



# PUTNAM COUNTY PLANNING & DEVELOPMENT

117 Putnam Drive, Suite B ♦ Eatonton, GA 31024

Tel: 706-485-2776 ♦ 706-485-0552 fax ♦ www.putnamcountyga.us

Putnam County     City of Eatonton

APPLICATION FOR:     VARIANCE     CONDITIONAL USE

THE UNDERSIGNED HEREBY REQUESTS THE CONSIDERATION OF A VARIANCE/CONDITIONAL USE AS SPECIFIED.

Owner name \_\_\_\_\_ Phone# \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Applicant name (If different from above) \_\_\_\_\_ Phone# \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

PROPERTY LOCATION: \_\_\_\_\_ TOTAL ACREAGE \_\_\_\_\_

MAP: \_\_\_\_\_ PARCEL: \_\_\_\_\_ PRESENTLY ZONED: \_\_\_\_\_ DISTRICT: \_\_\_\_\_

SETBACKS: Front: \_\_\_\_\_ Rear: \_\_\_\_\_ Lakeside: \_\_\_\_\_ Left: \_\_\_\_\_ Right: \_\_\_\_\_

\*All setbacks are required to be met from the front, side, rear, and lakeside (nearest point) property lines\*

\*There is a 50ft mandated front yard setback requirement from all arterial road and state highways. \*

Arterial/State Road. Yes: \_\_\_\_\_ No: \_\_\_\_\_

TOTAL SQ. FT. (existing structure) \_\_\_\_\_ TOTAL FOOTPRINT (proposed structure) \_\_\_\_\_

LOT LENGTH (the total length of the lot) \_\_\_\_\_

LOT WIDTH AT BUILDING SETBACK (how wide the lot is where you're proposing to build) \_\_\_\_\_

REASON FOR REQUEST: \_\_\_\_\_

\_\_\_\_\_

SUPPORTING INFORMATION ATTACHED TO APPLICATION:

RECORDED PLAT: \_\_\_\_\_ LETTER OF AGENCY \_\_\_\_\_ LETTER OF INTENT \_\_\_\_\_

SITE APPROVAL/LAYOUT OF SEPTIC SYSTEM FROM HEALTH DEPARTMENT \_\_\_\_\_

**\*PROPOSED LOCATION MUST BE STAKED OFF\***

\*SIGNATURE OF APPLICANT: \_\_\_\_\_ DATE: \_\_\_\_\_

\*APPLICANT HEREBY AFFIRMS THAT APPLICANT IS THE PROPERTY OWNER OR HAS THE LEGAL AUTHORITY TO SIGN THIS FORM ON OWNER'S BEHALF, AND APPLICANT AGREES TO INDEMNIFY AND HOLD PUTNAM COUNTY/CITY OF EATONTON HARMLESS IN THE EVENT IT IS DETERMINED APPLICANT DOES NOT HAVE SUCH LEGAL AUTHORITY.

DATE FILED _____	FEE: \$ 200.00	CK. NO. _____	CASH _____	C. CARD _____	INITIALS _____
RECEIPT # _____					
DATE OF NEWSPAPER AD: _____			DATE SIGN POSTED: _____		
PLANNING & ZONING HEARING: _____			RESULT: _____		
COMMISSIONERS'/CITY COUNCIL HEARING: _____			RESULT: _____		



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### *Variances Qualification* Sec. 66-157(c)

The planning and zoning commission shall hear applications for all variances from the development standards and performance standards of this chapter. Such variances may be granted only:

1. Where by reason of exceptional narrowness, shallowness or shape of a specific piece of property, which at the time of adoption of this chapter, was a lot or plat of record; or
2. Where by reason of exceptional topographic conditions to include floodplains or other extraordinary or exceptional conditions of a piece of property, strict application of the development requirements of this chapter would result in practical difficulties to, and undue hardship upon the owner of this property, which difficulty or hardship is not the result of acts of the applicant; and further provided that this relief may be granted without substantially impairing the intent and purpose of this chapter and is not contrary to the public welfare.
3. In granting a variance, the planning and zoning commission may attach thereto such conditions regarding the location, character and other features of the proposed building, structure or use as it may deem advisable so that the purpose of this chapter will be served, public safety and welfare secured, and substantial justice done. However, the planning and zoning commission shall not be authorized to grant a density variance or a use variance to permit a density or use in a district in which the density or use is otherwise prohibited. The planning and zoning commission shall not be authorized to grant a variance to development standards set forth in a statement of zoning conditions accompanying a conditional zoning.



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LETTER OF AGENCY- \_\_\_\_\_

WE, THE UNDERSIGNED OWNERS OF REAL PROPERTY LOCATED IN THE CITY OF EATONTON/PUTNAM COUNTY, GEORGIA, HEREBY APPOINT \_\_\_\_\_ TO BE MY AGENT FOR THE PURPOSE OF APPLYING FOR \_\_\_\_\_ OF PROPERTY DESCRIBED AS MAP \_\_\_\_\_ PARCEL \_\_\_\_\_, CONSISTING OF \_\_\_\_\_ ACRES, WHICH HAS THE FOLLOWING ADDRESS: \_\_\_\_\_ EATONTON, GEORGIA 31024. ATTACHED HERETO IS A COPY OF A DEED AND OR PLAT OF SURVEY DESCRIBING THE PROPERTY OWNED BY THE PROPERTY OWNER(S) TO WHICH THIS LETTER OF AGENCY APPLIES.

THE ABOVE NAMED AGENT HEREBY IS AUTHORIZED TO COMPLETE AND SIGN THE CITY OF EATONTON/PUTNAM COUNTY APPLICATION FOR \_\_\_\_\_ ON OUR BEHALF. WE UNDERSTAND THAT THIS LETTER OF AGENCY WILL BE ATTACHED TO AND MADE PART OF SAID FORM AND WILL BE RELIED UPON BY THE CITY OF EATONTON/PUTNAM COUNTY. FOR AND IN CONSIDERATION OF THE CITY OF EATONTON/PUTNAM COUNTY ACCEPTING THIS LETTER OF AGENCY, WE HEREBY INDEMNIFY AND HOLD HARMLESS THE CITY OF EATONTON/PUTNAM COUNTY AND ITS AGENTS AND/OR EMPLOYEES IN THE EVENT THAT THE ABOVE NAMED AGENT SHOULD MISUSE THIS LETTER OF AGENCY AND WE SUFFER DAMAGES AS A RESULT.

THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2019.

PROPERTY OWNER(S): \_\_\_\_\_

NAME (PRINTED)

\_\_\_\_\_  
SIGNATURE

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_

ALL SIGNATURES WERE HEREBY SWORN TO AND SUBSCRIBED BEFORE ME THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2019

\_\_\_\_\_  
NOTARY

MY COMMISSION EXPIRES: \_\_\_\_\_



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**Letter of Intent for variance/conditional use request must include the following:**

- 1) DETAILED EXPLANATION OF WHY VARIANCE/CONDITIONAL USE IS NEEDED**  
(Include variance requested and how many feet you will be from the property line)
- 2) TOTAL SQ. FOOTAGE OF PROPOSED STRUCTURE**
- 3) TOTAL SQ. FOOTAGE OF EXISTING STRUCTURE**
- 4) LOT LENGTH**
- 5) LOT WIDTH AT BUILDING SETBACK**  
(How wide the lot is where you are proposing to build)



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### Variance Request Site Inspection Requirement

- \_\_\_ \*Survey and stake off property line.
  
- \_\_\_ \*Stake off area of proposed construction site.  
**\*If the property is not staked off when the P&Z Board visits the property, the request will be placed on the following months agenda.**
  
- \_\_\_ \*Paint or stake off location of septic tank and drain field (as identified by health department).  
**Please identify with letters (SS).**
  
- \_\_\_ \*All pets and other animals must be properly contained on day of inspection.

Letter of Intent Sample:

John & Jane Doe  
123 Your Address Dr.  
City, State, Zip  
(Request Date)

Putnam County Planning & Development  
Director Lisa Jackson  
117 Putnam Dr., Suite B  
Eatonton, Ga 31024

Dear Putnam County Planning & Development:

We own the property located at 123 Your Address Dr, and plan to build our retirement home there. We are requesting a variance on the front (75'), and a reduction (52') on the west side seawall, where the seawall wraps around into a small "cove" area. We request the setbacks from the lake in order to best accommodate the home and septic system in the heavy topography and unique shape of this property. Our hope is to build a home that accommodates our needs on a single living level, which is challenging with the existing topography.

The challenges of the heavy topography and unique shape of the lot are the reason we ask for the relief from the current setbacks. At the time the community was platted, the setbacks recorded with the covenants and were used when permitting adjacent properties built earlier in the development. Our variance request is consistent with the setbacks our adjacent, and neighborhood properties used during construction.

Placing the home forward on the lot gives us the ability to put the septic field lines back toward the lane coming in from the street and will follow the grade in manner that allows the best septic system per the soils report. It also allows the home to be built approximately 35' from the ease side property which gives us the ability to maintain a tree buffer from the existing neighbor and away from a portion of the challenging topography.

General building information: The home we propose to build would have a minimum of 2400 square feet. The footprint for the home will be designed to fit the unique shape and topography of the lot. The final plan design will depend upon a favorable ruling with this variance application. The soils have been tested favorably for use in a conventionally designed septic system and we have been advised to use the flat contour grades on the northeast end of the property for drain fields line locations.

If you would like additional information about this request, you can telephone me at 123-456-7890.

Sincerely,

John & Jane Doe