



**APPLICATION FOR A VARIANCE / APPEAL**

**Date:** \_\_\_\_\_

**Property Location:** \_\_\_\_\_

Appellant/Owner:	Authorized Agent:
Street Address:	Street Address:
City / State / Zip Code:	City / State / Zip Code:
Telephone: Home:                      Business:	Telephone: Home:                      Business:

**Type of Variance - Code Section:** \_\_\_\_\_

**Zoning:** \_\_\_\_\_

**Front Yard Setback:** \_\_\_\_\_

**Side Yard Setback:** \_\_\_\_\_

**Rear Yard Setback:** \_\_\_\_\_

**Parking:** \_\_\_\_\_

**Distance Between Buildings:** \_\_\_\_\_

**Type of Appeal – Code Section:** \_\_\_\_\_

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, (year).

\_\_\_\_\_  
Notary Public

**FOR OFFICIAL USE ONLY**

Date Received: _____	Map Reference: _____
Variance/Appeal Hearing Date: _____	District: _____
City Council Hearing Date: _____ <i>(if necessary)</i>	Land Lot(s): _____
Amount Fee Paid: \$ _____	

## **ATTACHMENTS REQUIRED TO BE SUBMITTED WITH APPLICATION**

- A. Written justification for variance/appeal must be submitted in letterform and signed by the applicant.
- B. Submit ten (10) copies of site plan drawn to scale, prepared and sealed by an engineer, landscape architect, or land surveyor whose state registration is current and valid. The preparer's seal shall be affixed to the site plan. Existing and proposed setback reductions, distance reductions, etc., shall be included – as well as other necessary information that may be required by the City of Conyers Planning and Inspection Services Department to process the application.
- C. Legal description and warranty deed of the property for which variance/appeal is requested. A copy of the legal description and warranty deed can be obtained from the Rockdale County Courthouse Records Room.
- D. Submit application fee as designated by the City of Conyers. This fee is non-refundable.
- E. Submit a list of all adjacent property owners and their mailing addresses.
- F. Submit names and address of the owners and their agent(s), if any.
- G. Notarized authorization for application if applicant is not property owner.

**All incomplete applications cannot be processed, and shall be returned to the applicant for the required information.**

All Board of Zoning Appeals meetings are scheduled on a call-meeting basis. The applicant will be notified of time and location of meeting. A public notice of at least two weeks shall be given by publishing variance/appeal in the legal organ of Rockdale County, and shall further give written notice to the parties in interest at least two weeks prior to the date of the hearing.

Any variance/appeal related to Subdivision Regulations shall be decided by the Conyers/Rockdale Planning Commission. Applications shall be submitted no later than four weeks prior to the Planning Commission meeting. All Planning Commission meetings are held at the Rockdale County Courthouse on the second Thursday of each month at 7:00 p.m.



**VARIANCE/APPEAL APPLICATION**  
**AUTHORIZATION FORM**

**CITY OF CONYERS**

**STATE OF GEORGIA**

\_\_\_\_\_  
**Date**

**TO WHOM IT MAY CONCERN:**

I/We, \_\_\_\_\_,

being owner/owners of the below described property, hereby delegate authority to \_\_\_\_\_

\_\_\_\_\_  
to file a variance/appeal application in my/our behalf.

\_\_\_\_\_  
**Notary Public**

\_\_\_\_\_  
**Owner**

\_\_\_\_\_  
**Notary Public**

\_\_\_\_\_  
**Owner**