



Variance Application Instructions

INSTRUCTIONS :

- Upon receipt of a complete application for the filing of an appeal or seeking a variance, the board of zoning appeals shall set a hearing date which shall be within sixty (60) days of such receipt.
- Written notice to adjacent and nearby property owners.
 - The applicant shall give written notice by certified mail return receipt requested to all property owners within 300 feet of the boundaries of the property as appear in Clayton County tax records and as provided by the City's Geographic Information System.
 - A list of all property owners within 300 feet will be given to the applicant. Public notices shall be mailed such that they are received a minimum of 15 calendar days and a maximum of 45 calendar days prior to the public hearing. The return receipts shall be provided to the zoning administrator within one (1) week of receipt.
- The board of zoning appeals secretary shall publish a notice of the public hearing at which the appeal or variance is to be heard in the legal organ of the City of Riverdale.
 - Such public notice shall be given a minimum of fifteen (15), but not more than forty-five (45) calendar days, prior to the date of the public hearing.
- The board of zoning appeals shall also cause a sign or signs to be placed on the property that is the subject of a variance a minimum of fifteen (15), but not more than forty-five (45) calendar days, prior to the hearing date.
 - The applicant shall post a sign provided by the community development director which is not less than three (3) square feet in area that shall contain the following information concerning a pending variance in a conspicuous location on the property:
 - The sign or signs announcing a public hearing for a variance shall contain the address of the property involved; the date, time and location of the hearing; nature of the variance; and the phone number of the community development director.
 - The applicant shall always maintain any such signs until the decision of the board of zoning appeals concerning the variance application has been made public.
- A variance may be granted in an individual case only upon a finding by the board of zoning appeals that each of the following circumstances exist:
 - The property is extraordinary and exceptional as concerns its size, shape, or topography; and
 - Strict application of the ordinance would create a practical difficulty or unnecessary hardship and would deprive the applicant of rights commonly



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- enjoyed by owners of similarly situated properties located within the same zoning district in which the property is located; and
- The extraordinary and exceptional characteristics are unique to the property; and
 - Granting of the relief sought would not cause substantial detriment to other property owners or tenants, or to the public good, nor impair the purposes this ordinance.



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Variance Application Checklist

No Application Will Be Accepted Unless All Necessary Documentation Is Complete and A Pre-Application Meeting Has Been Held (There Will Be No Exceptions.)

The Board of Zoning Appeals shall hear requests and make decisions.

REQUIRED ITEMS	COPIES	PROCEDURE	CHECK/INITIAL
Application Form	1	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"	
Letter of Intent	2	The letter should state the hardship, background and justification for the variance request and any additional information to support the request. The hardship should address the property's limitations preventing compliance with the zoning standards. Variance criteria may be found in Sec. 14.4 of the Zoning Ordinance.	
Site Plans (11 x 17)	5	All property lines, with dimensions, at an appropriate scale; Legal description of the property; Location of all buildings and other structures, water bodies, and easements on the property; North arrow, district and land lot number; and Building setbacks or other ordinance standards from which a variance is being sought.	
Pictures		Provide photos of the site and/or what is being proposed for the requested variance.	

(For Office Use Only)

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

Application checked by: _____ Date: _____

Pre-application meeting: _____ Date: _____

Board of Zoning Appeals Decision: _____

Community Development Director 's Signature: _____ Date: _____



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APPLICANT INFORMATION		
* Applicant means any individual or business entity (corporation, partnership, limited partnership, firm enterprise, franchise, association, or trust) applying for a Variance.		
Name:		
Applicant is the: <input type="checkbox"/> Property Owner <input type="checkbox"/> Owner's Agent <input type="checkbox"/> Contract Purchaser		
Address:		
City:	State:	Zip:
Contact Name:		
Phone:	Email:	
OWNER INFORMATION		
Name:		
Address:		
City:	State:	Zip:
Contact Name:		
Phone:	Email:	
PROPERTY INFORMATION		
Property Address:		
Present Zoning District(s):	Present Land Use Category:	
Zoning of Surrounding Properties: (N)_____ (S)_____ (E)_____ (W)_____		
Land District:	Land Lot(s):	Acreage:
Description of requested variance:		



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APPLICANT'S 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 Riverdale Zoning Ordinance and/or City Code.

Signature of Applicant Date

Type or Print Name and Title

Signature of Notary Public Date Notary Seal

PROPERTY OWNER 'S CERTIFICATION

I do solemnly swear and attest, subject to criminal penalties for false swearing, that I am the legal owner, as reflected in the records of Clayton County, Georgia, of the property identified below, which is the subject of the attached Variance Application before the City of Riverdale, Georgia. As the legal owner of record of the subject property, I hereby authorize this application and/or authorize the individual named below to act as the applicant in the pursuit of the Variance Application, as indicated below.

I, _____, authorize, _____,
(Property Owner) (Applicant)

to file for _____, at _____
(Variance) (Address)

on this date _____, 20_____
(Month) (Day)

- I understand that failure to supply all required information (per the relevant Applicant Checklists and requirements of the Riverdale Zoning Ordinance) will result in REJECTION OF THE APPLICATION.
- I understand that preliminary approval of my design plan does not authorize final approval of my plans or signage request. I agree to arrange additional permitting separately, after approval is obtained.
- I understand that representation associated with this application on behalf of the property owner, project coordinator, potential property owner, agent or such other representative shall be binding.

Signature of Property Owner

Date

Type or Print Name and Title

Signature of Notary Public

Date

Notary Seal

DISCLOSURE REPORT FORM

City Hall Complex, 6690 Church Street, Riverdale, Georgia 30274

February	19th
March	18th
April	22nd
May	20th
June	17th
July	22nd
August	19th
September	16th
October	21st
November	18th
December	23rd

