



Development Services Department
Planning & Zoning
(912)754-2105; ZoningInfo@effinghamcounty.org

VARIANCE APPLICATION

All applications for a Variance submitted to Effingham County Planning & Zoning will be reviewed by staff, and considered by the Planning Board and the Board of Commissioners. Incomplete applications shall not be considered, until all of the following items are submitted to and accepted by Planning & Zoning. A complete submission consists of the following:

- Application Form (Attachment A)**
- Ownership Certification (Attachment B)**
- Authorization of Property Owner, if applicable**
- Deed**
- Last Recorded Plat/Proposed Plat/Site plan, if applicable (see Attachment C)**
- Any other supporting material or information requested**
- Application Fee - \$200.00**

PLEASE CHECK OFF EACH ITEM LISTED ABOVE, TO INDICATE THAT
THE ITEM IS INCLUDED IN YOUR APPLICATION.

INCOMPLETE SUBMISSIONS WILL NOT BE CONSIDERED.

Any communication purporting to be an application shall be regarded as a mere notice of intent until such time as application is made for the above prescribed contents.

APPLICATION FEES ARE NON-REFUNDABLE

ATTACHMENT A - VARIANCE APPLICATION

Application Date: _____

Applicant/Agent: _____

Applicant Email Address: _____

Phone # _____

Applicant Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Property Owner, if different from above: _____
Include Signed & Notarized Authorization of Property Owner

Owner's Email Address (if known): _____

Phone # _____

Owner's Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Property Location: _____

Name of Development/Subdivision: _____

Present Zoning of Property _____ Tax Map-Parcel # _____ Total Acres _____

VARIANCE REQUESTED (provide relevant section of code): _____

Describe why variance is needed: _____

How does request meet criteria of Section 7.1.8 (see Attachment C): _____

Applicant Signature: _____ Date _____

ATTACHMENT B - OWNERSHIP CERTIFICATION

I, (we) the undersigned, do hereby certify that I (we) own the property affected by the proposed Amendment to the Effingham County Zoning Ordinance by virtue of a deed date _____, on file in the office of the Clerk of the Superior Court of Effingham County, in Deed Book _____ page _____.

I hereby certify that I am the owner of the property being proposed for Variance approval, and I have answered all of the questions contained herein and know the same to be true and correct. I hereby acknowledge that I have reviewed the application checklist, and further acknowledge that any omission of the items above will cause a delay in the review of my request.

Owner's signature _____

Print Name _____

Owner's signature _____

Print Name _____

Owner's signature _____

Print Name _____

Sworn and subscribed before me this _____ day of _____, 20 _____.

Notary Public, State of Georgia

AUTHORIZATION OF PROPERTY OWNER

I, _____, being duly sworn upon his/her oath, being of sound mind and legal age deposes and states; That he/she is the owner of the property which is subject matter of the attached application, as is shown in the records of Effingham County, Georgia

I authorize the person named below to act as applicant in the pursuit of a Variance application. I acknowledge and accept that I will be bound by the decision of the Board of Commissioners, including any conditions, if the application is approved.

Name of Applicant/Agent: _____

Applicant/Agent Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Email: _____

Owner's signature _____

Print Name _____

Personally appeared before me _____ (Owner print)

Who swears before that the information contained in this authorization is true and correct to the best of his/her knowledge and belief.

Sworn and subscribed before me this _____ day of _____, 20 _____.

Notary Public, State of Georgia

ATTACHMENT C - SITE PLAN REQUIREMENTS

All Variance submissions shall be accompanied by a site plan. This site plan shall be made on a scale in conformance with appropriate County Tax Maps and contain the following elements, as applicable (consult with Planning & Zoning staff to determine what features are required):

- A. Dimensions of the property involved.
- B. Location and dimensions of existing and/or proposed structures with the type of usage designated.
- C. Requested variance in relation to existing structures and surrounding parcels and uses.
- D. Access road or easement.
- E. Setbacks.
- F. Right-of-way.
- G. Proposed or existing water, sewer, and drainage facilities.
- H. Buffers.
- I. Off-street parking.
- J. Wetlands.
- K. Floodplain.
- L. Loading areas, parking, signage, and outdoor lighting.

Appendix C – Zoning Ordinance, Article VII. – Planning Board, Section 7.1. Organization

7.1.8 Variances. On an appeal from an order, requirement, decision, or determination of the zoning administrator, the planning board may recommend that the county commission grant a variance in the application of the provisions of the zoning ordinance, only if all the following findings are made:

7.1.8.1 That there are unique physical circumstances or conditions, including irregularity, narrowness, or shallowness, of lot size or shape, or exceptional topographical or other physical conditions peculiar to the particular property, and that the unnecessary hardship is due to such conditions, and not to circumstances or conditions generally created by the provisions of the zoning ordinance in the neighborhood or district in which the property is located.

7.1.8.2 That because of such physical circumstances or conditions, there is no possibility that the property can be developed in strict conformity with the provisions of the zoning ordinance, and that the authorization of a variance is therefore necessary to enable the reasonable use of the property.