

**APPLICANT'S CHECKLIST
CHEROKEE COUNTY ADMINISTRATIVE
VARIANCE**

IMPORTANT: Applications must be submitted to the Zoning Administrator. The applications must be complete and have all required attachments. If you have questions regarding the application itself or questions on any required attachments, you will need to contact the Planning and Land Use.

The Zoning Administrator will issue a letter of approval or denial within 15 business days.

- ___ STEP 1. Complete the application.
- ___ STEP 2. Return the completed application, required attachments, and fee (\$200 Individual, \$300 Commercial / Industrial / Building Contractor) to the Cherokee County Division of Planning and Land Use.
- ___ STEP 3. Include written evidence that a hardship exists (topographic problem explained by a builder or problems with septic lines explained by the Health Department are examples).
- ___ STEP 4. Include plot plan of the property along with the proposed changes drawn to scale.
- ___ STEP 5. Include any other information which might be helpful (photographs, etc.)

REVIEW PROCESS

Upon receipt of a completed application and the required attachments, the Zoning Administrator will consider the application and either approve or deny the request within 15 business days.

A denial by the Zoning Administrator may be appealed to the Cherokee County Zoning Board of Appeals. Further appeal to a ZBA decision may be made to the Cherokee County Board of Commissioners. This appeal must be filed within ten (10) days of the ZBA decision.

If you have questions regarding the Zoning Board of Appeals, please contact the Cherokee County Division of Planning and Land Use at 678-493-6103.

PL# _____

RECEIVED: _____

CASE NUMBER: 2016-ADMIN -

ADMINISTRATIVE VARIANCE APPLICATION

**FORWARD THIS FORM AND FEE TO:
ZONING ADMINISTRATOR
CHEROKEE COUNTY DIVISION OF PLANNING AND LAND USE**

**AMOUNT OF FEE: RESIDENTIAL (INDIVIDUAL) \$200.00
 COMMERCIAL, INDUSTRIAL OR BUILDING CONTRACTOR \$300.00**

APPLICANT: _____ **OWNER:** _____

ADDRESS: _____ **ADDRESS:**

PHONE #: _____ **PHONE #:** _____

EMAIL: _____ **EMAIL:** _____

ADDRESS OF PROPERTY: _____

**HAS THE ABOVE DESCRIBED PROPERTY BEEN BEFORE THE ZONING BOARD OF APPEALS
PRIOR TO THIS APPLICATION OR TO THE PLANNING COMMISSION FOR A REZONE? (IF YES,
WE WILL NEED TO KNOW THE DATE AND THE CASE # FOR THAT FILE)**

SUBDIVISION NAME (if applicable): _____

BUILDING PERMIT #: _____

PRESENT AND/OR PROPOSED USE OF PROPERTY: _____

ZONING: _____ **LOT SIZE:** _____

MAP NUMBER: _____ **PARCEL NUMBER:** _____

APPLICATION FOR ADMINISTRATIVE VARIANCE

(1) What does the Zoning Ordinance require? _____

(2) What adjustment is needed? _____

(3) Why is adjustment necessary? **(Please attach letter justifying this variance request)** _____

(4) Are there any extraordinary or exceptional conditions pertaining to the particular piece of property in question because of the size, shape or topography? _____

This form is an application to request a variance from the requirements set forth in the Cherokee County Zoning Ordinance. This form **MUST** be completed in its entirety before it is accepted by the Division of Planning and Land Use. The application must include **all** attachments and filing fees. An application which lacks any one or more of the required attachments shall be determined as incomplete and shall not be processed by the Division of Planning and Land Use.

APPLICANT CERTIFICATION

The undersigned below is authorized to make this application. The undersigned is aware that no application or reapplication affecting the same land shall be acted upon within 12 months from the date of last action by the Board of Commissioners unless waived by the County Commissioner.

Signature of Applicant

Date

Typed or Printed Name and Title

Signature of Notary Public

Date

Seal

PROPERTY OWNER'S CERTIFICATION

The undersigned below, or as attached, is the owner of the property considered in this application. The undersigned is aware that no application or reapplication affecting the same land shall be acted upon within 12 months from the date of last action by the Board of Commissioners unless waived by the County Commissioner.

Signature of Owner(s)

Date

Typed or Printed Name and Title

Signature of Notary Public

Date