



PUTNAM COUNTY PLANNING & DEVELOPMENT

117 Putnam Drive, Suite B ♦ Eatonton, GA 31024

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

2023 CITY P&Z PUBLIC HEARING SCHEDULE (Meetings are held at the Hut, 400 W. Marion Street)

DATE	DAY	TIME	APPLICATION SUBMITTAL DEADLINE
January 9, 2023	Monday	6:00 pm	December 06, 2022
February 13, 2023	Monday	6:00 pm	January 02, 2023
March 13, 2023	Monday	6:00 pm	February 06, 2023
April 10, 2023	Monday	6:00 pm	March 06, 2023
May 8, 2023	Monday	6:00 pm	April 03, 2023
June 12, 2023	Monday	6:00 pm	May 01, 2023
July 10, 2023	Monday	6:00 pm	June 05, 2023
August 14, 2023	Monday	6:00 pm	July 03, 2023
September 11, 2023	Monday	6:00 pm	August 07, 2023
October 9, 2023	Monday	6:00 pm	September 04, 2023
November 13, 2023	Monday	6:00 pm	October 02, 2023
December 11, 2023	Monday	6:00 pm	November 06, 2023



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 VARIANCE

As stated in the Putnam County Zoning Code of Ordinances, Section 75-64(c)(1), Required Findings for Variance Approval

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

- a. The lot in question is exceptionally narrow, shallow or otherwise oddly shaped and was in existence when this chapter was adopted; or
- b. There are other exceptional or unusual features or aspects of the property that would result in undue hardship or practical difficulty to the owner were the chapter applied. The applicant cannot create or cause the unusual circumstances of which he complains..



PUTNAM COUNTY PLANNING & DEVELOPMENT

117 Putnam Drive, Suite B ♦ Eatonton, GA 31024

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

APPLICATION FOR ZONING ACTION: VARIANCE

Permit #20-_____

Application Information

(same as owner Yes No)

Name: _____

Address: _____

Phone: _____

Email: _____

Fax: _____

Property Information

Address: _____

Map: _____ Parcel: _____

Presently Zoned: _____ Com. District: _____

Total Acreage: _____

In Conservation Use: Yes No

State Waters on Property: Yes No

Arterial/State Road. 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 lake.

TOTAL SQ. FT. (existing structure) _____ TOTAL FOOTPRINT (proposed structure) _____

LOT WIDTH AT BUILDING SETBACK (how wide the lot is where you are proposing to build) _____

LOT LENGTH (the total length of the lot) _____

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: \$ 245.00	CK. NO. _____	CASH _____	C. CARD _____	INITIALS _____
RECEIPT # _____					
DATE OF NEWSPAPER AD: _____			DATE SIGN POSTED: _____		
PLANNING & ZONING HEARING:			RESULT:		



PUTNAM COUNTY PLANNING & DEVELOPMENT

117 Putnam Drive, Suite B ♦ Eatonton, GA 31024

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

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.

Incomplete applications will not be accepted or processed.

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.

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.



PUTNAM COUNTY PLANNING & DEVELOPMENT

117 Putnam Drive, Suite B ♦ Eatonton, GA 31024

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

Owner signature

Notary Public

Sworn and subscribed before me this

_____ day of _____ 20_____.

CAMPAIGN CONTRIBUTION DISCLOSURE

Has applicant made \$250 or more campaign contributions to a local government official within two years immediately preceding the filing of this application? Yes No If yes, please complete contribution affidavit.

If the business of the applicant or owner, or the applicant or owner individually, have made contributions or gifts having a total value of over \$250 or more to any elected official in Putnam County within two (2) years preceding the date of this application, the following must be completed:

Name of Recipient	Date	Contribution Amount	Description of Gift	Value of Gift

Name of Business: _____

Business Ownership Interest: _____ Property Ownership Interest: _____

I hereby depose and say that all statements herein are true, correct, and complete to the best of my knowledge and belief.

Owner or Applicant Signature

Notary Public

Sworn and subscribed before me this

_____ day of _____ 20_____.



PUTNAM COUNTY PLANNING & DEVELOPMENT

117 Putnam Drive, Suite B ♦ Eatonton, GA 31024

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

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.



PUTNAM COUNTY PLANNING & DEVELOPMENT

117 Putnam Drive, Suite B ♦ Eatonton, GA 31024

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

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



PUTNAM COUNTY PLANNING & DEVELOPMENT

117 Putnam Drive, Suite B ♦ Eatonton, GA 31024

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



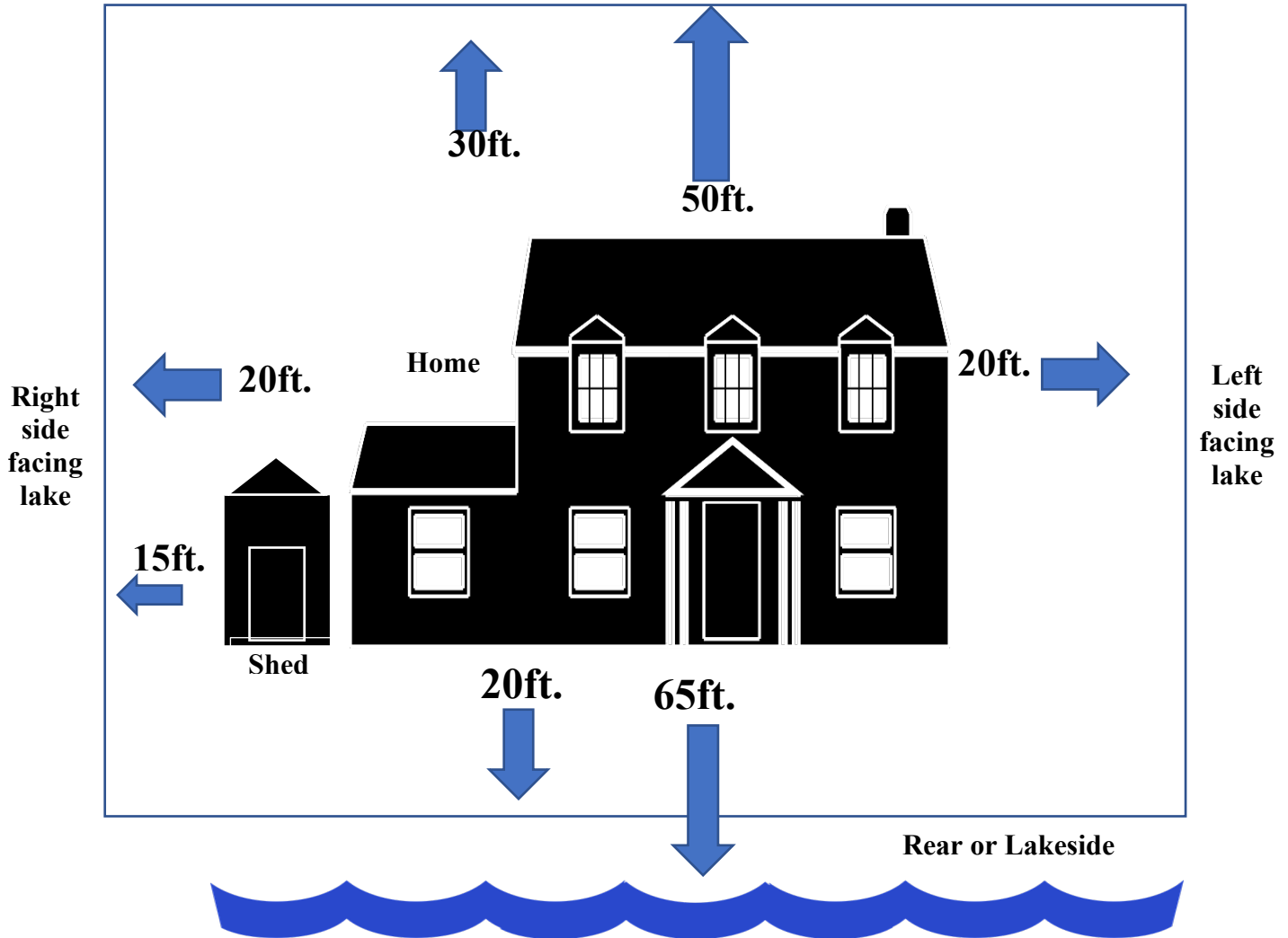
PUTNAM COUNTY PLANNING & DEVELOPMENT

117 Putnam Drive, Suite B ♦ Eatonton, GA 31024

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

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.)

20 ft. off rear property line if not on lake

65 ft. from the nearest point to the lake