



PUTNAM COUNTY PLANNING & DEVELOPMENT

117 Putnam Drive, Suite B ♦ Eatonton, GA 31024

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

CRITERIA FOR ADMINISTRATIVE VARIANCE

Sec. 66-156 Director, Scope of authority

(b) *Administrative variances.* The Director of Planning and Development shall have the power to grant variances from development standards as established in Article II where, in his/her opinion, the intent of the ordinance can be achieved and equal performance obtained by granting a variance.

(1) The authority to grant such variance shall be limited to variance from the following requirements:

a. Front, side, rear, or yard adjacent to the public street – variance not to exceed 25 percent of the minimum requirement.

Administrative Variance Limitation of Approval	
Required Setback from the property line	Limitation of Approval in ft.
15 ft	11.25 ft
20 ft	15 ft
30 ft	22.5 ft
50 ft	37.50 ft
65 ft	48.75 ft

Miscellaneous	
Variance/Conditional Use Application	\$245



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APPLICATION FOR ADMINISTRATIVE VARIANCE

As stated in the Putnam County Zoning Code of Ordinances, Section 66-157 (c), Required Findings for Variance Approval

The planning and zoning commission shall hear applications for variances from the development standards and performance standards of this chapter. All variance approval shall be contiguous with the property.

1. Variances may be granted by the planning and zoning commission only upon making all of the following factual findings:
 - (a) There are extraordinary and exceptional conditions pertaining to the particular piece of property in question because of its size, shape, or topography;
 - (b) The application of this Chapter to this particular piece of property would create an unnecessary hardship;
 - (c) The identified extraordinary and exceptional conditions and unnecessary hardship in application identified in subsections (a) and (b) were not caused by or the result of acts or omissions of the applicant;
 - (d) The variance proposed is the minimum variance, which makes possible the reasonable use of the property;
 - (e) Such conditions are peculiar to the particular piece of property involved; and
 - (f) Relief, if granted, would not cause substantial detriment to the public good or impair the purposes and intent of this Chapter.
2. 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.
3. No variance may be granted for a reduction in minimum lot size.



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Incomplete applications will not be accepted or processed.

Permit # _____

Application Information

(same as owner Yes No)

Name: _____

Address: _____

Phone: _____

Email: _____

Fax: _____

Arterial/State Road. Yes: _____ No: _____

Property Information

Address: _____

Map: _____ Parcel: _____

Presently Zoned: _____ Com. District: _____

Total Acreage: _____

In Conservation Use: Yes No

State Waters on Property: Yes No

Setback Variance Request:

_____ ft. variance being _____ ft from the nearest point to the **Left-side** property line.

_____ ft. variance being _____ ft from the nearest point to the **Right-side** property line.

_____ ft. variance being _____ ft from the nearest point to the **Front** property line.

_____ ft. variance being _____ ft from the nearest point to the **Back** property line.

_____ ft. variance being _____ ft from the nearest point to the **Lake**.

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 are proposing to build) _____

***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: \$ <u>245</u>	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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OWNER AUTHORIZATION

Submission of inaccurate information may be cause for denial of the requestor, if discrepancies are realized after the approval for the petition or issuance of the relevant local permits, cause for the revocation of the approval and any related permits by the Board of Commissioners. The following documents must be submitted with this application before the application deadline.

1. Payment of appropriate fee (please make checks payable to Putnam County Planning & Development)
2. Plat or site plan, drawn to scale, showing the locations of structures or uses for which the variance is sought, as well as the relationship to existing structures. Dimensions must be included.
3. A written description of your request in a letter format addressed to Putnam County Planning & Development. All required criteria (attached) must be addressed in the written description. Specific sections of the ordinance that would cause hardship must be identified, along with a description of the particular hardship.
4. Complete applications may be submitted in person or emailed to pdsubbmittals@putnamcountyga.us

The documents listed above are the minimum requirements. Staff may require additional documentation depending on the nature of the Variance Request. All submitted documents are public records and subject to Opens Records Law.

I have reviewed the application procedures and all applicable criteria and regulations in the Putnam County Zoning Ordinance for the above-requested Variance Request. I hereby claim that this application fulfills said procedures and meets the criteria for approval.

Applicant Signature: _____ Date: _____

I swear that I am the owner of the property listed above. I authorize _____ (applicant's name) to apply for a zoning action (zoning map amendment, conditional use, variance) at the above listed address, as identified on the attached application.

Owner signature

Notary Public
Sworn and subscribed before me this
_____ day of _____ 20____.



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Variance Request Site Inspection Requirement

___ *Survey and stake off the property line.

___ *Stake off area of the 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 month's agenda.**

___ *Paint or stake off location of the septic tank and drain field (as identified by the health department).
Please identify with letters (SS).

___ *All pets and other animals must be adequately contained on the day of inspection.



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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



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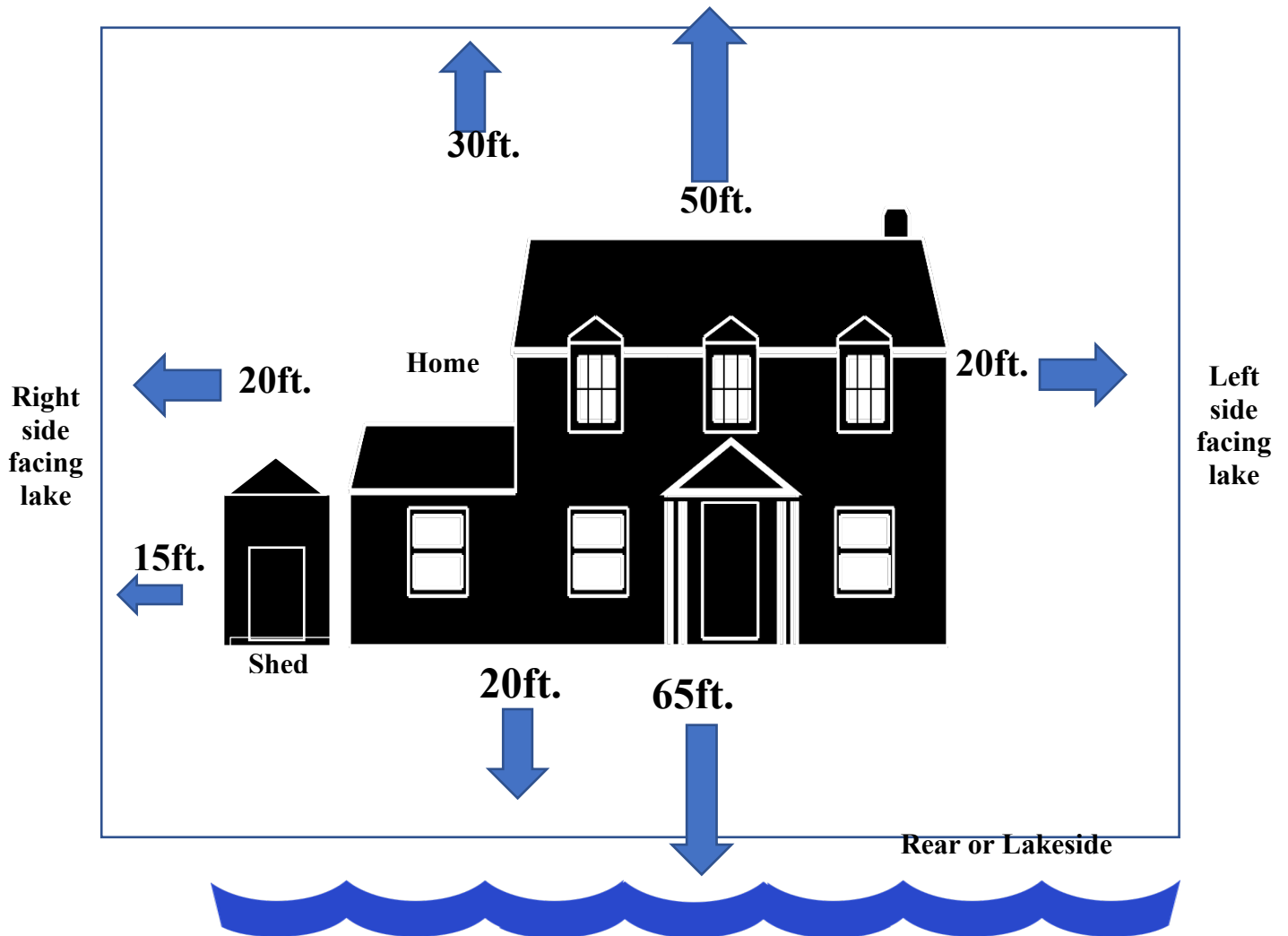
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Road



Front



Residential zoned setbacks:

30 ft. off front property line

50 ft. off front property line on main arterial or state highway

20 ft. off each side property lines

15 ft. off each side property lines for accessory structures only
(garage, shed, etc.)

15 ft. off rear property line if not on lake

65 ft. from the nearest point to the lake