

Crisp County

Application Instructions for

APPEAL to the Crisp County Zoning Board of Appeal

Instructions for Applicant:

Complete this form and the appropriate attachments in order to apply for an Appeal under Article XVI. Section 2-81 of the Crisp County Land Development Code.

Fill in the boxes and have your signature notarized. Deliver the application and all attachments to the Planning Director at 210 South 7th Street, Suite 205, Cordele, Georgia 31015. You can reach the Planning Director at 229-276-2640 during normal working hours to discuss your application or if you have any questions.

- ☐ Fill in your name, address, and telephone number and the property's location and current zoning category (if the appeal relates to property).
- ☐ Check the appropriate box as to whether you are the property owner, an attorney representing the property owner, or someone else representing the owner.
- ☐ If you do not personally own a majority interest in the property, have the owner(s) prepare an Owner's Authorization giving you permission to file the application, and attach it to the application (see the Owner's Authorization Form that is in this application package). Developmental Permit, write the application number in the appropriate space.
- ☐ Check the appropriate box showing the type of application you are filing.
- ☐ Check the boxes for all of the items that you have attached:
 - Application fee: \$300.00 Attach a check or money order for the appropriate fee made out to Crisp County.
 - If the application is for a Hardship Variance, A Flood Protection Variance or a Special Exception, attach a legal description accurately describing the boundary of the property. You may find this on your deed or from a boundary survey made for the property.
 - Fill out the appropriate Review Checklist Form if you are requesting a Hardship Variance or a Flood Protection Variance, and attach it to the application (see the forms in this application package).
- ☐ Describe your appeal in the box provided in the application form, or attach additional pages as needed to fully describe your request.

NOTE: It is important that you attach all written or reproducible evidence regarding your Appeal so that the Board of Appeals can fully consider your request.

County Actions:

The Planning Director will accept your application on the date it is received. The Planning Director has 5 working days in which to determine that your application is complete or to return it to you for additional information. The final action taken by the Board of Appeals will be mailed to you along with any conditions that the Board imposes if approved. If the application is withdrawn (see Chapter 2, Section 2-23 for details), it will be noted on the application form and a copy will be given to you for your records.

NOTE: If denied, application for Hardship Variances and Special Exceptions on the same property may not be reconsidered more often than once every 12 months.

CRISP COUNTY PLANNING DEPARTMENT

APPLICANT INFORMATION:

Name_____

Physical Address_____

City_____ State_____ Zip_____

Mailing Address_____

City_____ State_____ Zip_____

Phone Number_____

Email Address_____

Applicant is: Property Owner Other Attorney for Property Owner (Attach Owner's Authorization)

 *Other Representative of the Owner (Attach Owner's Authorization)

**If applying as authorized agent please provide proof*

PROPERTY OWNER INFORMATION:

Property Owner_____

Address_____

City_____ State_____ Zip_____

If the applicant is not the property owner; each property owner(s) signature and notary required on signature page

PROPERTY INFORMATION:

Tax Map Number _____ Parcel Number _____

Current Zoning_____ Current Use_____

Acreage _____

Crisp County Application Form

Appeal by the Crisp County ZBOA

Type of Application: Appeal from Administration Decision Special Exception Hardship Variance Flood Protection Variance Variance	Attachments (as applicable) Application Fee: \$300.00 Boundary Description (for any Variance or Special Exception) Review Checklist (for a Hardship or Flood Protection Variance) Other: Date Received: _____
<u>VARIANCE(S) BEING REQUESTED: (Please check all that apply)</u>	
Setback Variance	Front Yard From _____ ft. to _____ ft
Road Frontage Variance	Right Side Yard From _____ ft. to _____ ft
Sign Variance	Left Side Yard From _____ ft. to _____ ft
Other (Please Specify on next page)	Rear Yard From _____ ft. to _____ ft
	Sign Area From _____ ft. to _____ ft
Description of Appeal:	

ATTESTATION

I attest that this Application and its attachments are accurate to the best of my knowledge and that all written or reproducible evidence supporting my appeal is attached.

Sworn to and subscribed before me this _____, day of _____, 20____,

Notary Public

Signature of Applicant (to be notarized)

OWNER'S AUTHORIZATION

This is to certify that (I am we are I am the Corporate Secretary of a Corporation that is) the owner of a majority interest in the property that is the subject of the attached application. By execution of this form, this is to authorize the person named as "applicant" below, acting on behalf of the owner, to file for and pursue a request for approval of the following:

☒ Check each that applies.

Appeal from Administrative Decision

Hardship Variance

Flood Protection Variance

Variance

DISCLOSURE OF CONFLICT OF INTEREST O.C.G.A. 36-67A-1:
*I have not made any political contribution in the last two years to any public official that will review this matter including the Crisp County Board of Commissioners.**

APPLICANT SIGNATURE: DATE: _____

Notary Public
This _____ day of _____, 20____.

OWNER SIGNATURE: (IF APPLICABLE) DATE: _____

Notary Public
This _____ day of _____, 20____.

OWNER SIGNATURE: (IF APPLICABLE) DATE: _____

Notary Public
This _____ day of _____, 20____.

OWNER SIGNATURE: (IF APPLICABLE) DATE: _____

Notary Public
This _____ day of _____, 20____.

DO NOT WRITE IN THE BOXES BELOW

Final Action by Board of Appeals
Approved

Approved with Conditions

Denied

Date: _____ Review Checklist by staff is attached

Conditions of Approval:

Application Withdrawn Date: _____

By Planning Director
By Board of Appeals

Without Prejudice
With Prejudice – Cannot be Refiled for ____ months

Corporations-- attach copy of corporate resolution approving authorization

Crisp County

Review Checklist

Hardship Variance

Date: _____

Application: _____

Property: _____

Standard	Yes	N/A	No	Comments
1. Are there extraordinary and exceptional conditions pertaining to the particular piece of property in question because of its size, shape, or topography?				
2. Would the application of the regulations to this particular piece of property create an unnecessary hardship?				
3. Are there conditions that are peculiar to the property which adversely affect its reasonable use or usability as currently zoned?				
REQUIRED FINDINGS:				
4. Would compliance with the regulations result in a hardship to the property or owner that is substantially unwarranted by the protection of the public health, safety or general welfare, and the need for consistency among all properties similarly zoned?				
5. Is the relief requested the minimum necessary to alleviate such unnecessary hardship?				
6. Is the relief being requested merely as a convenience to the applicant or to gain any advantage or interest over similarly zoned properties?				
7. Is the relief requested prohibited under Section 2.0105 of the Development Code?				

Prepared by: _____ **Date:** _____

Date: _____

Application: _____

Property: _____

Standard	Yes	N/A	NO	Comments
1. Will there be a danger that materials may be swept onto other lands to the injury of others?				
2. Will there be danger to life and property due to flooding or erosion damage?				
3. Will the property and contents be susceptible to flood damage?				
4. Will the proposed facility provide important services to the community?				
5. Is it necessary that the facility have a water-front location?				
6. Are alternative locations reasonably available for the proposed use that are not subject to flooding or erosion damage?				
7. Will the proposed use be compatible with existing and anticipated development?				
8. Will the proposed use be consistent with the Comprehensive Plan and flood plain management program?				
9. Will there be safe access to the property in times of flood for ordinary and emergency vehicles?				

Review Checklist
Flood Protection Variance
Page 2 of 2

Application: _____

Standard	Yes	N/A	No	Comments
10. Do the proposed plans adequately address the expected heights, velocity, duration, rate of rise and sediment transport of the flood waters and the effects of wave action, if applicable expected at the site?				
11. Will there be no more than reasonable costs in providing governmental services during and after flood conditions, including maintenance and repair of public utilities and facilities such as sewer, gas, electrical and water systems, and streets and bridges?				

Prepared by: _____ **Date:** _____