



Patricia Matthews  
 City Clerk,  
 City of Auburn  
 Planning & Development Department  
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[www.cityofauburn-ga.org](http://www.cityofauburn-ga.org)

DATE RECEIVED \_\_\_\_\_  
 CASE FILE #: VA \_\_\_\_\_

**VARIANCE APPLICATION**

**Applicant:** is the (check one) Owner's Agent \_\_\_  
 Contractor Purchaser \_\_\_ **Owner**, if not the applicant  
 Property Owner \_\_\_

\_\_\_\_\_  
 Name (please print) Name (please print)

\_\_\_\_\_  
 Address Address

\_\_\_\_\_  
 City, State, Zip Code City, State, Zip Code

\_\_\_\_\_  
 Phone Number(s) Fax Phone Number(s) Fax

Contact Person \_\_\_\_\_ Phone \_\_\_\_\_ Fax \_\_\_\_\_

Cell phone \_\_\_\_\_ E-mail \_\_\_\_\_

Present Zoning Classification(s): \_\_\_\_\_

Proposed Zoning Classification: \_\_\_\_\_

(If different from present, Rezoning Application must be filed)

Proposed Use: \_\_\_\_\_

Property Location \_\_\_\_\_

District \_\_\_\_\_ Land Lot \_\_\_\_\_ Tax Map Parcel #: **AU** \_\_\_\_\_

**As a minimum, the following items are required with submittal of this application. Incomplete applications will not be accepted.**

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1. Payment of the appropriate application fee (\$750). Make checks payable to City of Auburn.
  2. A legal description of the property proposed for rezoning and/or special use permit. (Original or copy, **NO FAX**)
  3. Sixteen (16) copies of the proposed site plan, and one (1) 8 ½ x 11 reduction of the plan, drawn to scale, showing north arrow, land lot and district, the dimensions, acreage, location of the tract(s), the present zoning classification of all adjacent parcels, the proposed location of the structures, driveways, parking and loading areas, and the location and extent of required buffer areas, prepared by an architect, engineer, landscape architect, or land surveyor whose state registration is current and valid. Site plan must be stamped valid by one of the four above-mentioned professionals no more than three (3) months from date of submittal. The Planning Director strongly encourages the applicant to provide architectural building renderings indicating building elevation and construction materials that the facades and roofs will consist of. **All documents must be folded to 8 ½ x 11".**
  4. Sixteen (16) stapled or bound copies of the Special Use Permit application and all supporting documents, in addition to one (1) unbound application bearing original signatures and seal. **All documents must be folded to 8 ½ x 11".**
  5. Additional information in narrative form, or depicted on the site plan, demonstrating how all provisions regarding the special use as listed in the Zoning Regulations will be complied with.
  6. Analysis of impact of the proposed Special Use Permit pursuant to Section 17.17.30 of Auburn Zoning Regulation.
  7. Applicant's and/or Owner's Certification.
  8. Conflict of Interest and Disclosure of Campaign Contributions.
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**Standards and factors governing review of proposed amendments to official zoning maps. The following standards and factors are found to be relevant to the exercise of the City's zoning powers and shall govern the review of all amendments to the official zoning maps. The applicant's written answers to the following questions are paramount in justifying the requested Special Use or action.**

**Please respond to the following standards in the space provided or attach additional sheets if necessary. Simply yes/no answers are not acceptable.**

1. Whether the zoning proposal will permit a use that is suitable in view of the use and development of adjacent and nearby properties.

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2. Whether the zoning proposal would adversely affect the existing use or usability of adjacent or nearby property.

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3. Whether the property to be affected by the zoning proposal has a reasonable economic use as currently zoned.

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4. Whether the zoning proposal will result in a use which will or could cause an excessive or burdensome use of existing streets, transportation facilities, utilities, or schools.

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5. Whether the zoning proposal is in conformity with the policy and intent of the Land Use Plan.

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6. Whether there is other existing or changing conditions affecting the use and development of the property which give supporting grounds for either approval or disapproval of the zoning proposal.