



# CITY OF ST. MARYS

Community Development Department  
418 Osborne Street St Marys GA 31558  
(912) 510-4032

## VARIANCE APPLICATION

Section 110-46 - The planning commission may authorize a *variance* from the requirements of this Chapter 110 where it can be shown that owing to special and unusual circumstances related to a specific lot, strict application of the chapter would cause an undue or unnecessary hardship. No *variance* shall be granted to allow the use of property for a purpose not authorized within the zone in which the proposed use would be located. In granting a *variance* the planning commission may attach conditions which it finds necessary to protect the best interests of the surrounding property or vicinity and otherwise achieve the purpose of this chapter.

Staff encourages the applicant to meet prior to submittal to ensure that you have a complete application. **The City of St. Marys does not accept incomplete applications.** The application must be submitted no less than 32 days prior to the next regularly scheduled meeting of the Planning Commission. The Planning Commission meets the 3rd Tuesday of every month. A variance requires Planning Commission. **The fee for variance application is \$200.**

- Completed Application
- A site plan (to scale) showing setbacks, lot coverage, easements and any zoning regulations that are being asked to be part of the variance application
- A statement explaining your hardship that requires a variance
- Plat/Survey
- Proof of ownership of property OR legal owner authorization form signed by the owner
- List of Adjacent Property Owners (this information can be found on the Camden County Tax Assessor's Office website)
- Letters of approval for any existing Variances, Special Use Permits, or Rezone requests.

If you have any questions or concerns, or would like to schedule a meeting, please contact Community Development at 912-510-4032 or email [planneroftheday@stmarysga.gov](mailto:planneroftheday@stmarysga.gov)



# CITY OF ST. MARYS, GEORGIA

## VARIANCE APPLICATION

YOU MUST FILE THIS APPLICATION AND ALL REQUIRED MATERIALS WITH THE COMMUNITY DEVELOPMENT DEPARTMENT AT LEAST 32 DAYS BEFORE THE PLANNING COMMISSION MEETING YOU ARE ENCOURAGED TO READ APPLICABLE SECTIONS OF THE ZONING ORDINANCE IF YOU ARE REQUESTING A ZONING VARIANCE, AND THE SUBDIVISION REGULATIONS IF YOU ARE REQUESTING A SUBDIVISION VARIANCE.

A VARIANCE IS A WAIVOR OR REDUCTION OF THE REQUIREMENTS OF THE ZONING ORDINANCE TO RELIEVE A HARDSHIP, WHICH WAWS NOT CREATED BY THE PEOPRTY OWNER. A VARIANCE CAN ONLY BE GRANTED BECAUSE A HARDSHIP BEYOND YOUR CONTROL IS BEING CAUSED BY A DIMENSIONAL REQUIREMENT, THAT IS, ONE DEALING WITH DISTANCE, AREA, HEIGHT OR SOME OTHER DIMENSION OF YOUR LAND OR BUILDING. PLEASE NOTE THAT A VARIANCE DOES NOT ALLOW YOU TO START A NEW USE IN A ZONING DISTRICT WHERE IT IS PRESENTLY NOT PERMITTED. IN OTHER WORDS, YOU COULD NOT PUT A GROCERY STORE IN A RESIDENTIAL NEIGHBORHOOD.

ONCE YOU HAVE FILED A COMPLETE APPLICATION WITH THE COMMUNITY DEVELOPMENT DIRECTOR, YOUR REQUEST WILL BE ADVERTISED AND A LETTER WILL BE SENT TO THE ADJACENT PROPERTY OWNERS. THE PLANNING COMMISSION WILL THEN HOLD A PUBLIC HEARING. THE PLANNING COMMISSION WILL THEN MAKE A FINAL DECISION ABOUT THE VARIANCE REQUEST. IF YOU DISAGREE WITH THE DECISION, YOU HAVE 15 DAYS TO FILE AN APPEAL TO THE CITY COUNCIL. THE PLANNING DIRECTOR CAN PROVIDE YOU WITH THE INFORMATION AND FORMS FOR THIS STEP.

1. THIS IS AN APPLICATION ASKING THE ST. MARYS COMMUNITY DEVELOPMENT DEPARTMENT TO GRANT A VARIANCE FROM THE REQUIREMENTS OF THE (CHECK ONE):  ZONING ORDINANCE  SUBDIVISION REGULATIONS

2. NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_

3. LOCATION OF PROPERTY: STREET \_\_\_\_\_  
PARCEL NO. \_\_\_\_\_ LOT NO. \_\_\_\_\_ ZONING MAP NO. \_\_\_\_\_

4. THIS LAND IS ZONED:  R-1  R-2  R-3  R-4  R-5  MH  PD  C-1  
 C-2  C-3  H  I-L  I-G  I-A  CP  FH

5. PLEASE DESCRIBE THE TYPE OF VARIANCE YOU NEED. EXAMPLE: REDUCTION OF FRONT YARD SETBACK FROM 25 FT TO 18 FT. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. ALL THE FOLLOWING CONDITIONS MUST APPLY TO YOUR SITUATION FOR THE VARIANCE TO BE GRANTED. DESCRIBE HOW YOU MEET EACH CONDITION:

A. SPECIAL CONDITIONS OR CIRCUMSTANCES OVER WHICH I HAVE NO CONTROL, AFFECT MY PROPERTY.  
\_\_\_\_\_

B. BECAUSE OF THE SITUATION, I DO NOT HAVE THE SAME PROPERTY RIGHTS AS MY NEIGHBORS OR AS OTHER PROPERTY OWNERS IN THE SAME ZONING DISTRICT DO.  
\_\_\_\_\_

C. THE VARIANCE WOULD NOT SIGNIFICANTLY DEFEAT THE PURPOSES OF ANY CITY ORDINANCE  
\_\_\_\_\_

D. THIS IS THE MINIMUM VARIANCE WHICH WOULD RELIEVE MY HARDSHIP. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_

