



City of Ball Ground ADMINISTRATIVE VARIANCE Application

215 Valley St, P. O. Box 285 – Ball Ground, Georgia 30107

Phone: 770-735-2123 Fax: 770-735-4575

STAFF USE ONLY		
Case Number: _ _ _ _ AV _ _		
Date Reviewed:	Date Received:	Reviewed by:

- Please check all information supplied on the following pages to ensure all spaces are filled out accurately before signing this form.
- All documents required as part of the application package shall be submitted at the same time as the application.
- A digital submission of all required documents must be sent to cluly@cityofballground.com
- The fee is \$25 per administrative variance request. Payments may be made by check or over the phone at 770-735-2123

APPLICANT INFORMATION

Name (First and Last; Printed): _____

Address: _____

City, State, Zip: _____

Phone: _____

Email: _____

PRIMARY CONTACT INFORMATION

Same as above

Name (First and Last; Printed): _____

Phone: _____

Email: _____

PROPERTY OWNER(S) INFORMATION

Same as above

Name (First and Last; Printed): _____

Address: _____

City, State, Zip: _____

Phone: _____

Email: _____

PROPERTY LOCATION INFORMATION

Property Address(es): _____

Tax Identification Number(s) (TIN): _____

Parcel Identification Number(s) (PIN): _____

PROPERTY USE INFORMATION

Current Land Use(s): _____

Proposed Land Use(s): _____

Current Zoning: _____

Total Acreage: _____

Adjacent Land Uses:

North _____

South _____

East _____

West _____

Adjacent Zoning:

North _____

South _____

East _____

West _____

SIGNATURE SECTION

Applicant:

Name (First and Last, Printed): _____

Signature: _____

Date Signed: ____/____/____

Property Owner:

Same as above

Name (First and Last, Printed): _____

Signature: _____

Date Signed: ____/____/____

*If additional signatures are required, please copy and use this page, then attach them to the application.

State Law requires a disclosure report to be filed by applicant if within the past two years an applicant has given campaign contribution or made gifts of \$250 or more to the Mayor, a Council Member of the City of Ball Ground or a member of the Planning Commission of Cherokee County who may consider the application. Indicate if applicant needs to file a disclosure report.

Yes *No*

SUPPORTING DOCUMENTS REQUIRED FOR SUBMISSION:

- Please include the following:
 - **Site Plan** - The following shall be included on the site plan, where applicable:
 - Location Map
 - North Arrow
 - Lot Lines
 - Date of plan
 - Graphic scale
 - Bearing and distances
 - Survey Boundaries. Surveyed boundaries of the entire tract and their relationship to adjoining properties, public rights-of-way, and easements.
 - Building setback lines.
 - Building Locations. Location of all proposed buildings, their intended use, shape, size, and setback in appropriate scale.
 - Existing Structures or buildings
 - Existing zone district classification(s) of abutting properties
 - Identification of abutting property type/land use
 - Names of owners of abutting properties
 - 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.
 - Cemeteries
 - Parking Spaces and Loading Areas
 - Utility easements
 - Buffers. Proposed or existing zoning and landscaping buffers.
 - Topography (at no less than 10 ft. intervals)
 - General vegetative characteristics of property. (i.e.: Forested, Pasture, etc.)
 - Flood Plain. Limits of 100-year floodplain and acreage of flood plain
 - Lakes and streams, including required state or local buffers

- Wetlands
- Technical Data. Statistical or technical data as necessary to accurately describe the proposed development
 - Total land area.
 - Amount of land to be used for recreational or open space purpose.
 - Total number of dwelling units and gross density by type of land use.
 - Amount of space to be occupied by streets and parking areas
 - Amount of any submerged land within the project boundary.
 - The total ground coverage and floor area of all buildings.
 - 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.
- **Warranty Deed** - A copy of the warranty deed that reflects the current owner(s) of the property. Security deeds are not acceptable.
- **Property Owner's Tax Receipt** (Can be obtained from the Cherokee Co. Tax Commissioner)