VARIANCE INFORMATION

The following Items are necessary in order to process Variance Applications:

1. <u>APPLICATION FORM</u>

- a. Answer all questions.
- b. Property owner <u>must</u> sign application.
- 2. APPLICATION FEE (Non refundable checks, payable to City of Dacula)
 - a. City Council Variance \$350.00 plus \$25.00 each additional (on same property)

plus \$25.00 Administrative Fee

b. Administrative Variance \$200.00 plus \$25.00 each additional (on same property)

plus \$25.00 Administrative Fee

3. LEGAL DESCRIPTION

a. Must be typed (not required if located within a recorded subdivision).

4. LETTER OF INTENT

a. The Letter of Intent must describe the proposed or existing use, the variance(s) or special exception requested, and why you feel the variance or special exception is justified.

5. <u>SITE PLAN</u> and/or copy of <u>BOUNDARY SURVEY</u>

- a All documents related to the application in order for the City Council to render a decision are necessary.
- b. 8-1/2" x 11" reduction of site plan.
- c. If for a sign variance, a detailed drawing showing dimensions, height, location, etc.
- 6. An Economic and Community Infrastructure Facilities Impact Worksheet <u>must</u> be completed and submitted with applications. Impact Worksheet requirement may be waived at the discretion of the City Administrator.

MEETINGS

The City Council meets on the First Thursday of each month at 7:00 P.M. The City will erect a Public Hearing sign 15 days before the public hearing. A legal advertisement appears in the official News Organ at least 15 days before the meeting. The Gwinnett Daily Post is the official news organ.



APPLICATION

City Council Waivers			Staff Approval Only Modifications	
☐ Variance	(Please Type or Pri	nt using BLACK INK)		
APPLICANT *		PROPERTY OWNER *		
NAMEADDRESSCITYSTATEPHONEFAX	_ZIP	ADDRESSCITYSTATE	ZIPFAX_	
OWNER'S AGENT PROPERTY OWNER * Include any person having a property interest and/or a financial interest in any business entity having		CONTACT PERSONCOMPANY NAMEADDRESSPHONEFAX		
PRESENT ZONING DISTRICT(S) LAN ADDRESS OF PROPERTY				
HAS THE APPLICANT FILED AN MONTHS? Yes No If Yes, please describe:	(Attach additional	sheets if necessary)	PROPERTY WITHIN THE PAST 12	
LETTER OF INTENT & LEGAL DESCRIPTION OF PROPERTY *** PLEASE ATTACH A "LETTER OF INTENT" EXPLAINING REQUEST and TYPED "LEGAL DESCRIPTION" OF PROPERTY TO BE AFFECTED ***				

CASE NUMBER:

APPLICANT CERTIFICATION

				lication is denied, no n twelve (12) months from the	
Signo	ature of Applicant			Date	
Туре	or Print Name/Title				
Notary Public					
that if an application is	PROPERTY OV attached, is the record own denied, no application or re ths from the date of last ac	er of the property e-application affe	considered in	this application and is aware	
Signature of Applicant					
Туре	or Print Name/Title\				
Notary Public					
	FOR ADMI	NISTRATIVE USE	ONLY		
DATE RECEIVED	RECEIVED BY_		FEE	RECEIPT #	
				EARING DATE	
	FOR ADMI	NISTRATIVE USE			
ACTION TAKEN					
SIGNATURE_			DATE		
STIPULATIONS					



	<u>DISCLOSURE (</u>	<u>OF CAMPAIGN CONTRIBUTIO</u>	<u>DNS</u>			
Have you, within the two years immediately preceding the filing of this application, made campaign contributions aggregating \$250.00 or more to the Mayor and/or a member of the City Council.						
	If the answer is <i>Yes</i> , please complete the	following section:	☐ Yes ☐ No			
		Contributions	Contribution Date			
	Name of Government Official	(All which aggregate to \$250.00+)	(within last 2 years)			
	Have you, within the two years immedia aggregate a value of \$250.00 or more to Dacula Planning Commission or Zoning If the answer is <i>Yes</i> , please complete the	the Mayor and/or a member of the City Board of Appeals.				
	Name of Government Official	Description of Gifts (Valued aggregate \$250.00+)	Date Gift was Given (within last 2 years)			
			il			

 $(Attach\ additional\ sheets\ if\ necessary\ to\ disclose\ or\ describe\ all\ contributions/gifts)$

ADJOINING PROPERTY OWNER(S) RECORD NOTIFICATION

DATE:	
TO:	(Sent by First Class Mail and Certified Mail - Return Receipt Requested)
FROM:	(Sent by That Class Wan and Certified Wan - Return Receipt Requested)
RE:	Proposed Variance Case #
	Property Location: 5th District, Land Lot Parcel
LOCATION	N/ADDRESS
T 7 1	
	reby notified that an application for variance
	to has been submitted to the City of
Dacula.	
The propose	ed variance is contiguous to your property.
The CITY (COUNCIL Public Hearing/Meeting will be held at the Dacula City Hall, 442 Harbins Rd., Dacula
Georgia on	at in the Council Chambers.
If you have	any comments or concerns concerning this matter, please plan to attend the public hearings.
Thank you.	