



# Special Exception Variance Application

Douglas County Board of Appeals  
Douglas County, Georgia

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**Applications will be received on business days between 9:00 AM and 3:00 PM**

Date of Application: \_\_\_\_\_ Application #: \_\_\_\_\_

Address of Property:

\_\_\_\_\_

Land Lot: \_\_\_\_\_ District: \_\_\_\_\_ Section: \_\_\_\_\_ Parcel: \_\_\_\_\_

Area: \_\_\_\_\_ Acres or \_\_\_\_\_ Square Feet

Current Zoning: \_\_\_\_\_

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

Mailing Address:

\_\_\_\_\_

\_\_\_\_\_

Telephone Number (Daytime): \_\_\_\_\_

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Applicant: \_\_\_\_\_

Mailing Address:

\_\_\_\_\_

\_\_\_\_\_

Telephone Number (Daytime): \_\_\_\_\_

Email address: \_\_\_\_\_

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What is the standard or requirement of the Unified Development Code from which a variance is sought?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What variance is sought from the above standard or requirement?

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What are the extraordinary and exceptional conditions pertaining to the particular piece of property in question because of its size, shape or topography?

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**ITEMS WHICH MUST ACCOMPANY APPLICATION**

- A. Owner’s Signature or Affidavit** – If the owner and applicant are not the same, the owner must sign the application or complete attached affidavit.
- B. Site Plan** – Applicant shall provide **one (1) full size copy** and **one (1) 11X17** size of a preliminary site plan, dimensioned and to scale. Such plan must be prepared by a registered surveyor, architect, or engineer and must include the following information:
  - 1. A scaled and dimensioned description of the property
  - 2. Scaled building locations (Including accessory buildings)
  - 3. Parking areas, access points, and required buffer areas
- C. Warranty Deed** – A copy of the recorded warranty deed to the property must accompany each application.
- D. Proof of Taxes Paid** – Proof that all ad valorem taxes due on the property have been paid must accompany each application.
- E. Certificate Concerning Campaign Contributions** – Certificate concerning campaign contributions (Attachment must accompany each application).
- F. Fees** – See attached fee schedule. Checks should be made payable to “Douglas County Board of Commissioners”. **Fees are non-refundable.**
- G.** Any other information required by the Planning & Zoning Department or any other County departments which is deemed necessary or desirable in processing the application which is related to the present or proposed use of the property.

I have read and understand the attached application and zoning procedures. I also hereby authorize the Planning staff to inspect the premises which are the subject of this rezoning application.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

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**FOR OFFICE USE ONLY**

Date Received: \_\_\_\_\_

Hearing Date: \_\_\_\_\_

Receipt Number: \_\_\_\_\_

Received By: \_\_\_\_\_

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**AFFIDAVIT**

Authorization by Property Owner

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I swear that I am the owner of the property that is the subject matter of the attached application, as it is shown in the records of Douglas County, Georgia.

I authorize the persons named below to act as applicant in the pursuit of the obtaining the Special Exception Variance for this property.

Name of Applicant: \_\_\_\_\_

Address:

\_\_\_\_\_  
\_\_\_\_\_

Telephone Number: \_\_\_\_\_

\_\_\_\_\_  
Owner (Printed Name)

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Date

Personally Appeared Before Me:

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

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

\_\_\_\_\_  
Date

## ATTACHMENT CERTIFICATE CONCERNING CAMPAIGN CONTRIBUTIONS

Has the applicant (individual, corporation, partnership, firm, enterprise, franchise, association or trust) made, within two years immediately preceding the filing of this application for a **Special Use Permit**, campaign contributions aggregating \$250.00 or more or made gifts having in aggregate a value of \$250.00 or more to a member of the Board of Commissioners or Planning Commission who will consider the application?

**YES** \_\_\_\_\_

**NO** \_\_\_\_\_

If so, the applicant and the attorney representing the applicant must file a disclosure report with the Board of Commissioners of Douglas County, within ten (10) days after this application is first filed.

Please supply the following information, which will be considered as the required disclosure:

1. **Member:** The name of the member(s) of the Board of Commissioners or Planning Commission to whom the campaign contribution or gift was made.
2. **Contribution:** The dollar amount of each campaign contribution made by the applicant to the member of the Board of Commissioners or Planning commission during the two years immediately preceding the filing of this application, and the date of each such contribution.
3. **Gift:** An enumeration and description of each gift having a value of \$250.00 or more made by the applicant to a member of the Board of Commissioners or Planning Commission during the two years immediately preceding the filing of this application.

Member	Contribution	Date	Gift
	\$		
	\$		
	\$		
	\$		
	\$		

We certify that the foregoing information is true and correct, this \_\_\_\_\_ day of \_\_\_\_\_  
20\_\_\_\_\_.

\_\_\_\_\_  
**Applicant**

\_\_\_\_\_  
**Applicant's Attorney (if any)**

# **General Limitation on Relief for a Special Exception Variance**

A Special Exception Variance shall be limited to relief from the following requirements of this Development Code:

1. Minimum building setbacks
2. Minimum building heights
3. Minimum building floor area (non-profit organizations)
4. Minimum lot widths
5. Minimum floor area requirements for dwellings
6. Minimum separation between agricultural and residential uses
7. Public street frontage
8. Minimum or maximum parking requirements
9. Location of automobile or truck parking areas
10. Inter-parcel access requirements between parking lots
11. Zoning buffers and screening
12. Minimum tree density units required for tree conservation
13. Restrictions under the O-LF Landfill Overlay district

# **Criteria & Standards for Considering a Special Exception Variance**

A Special Exception Variance may be granted upon finding that the relief, if granted:

1. Would not cause substantial detriment to the public good; and
2. Would not be injurious to the use and enjoyment of the environment or of other property in the immediate vicinity; and
3. Would not diminish and impair property values within the surrounding neighborhood; and
4. Would not impair the purpose and intent of the Development Code.