



Rome-Floyd Planning Department  
Board of Adjustments (BoA)  
VARIANCE APPLICATION  
706.236.5025

Case Number: \_\_\_\_\_

**Property Information**

FILING DEADLINE: **10<sup>th</sup>** day -- or next business day --  
of PRIOR month before following month's BoA meeting.

Property Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Is this application in response to a code violation?  YES  NO

**Parcel Identification Number (PIN) or Tax Map Number:**

Map #: \_\_\_\_\_ Parcel #: \_\_\_\_\_ Map#: \_\_\_\_\_ Parcel #: \_\_\_\_\_

Map #: \_\_\_\_\_ Parcel #: \_\_\_\_\_ Map #: \_\_\_\_\_ Parcel #: \_\_\_\_\_

Map #: \_\_\_\_\_ Parcel #: \_\_\_\_\_ Map #: \_\_\_\_\_ Parcel #: \_\_\_\_\_

Size of Lot: \_\_\_\_\_ Existing Zoning: \_\_\_\_\_

Existing Land Use: \_\_\_\_\_ Proposed Use of Property: \_\_\_\_\_

**Services Provided**

Public Water:  City  County  Not Provided

Public Sewer:  City  County  Not Provided

Details & type of variance requested: \_\_\_\_\_

Reasons for Request – Hardship Explanation: \_\_\_\_\_

**Property Owner**

Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Email: \_\_\_\_\_

**\*A pre-submittal meeting with Planning staff is REQUIRED prior to submitting a Variance application.\***

The undersign authorizes the Board of Adjustments, City of Rome and Floyd County to take such action as requested in this application. In consideration for the Board of Adjustments' review of this application for a proposed variance to zoning ordinance for the specified property, the applicant agrees to hereby indemnify and hold harmless the City, County, and Board of Adjustments' and their agents and employees from and against any and all claims, damages, and/or liability arising from or related to this application or any issuance of a permit hereunder. By signing this application, the owner hereby grants authorization to the Commission members, and its professional staff to enter the property in question for inspection purposes. I also understand that all the required information must be supplied for this application to be considered complete and valid.  
**(Signatures must be original & by current property owner.)**

\_\_\_\_\_  
Owner Signature

\_\_\_\_\_  
Date

Applicant / Case Contact		
Name:	Affiliation:	
Address:	Telephone:	
City/State/ZIP:	Email:	
Tracking Information (Staff Only)		
Hearing Date:	Date Received:	Sign Placement:
Legal Ad:	Neighbor Notification:	Fee: Refer to Fee Schedule Form

Make all checks payable to **CITY OF ROME**  
 Residential \$155  
 Commercial \$355

## Application for a Variance AUTHORIZATION

### APPEARANCE / REPRESENTATION AT COMMISSON MEETINGS IS REQUIRED

To fully process the application for Variance, the Board of Adjustments **REQUIRES** the Developer, Owner, Applicant, Agent, or a Representative thereof be present to *personally* request said application before the Board of Adjustments (BoA).

Failure to personally appear before the Commission may result in either finding the application incomplete requiring reapplication and an extended waiting period, or the denial of request. Requests that are denied by the Board of Adjustments cannot be re-submitted for consideration for a term not less than 180 days from the date of the denial by the Board of Adjustments.

A *Variance Pending* Action sign stake shall be placed on the subject property until the Variance is either approved or denied. It is the sole responsibility of the owner/applicant to maintain its placement until after the scheduled Meeting. Owner/applicant shall notify the Planning Development immediately if the sign is removed, defaced, incorrect, etc. A staff member of the Planning Department shall place the sign within five business days after the filing deadline.

(Filing deadline: **10<sup>th</sup>** day of each calendar month).

The Board of Adjustments will hear your request on: \_\_\_\_\_.

Due to the possibility that a meeting may be postponed for various reasons, please **call 706.236.5025**  
the day before the meeting to confirm its status.

By signing below, the applicant/owner declares that the information presented herein is true & correct. The signer also acknowledges understanding the information provided herein & agrees to be present or have a representative at the meeting on the date specified above.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Owner(s) Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\* BoA meetings are held at **2:30 PM in the Sam King Room in City Hall located at 601 Broad Street, Rome, GA**  
 30161, unless otherwise indicated.

## Application Attachments Checklist

<p><b>The following items must be submitted as part of this application:</b></p> <p>(Submit digital application material on CD or flash drive or via e-mail directly to the staff.)</p>	Quantity	Staff Use
<input type="checkbox"/> Application fee. Check or Cash. Make checks <b>payable to the City of Rome.</b>	Residential: 155 Commercial: 355	
<input type="checkbox"/> <b>Hardship Statement:</b> Provide a written description of why the proposed change(s) to the building or site require relief from the ULDC. Variance standards may be found in 2.11.4 of the ULDC. Should include: Justification for the requested variance; statement why the variances will not be detrimental or injurious to other properties or improvements in the area in which the subject property is located.	1 copy	
<input type="checkbox"/> <b>Scope of Work Description:</b> Describe the specific change(s) being proposed, including all elements or components being added, removed, or changed.  <input type="checkbox"/> <b>Description of construction Materials (if applicable):</b> List all dimensions, materials, and finishes for all components of the project. Be as detailed and clear as possible. Staff can provide examples of scope of work descriptions upon request.  <b>NOTE: Items and parcels which are not listed on this application will not be able to be approved and may require a separate variance application and fee.</b>	1 copy	
<input type="checkbox"/> <b>Drawings:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Site Plan (showing proposed buildings, paved areas, plantings, signs, and lights)</li> <li><input type="checkbox"/> Survey (for additions or new construction, subdivisions)</li> </ul> <b>Drawing Format:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Drawings must be to scale, with dimensions clearly indicated for all proposed work, and legible at the formatted size.</li> <li><input type="checkbox"/> All existing and proposed building and site materials must be labeled.</li> <li><input type="checkbox"/> Digital submission must be in PDF format.</li> <li><input type="checkbox"/> All paper in the submittal must be either Letter (8.5x11) or Ledger (11x17) sized.</li> </ul> <b>NOTE: Staff reserves the right to reject drawing materials lacking sufficient information or details of the proposed scope of work.</b>	1 copy	
<input type="checkbox"/> <b>Photographs:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Photographs showing all sides of the structure</li> <li><input type="checkbox"/> Documentation of historic appearance (<i>restoration only</i>)</li> <li><input type="checkbox"/> Close-up photographs of areas of proposed changes</li> <li><input type="checkbox"/> Photographs of adjacent structures (for new construction, additions, outbuildings, fences, walls, etc.)</li> </ul> <b>Photograph Format:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Photographs must be at least 300 dpi and at least 3½ by 5 inches and formatted with appropriate labels in Word or PDF on Letter size (8.5x11) sheets.</li> </ul>	1 digital	
<input type="checkbox"/> <b>Previous Application Information:</b> Attach a description of the changes in the plans for this application or of substantial changes in the conditions of the property since the initial application. Include the previous case number in the Property Information section on the reverse.	1 copy	

## **Standards for Variance Approval**

### ***Special Conditions and Circumstances***

Variance may fall under "Special Conditions and Circumstances" if the property possesses unique circumstances which are unlike other parcels of land, structures, or buildings. In the case that shared property lines violate any zoning laws, approval of variance is not guaranteed.

### ***Not Self-Created***

Special conditions are considered if the circumstances are out of the control of the applicant. Approval of a variance request is not justified if special conditions occur as a result of the applicant's actions.

### ***No Special Privilege Conferred***

Special privilege will not be granted to the applicant that is not granted to other land, buildings, or structures within the same zoning district.

### ***Deprivation of Rights***

Should the stringent provisions outlined under the district interfere with the rights of the applicant which are enjoyed by surrounding properties and cause unnecessary hardship, consideration to the situation and variance will be paid.

### ***Minimum Possible Variance***

Requested zoning variance is the minimum variance requested which will allow for reasonable use of property.

### ***Purpose and Intent***

Variance request aligns with purpose and intent of the zoning district, any changes made will not be detrimental to surrounding properties.