deadline: 3/2/2017 at 12:00 pm
Post Property: 2/6/2017	Post Property: 2/20/2017	Post Property: 3/6/2017
Variance Hearing: 2/22/2017 at 10:00am (Appilcant Must Attend)	Variance Hearing: 3/8/2017 at 10:00am (Appilcant Must Attend)	Variance Hearing: 3/22/2017 at 10:00am (Appilcant Must Attend)

Variance Meeting Dates 2017

Submittal Deadline: 3/23/2017 at 12:00 pm	Submittal Deadline: 4/6/2017 at 12:00 pm	Submittal Deadline: 4/20/2017 at 12:00 pm
Post Property: 3/27/2017	Post Property: 4/10/2017	Post Property: 4/24/2017
Variance Hearing: 4/12/2017 at 10:00am (Appilcant Must Attend)	Variance Hearing: 4/26/2017 at 10:00am (Appilcant Must Attend)	Variance Hearing: 5/10/2017 at 10:00am (Appilcant Must Attend)

Submittal Deadline: 5/4/2017 at 12:00 pm	Submittal Deadline: 5/25/2017 at 12:00 pm	Submittal Deadline: 6/8/2017 at 12:00 pm
Post Property: 5/8/2017	Post Property: 5/29/2017	Post Property: 6/12/2017
Variance Hearing: 5/24/2017 at 10:00am (Appilcant Must Attend)	Variance Hearing: 6/14/2017 at 10:00am (Appilcant Must Attend)	Variance Hearing: 6/28/2017 at 10:00am (Appilcant Must Attend)

Variance Meeting Dates 2017

Submittal Deadline: 6/22/2017 at 12:00 pm	Submittal Deadline: 7/6/2017 at 12:00 pm	Submittal Deadline: 7/20/2017 at 12:00 pm
Post Property: 6/26/2017	Post Property: 7/10/2017	Post Property: 7/24/2017
Variance Hearing: 7/12/2017 at 10:00am (Applicant Must Attend)	Variance Hearing: 7/26/2017 at 10:00am (Applicant Must Attend)	Variance Hearing: 8/9/2017 at 10:00am (Applicant Must Attend)

Submittal Deadline: 8/3/2017 at 12:00 pm	Submittal Deadline: 8/24/2017 at 12:00 pm	Submittal Deadline: 9/7/2017 at 12:00 pm
Post Property: 8/7/2017	Post Property: 8/28/2017	Post Property: 9/11/2017
Variance Hearing: 8/23/2017 at 10:00am (Applicant Must Attend)	Variance Hearing: 9/13/2017 at 10:00am (Applicant Must Attend)	Variance Hearing: 9/27/2017 at 10:00am (Applicant Must Attend)

Variance Meeting Dates 2017

Submittal Deadline: 9/21/2017 at 12:00 pm	Submittal Deadline: 10/5/2017 at 12:00 pm	Submittal Deadline: 10/19/2017 at 12:00 pm
Post Property: 9/25/2017	Post Property: 10/9/2017	Post Property: 10/23/2017
Variance Hearing: 10/11/2017 at 10:00am (Appilcant Must Attend)	Variance Hearing: 10/25/2017 at 10:00am (Appilcant Must Attend)	Variance Hearing: 11/8/2017 at 10:00am (Appilcant Must Attend)

Submittal Deadline: N/A at 12:00 pm	Submittal Deadline: 11/23/2017 at 12:00 pm	Submittal Deadline: 12/7/2017 at 12:00 pm
Post Property: N/A	Post Property: 11/27/2017	Post Property: 12/11/2017
Variance Hearing: Holiday at 10:00am (Appilcant Must Attend)	Variance Hearing: 12/13/2017 at 10:00am (Appilcant Must Attend)	Variance Hearing: 12/27/2017 at 10:00am (Appilcant Must Attend)

APPLICATION FOR VARIANCE
TO THE CITY OF SMYRNA

Type or Print Clearly

(To be completed by City)
Ward: _____
Application No: _____
Hearing Date: _____

APPLICANT: _____
Business Phone: _____ Cell Phone: _____ Home Phone: _____
Representative's Name (print): _____
Address: _____
Business Phone: _____ Cell Phone: _____ Home Phone: _____
E-Mail Address: _____
Signature of Representative: _____

TITLEHOLDER: _____
Business Phone: _____ Cell Phone: _____ Home Phone: _____
Address: _____
Signature: _____

VARIANCE:
Present Zoning: _____ Type of Variance: _____
_____
_____
Explain Intended Use: _____
_____
_____
Location: _____
Land Lot(s): _____ District: _____ Size of Tract: _____Acres

(To be completed by City)
Received: _____
Posted: _____
Approved/Denied: _____

CONTIGUOUS ZONING

North: _____

East: _____

South: _____

West: _____

NOTIFICATION OF CONTIGUOUS OCCUPANTS OR LAND OWNERS TO ACCOMPANY APPLICATION FOR VARIANCE

By signature, it is hereby acknowledged that I have been notified that _____

_____

Intends to make an application for a variance for the purpose of _____

_____

_____

on the premises described in the application.

NAME	ADDRESS