



**Zoning Board of Appeals Variance Application**

A Complete application shall include the following:

1. A complete variance application.
2. Letter of Intent. The letter shall be typewritten or legibly written in black ink. The letter shall address each of the following:
  - i. There are extraordinary and exceptional conditions pertaining to the particular piece of property in question because of its size, shape, or topography; and
  - ii. The application of these regulations to this particular piece of property would create a practical difficulty or unnecessary hardship; and
  - iii. Such conditions are peculiar to the particular piece of property involved; and iv. Relief, if granted, would not cause substantial detriment to the public good or impair the purposes and intent of these regulations; provided, however, no variance may be granted for a use of land or building or structure that is prohibited by this Ordinance; and
  - v. A literal interpretation of this Ordinance would deprive the applicant of any rights that others in the same district are allowed; and
  - vi. Provided that the Board may impose or require such additional restrictions and standards as may be necessary to protect the health and safety of workers and residents in the community, and to protect the value and use of property within City of Ball Ground.
3. A copy of the warranty/vesting deed that reflects the current owner(s) of the property. Security deeds are not acceptable.
4. A site plan, not more than two years old and no larger than 11" x 17", prepared by an architect, engineer, landscape architect, or land surveyor, whose state registration is current and valid. Plans shall be stamped. Incomplete or illegible plans will not be accepted. Refer to the attached site plan checklist for additional information.
5. Full color architectural drawings or renderings of all proposed structures, signs, landscaping, screening, and/or fencing, as applicable. Drawings shall be prepared by an architect, engineer, landscape architect, or land surveyor, whose state registration is current and valid.
6. Photographs, testimonials, and any other supplemental material which attests to the unique characteristics of the subject property.

**If the application is lacking information, the applicant will be notified in writing of the deficiencies within 10 business days, and the application will receive no further processing until the deficiencies are corrected by the applicant.**

**Only after staff finds no additional information and/or application corrections are necessary will the application be deemed complete and assigned a date for public hearing.**

**When an application is scheduled for public hearing, staff will provide a sign to the applicant containing the date, time, place, and nature of the request for posting in a conspicuous place on the subject property.**

## Zoning Board of Appeals Variance Application – Site Plan

A site plan showing the dimensions, acreage, and location of the tract(s) prepared by an architect, engineer, landscape architect, or land surveyor, whose state registration is current and valid shall be submitted with the application. Plans shall be stamped and no larger than 11" x 17". Plans shall be current and not more than two years old. The following information shall be included on the site plan, where applicable:

- a. Location Map
- b. North Arrow
- c. Lot Lines
- d. Date of plan
- e. Graphic scale
- f. Bearing and distances
- g. Survey Boundaries. Surveyed boundaries of the entire tract and their relationship to adjoining properties, public rights-of-way, and easements.
- h. Building setback lines.
- i. Building Locations. Location of all proposed buildings, their intended use, shape, size, and setback in appropriate scale.
- j. Existing Structures or buildings
- k. Existing zone district classification(s) of abutting properties
- l. Identification of abutting property type/land use
- m. Names of owners of abutting properties
- n. Adjoining Streets with Right-of-Way. Location and right-of-way of streets, roads, alleys, railroads, with lengths and paving widths, road names or designations.
- o. Cemeteries
- p. Parking Spaces and Loading Areas
- q. Utility easements
- r. Buffers. Proposed or existing zoning and landscaping buffers.
- s. Topography (at no less than 10 ft. intervals)
- t. General vegetative characteristics of property. (i.e.: Forested, Pasture, etc.)
- u. Flood Plain. Limits of 100-year floodplain and acreage of flood plain
- v. Lakes and streams, including required state or local buffers
- w. Wetlands
- x. Technical Data. Statistical or technical data as necessary to accurately describe the proposed development
  - i. Total land area.
  - ii. Amount of land to be used for recreational or open space purpose.
  - iii. Total number of dwelling units and gross density by type of land use.
  - iv. Amount of space to be occupied by streets and parking areas.
  - v. Amount of any submerged land within the project boundary.
  - vi. The total ground coverage and floor area of all buildings.
  - vii. A breakdown of the number of kinds of proposed buildings, including square footage, and the number and range of lot sizes and proposed setback and yard dimensions for typical lots and/or building types.



**Zoning Board of Appeals Variance Application**

Pursuant to Appendix A-Zoning; Division 109.-Zoning Board of Appeals of the City of Ball Ground Zoning Ordinance, I hereby request a variance of the Ordinance as described below:

**DATE OF PRE-APPLICATION MEETING WITH STAFF:** \_\_\_\_\_

**APPLICANT:** \_\_\_\_\_

**APPLICANT'S COMPANY:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_  
\_\_\_\_\_

**EMAIL ADDRESS:** \_\_\_\_\_

**PHONE:** \_\_\_\_\_

**APPLICANT'S RELATION TO SUBJECT PROPERTY:** \_\_\_\_\_

**OWNER(S) OF SUBJECT PROPERTY:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_  
\_\_\_\_\_

**PHONE NO:** \_\_\_\_\_

AS OWNER, I AUTHORIZE \_\_\_\_\_  
TO ACT AS MY REPRESENTATIVE IN THIS MATTER.

**PROPERTY DESCRIPTION:**

Current Zoning: \_\_\_\_\_ Acreage: \_\_\_\_\_

**PROPERTY ADDRESS:** \_\_\_\_\_  
\_\_\_\_\_

Tax Map #: \_\_\_\_\_ N \_\_\_\_\_ Parcel #: \_\_\_\_\_ Land Lot(s) \_\_\_\_\_ District: \_\_\_\_\_

**BRIEF EXPLANATION OF REQUEST:**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**NOTICE: Applicant, or representative for applicant, must attend the Public Hearing. Failure of the applicant or his agent(s) to be present at the public hearing constitutes abandonment and dismissal of the case unless the**

applicant shows just cause by reason of illness or health or other emergency within a reasonable time, in writing, and accompanied by new costs for readvertisement and hearing, if the Zoning Board of Appeals deems another public hearing to be desirable.

**NOTICE:** The ability to apply for a variance is no guaranty that a variance will be granted as the Board must consider the merits of the application based on the criteria set forth in the ordinance.

***THIS IS TO CERTIFY THAT I AM THE OWNER OF THE SUBJECT PROPERTY DESCRIBED IN THIS VARIANCE APPLICATION. I HAVE READ THIS APPLICATION AND THE STATEMENTS CONTAINED HEREIN ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.***

SIGNATURE OF  
OWNER \_\_\_\_\_ DATE \_\_\_\_\_

PRINTED NAME OF  
OWNER \_\_\_\_\_ DATE \_\_\_\_\_

Sworn to and subscribed before me this \_\_\_\_ day of \_\_\_\_\_,  
20\_\_\_\_\_

\_\_\_\_\_  
NOTARY PUBLIC  
My Commission Expires: \_\_\_\_\_

**If more than one property owner is listed on Deed, have second property owner sign below and have notarized:**

SIGNATURE OF  
OWNER \_\_\_\_\_ DATE \_\_\_\_\_

PRINTED NAME OF  
OWNER \_\_\_\_\_ DATE \_\_\_\_\_

Sworn to and subscribed before me this \_\_\_\_ day of \_\_\_\_\_,  
20\_\_\_\_\_

\_\_\_\_\_  
NOTARY PUBLIC  
My Commission Expires: \_\_\_\_\_

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**TO BE COMPLETED BY DEPARTMENT OF PLANNING AND ZONING:**

PL #: \_\_\_\_\_

Case #: \_\_\_\_\_

Section of Ordinance to be Appealed: \_\_\_\_\_

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