



# Administrative Variance Application

Douglas County Board of Commissioners  
Douglas County, Georgia

---

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

Address of Property:  
\_\_\_\_\_  
\_\_\_\_\_

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

---

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

Mailing Address:  
\_\_\_\_\_  
\_\_\_\_\_

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

---

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

Mailing Address:  
\_\_\_\_\_  
\_\_\_\_\_

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

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

---

## 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. Plat** – A copy of a plat, drawn by a licensed engineer or surveyor.
- 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.

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

---

Printed Name of Applicant

---

Date

---

### FOR OFFICE USE ONLY

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

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

Planning & Zoning Staff Action:

Approved

Approved with Conditions

Denied

Douglas County Engineer Action:

Approved

Approved with Conditions

Denied

Conditions:

---

---

---

---

---

Douglas County Engineer Signature

---

Date

---

Staff Signature

---

Date

**AFFIDAVIT**  
Authorization by Property Owner

---

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 Administrative 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

**Please check the appropriate category for which you are seeking a variance and indicate the variance (increase or decrease) you are seeking:**

**Minimum building setback**

Not to exceed a reduction in the minimum setback required by 15%, except the front setback may be reduced or waived if the parking is located in the side or rear yard.

**Variance** \_\_\_\_\_

**Maximum building height**

Not to exceed an additional 4 feet above the maximum allowed.

**Variance** \_\_\_\_\_

**Minimum building floor area**

For a residence to be constructed by a non-profit organization, floor area reduction to no less than 1,300 square feet. For residences in the Manufactured Home Parks, all requests under the minimum of 900 square feet.

**Variance** \_\_\_\_\_

**Parking requirements**

Not to exceed a reduction from the minimum required by 10%, nor an increase in the maximum allowed by 10%.

**Variance** \_\_\_\_\_

**Automobile or truck parking areas**

The location of automobile or truck parking areas as appropriate to the site.

**Variance** \_\_\_\_\_

**Inter-parcel access**

Modification or waiver of inter-parcel access requirements.

**Variance** \_\_\_\_\_

**Tree density units**

A reduction in the minimum required tree density standard for a project of no more than 10%, upon recommendation of the County Arborist.

**Variance** \_\_\_\_\_

**Sign area, height, or location**

A reduction or increase not to exceed a 15% deviation from the requirements under Article 7 of the Unified Development Code.

**Variance** \_\_\_\_\_

**O-LF Landfill Overlay district restrictions**

Waiver or reduction of the restrictions imposed by the O-LF Landfill Overlay district, provided that:

1. The approval of the landfill operator has been obtained by the appellee; and
2. There shall remain no less than 500 feet between an existing or future landfilling area and a residence and its attendant potable water well.

**Variance** \_\_\_\_\_

**Watershed protection overlays**

Up to 25% variance of the dimensional restriction of the Watershed Protection Overlay is allowed based on hardship and/or practical difficulties from the physical attributes of the property upon the recommendation of the Planning and Zoning Manager and the County Engineer. State-mandated buffers are not included.

**Variance** \_\_\_\_\_

---

**Building footprint**

Maximum building footprint not to exceed an increase of 15%.

Variance \_\_\_\_\_

---

**Floor Area Ratio**

Maximum floor area ratio not to exceed 15%.

Variance \_\_\_\_\_

---

**Metal siding for accessory structures**

Waiver to allow metal siding imposed by Article 3, Section 313(a) Provisions relating to all accessory uses:

1. Structure location must be shown by either survey/concept plan or aerial picture.
2. Structure must not be visible from the right-of-way any time of the year or visible to adjacent property owners.

Variance \_\_\_\_\_

---

**Residential Infill Developments**

Upon finding that a variance for development of residences constructed on vacant lots that are interspersed among other residential structures in established developments or neighborhoods meets the standards for approval, the following may be approved administratively:

---

**1. Architecture**

Waiver to allow a similar architectural style and finish to structures currently existing in the immediate vicinity along the street frontage of the proposed structure that are not otherwise permitted.

Variance \_\_\_\_\_

---

**2. Setback**

Waiver to allow a reduction in the front yard setback where it is found that the average, existing building setback line is less than the minimum required in a substantially developed area on lots located within 200 feet on each side of such lot within the same zoning district and fronting the same side of the street. The setback shall not be less than the average of the existing setback for the two, adjoining residences on either side of the lot in question.

Variance \_\_\_\_\_

---

**3. Maximum building height**

Not to exceed an additional 4 feet above the average of the two, adjacent structures on the same side of the street frontage of the proposed structure.

Variance \_\_\_\_\_

---

**Oversized Accessory Buildings**

Depending on the zoning classification and the present acreage of the subject site, the applicant may apply to the Planning and Zoning Manager & the Development Services Director for an increase in the maximum allowed square footage for accessory buildings. Additional square footage beyond the maximum, including additional size as may be allowed with administrative approval, will only be allowed through the Special Use Permit process.

Zoning classification of the subject site (check only one):

**AG (Agricultural) – Eligible for a maximum of 500 sq. ft. increase**

**R-A (Residential-Agricultural) – Eligible for a maximum of 500 sq. ft. increase**

**R-LD (Residential, Low-Density) – Eligible for a maximum of 250 sq. ft. increase**

Acreage of the subject site as per the attached survey or plat: \_\_\_\_\_ (in acres;  
only applies to properties with a minimum of 1.0 acres up to a maximum of 5.0 acres)

I, the undersigned below, understand fully that the granting of this administrative approval of an increase in building size also requires that all setbacks are met and that any portion of the subject building visible from the right-of-way must have a façade matching the façade of the home on-site per the Douglas County Unified Development Code, Article 3, Section 313. Failure to comply may result in the revocation of this approval and/or failure of building inspections.

---

Printed Name

---

Signature

---

Date

---

**Department Use Only**

**Recommended Increase in Size (sq. ft.)** \_\_\_\_\_

**Total Building Size (sq. ft.)** \_\_\_\_\_

---

**Signature, Planning and Zoning Manager**

**Recommended Increase in Size (sq. ft.)** \_\_\_\_\_

**Total Building Size (sq. ft.)** \_\_\_\_\_

---

**Signature, Director of Development Services**