

# Town of Brooks

961 Hwy 85 Connector, PO Box 96  
Brooks, Georgia 30205  
770-719-7666

## VARIANCE APPLICATION

(Residential/Commercial)

File Number: \_\_\_\_\_ (to be filled in by Staff)

Project Name: \_\_\_\_\_

Project Address: \_\_\_\_\_

Description of project: \_\_\_\_\_

Applicant Name: \_\_\_\_\_

Applicant Address: \_\_\_\_\_

Applicant Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

\_\_\_\_\_ Affirms that he is/ she is/ they are the  
owners/ specifically authorized agent of the subject property legally described as follows:

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ Petitions the Town of Brooks Planning and Zoning Board  
to consider a request for a variance from section # \_\_\_\_\_,  
Of the Town of Brooks Zoning Ordinance.

Requirement stated in the Zoning Ordinance: \_\_\_\_\_

\_\_\_\_\_  
Variance request: \_\_\_\_\_

**The Town of Brooks Planning and Zoning Board may grant a variance if the following five conditions are met: (Applicant to complete).**

1. Are there extraordinary and exceptional conditions pertaining to the particular piece of property in question because of its size, shape, or topography? Please explain.
2. Would the application of these regulations create a practical difficulty or unnecessary hardship? If yes, is the hardship self-created?
3. What conditions are peculiar to this property that are not experienced by other properties in the same area or zoning district?
4. If granted, explain how the variance would not impair the purposes and intent of the applicable section of the zoning ordinance.
5. Explain how a literal interpretation of zoning ordinance would deprive the applicant of any rights that others in the same district are allowed.

**Signature of Applicant:** \_\_\_\_\_

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

The Town of Brooks Zoning Board will hold a public hearing at Town Hall located at 113 Church Alley, Brooks, Georgia to consider the rezoning application and make a recommendation to the Town Council.

The Zoning Board Meeting will be held at 7 p.m. on \_\_\_\_\_ to consider the application for variance of said property from zoning classification and make a recommendation to the Town Council

The Mayor and Town Council will hold one public hearings at Town Hall located at 113 Church Alley, Brooks, Georgia to consider the rezoning application.

The Town Council Meeting for the public hearing will be held at 7 p.m. on \_\_\_\_\_ to consider the application for variance of said property from zoning classification.

🍏 Staff Signature \_\_\_\_\_ Date: \_\_\_\_\_

# APPLICATION/CHECKLIST

**Three (3) black line copies of the development site plan and elevations for staff review.**

**To Include:**

- Vicinity map showing project location, north arrow, graphic scale and date
- Complete survey including property boundary lines, with bearings and distances
- Existing roads, streets, highways, and respective r-o-w widths on or adjacent to property
- Existing drainage ditches, canals, water courses, and drainage easements on or adjacent to the property
- Existing buildings, structures, and facilities on development property and adjacent property
- All existing utility lines on or adjacent to the property
- Adjacent property land uses, zoning and property owner names
- A complete legal description of property
- Impact on classification and structure of existing dams. Provide dam break analysis if applicable

**Three (3) 11" x 17" copies of the site plan and all four (4) sides color elevations for Zoning Board review.**

- TIFF or JPEG file of site plan and color elevations
- Narrative describing nature and scope of project

**Proposed access to existing roads, circulation routes, parking space layout & dimensions**

**Proposed setbacks, buffers, open spaces areas, landscaped areas, & impervious surface calculations**