

**Application for Administrative Variance**  
**CITY OF VALDOSTA PLANNING AND ZONING DIVISION**

This is an application for an Administrative Variance from the City of Valdosta Land Development Regulations. All properties listed in a single application must be contiguous and under a single local government jurisdiction.

\*Applicant \_\_\_\_\_

Telephone Number \_\_\_\_\_ Email Address \_\_\_\_\_

Mailing Address \_\_\_\_\_

\*Note: If applicant is not the owner, as listed on the Property Deed, a notarized letter from the owner(s), including phone number and address, authorizing the applicant to act on their behalf must be included.

**PROCEDURE**

Application Requirements

All Applications must be complete and include required supporting documents. **Incomplete applications will not be considered.**

Application Submission

Return one copy of this completed application and all supporting documents to:

**City of Valdosta Planning & Zoning Division**  
City Hall Annex  
300 N. Lee Street | P.O. Box 1125  
Valdosta, GA 31603-1125

Application Process

Within 15 working days after an application has been determined to be complete, the Planning and Zoning Administrator shall either grant the variance, grant the variance with conditions, or deny the variance with reasons clearly stated in accordance with the standards set forth in LDR Section 242-13(c).

*Questions may be directed to*

The Planning and Zoning office

Phone: (229) 259-3563

Fax: (229) 329-4228

P.O. Box 1125 | 300 N. Lee Street  
Valdosta, GA 31603-1125

**I  
N  
F  
O  
R  
M  
A  
T  
I  
O  
N**

PROPERTY ADDRESS (OR GENERAL LOCATION DESCRIPTION IF NO ADDRESS ASSIGNED):

MAP/PARCEL ID#: \_\_\_\_\_ ACREAGE: \_\_\_\_\_

ZONING: \_\_\_\_\_ PROPOSED USE: \_\_\_\_\_

DOES THE PROPOSED USE TRIGGER A DEVELOPMENT OF REGIONAL IMPACT?

YES  NO

DOES THE PROPOSED USE REQUIRE A CONDITIONAL USE PERMIT? *IF YES, ATTACH APPLICATION*

YES  NO

HAS ANY PUBLIC HEARING BEEN HELD REGARDING THE PROPERTY IN THE PAST 3 YEARS?

YES  NO *IF YES, DESCRIBE: \_\_\_\_\_*

**V  
A  
R  
I  
A  
N  
C  
E  
  
R  
E  
Q  
U  
E  
S  
T**

PLEASE INDICATE THE LDR REQUIREMENTS A VARIANCE IS REQUESTED FROM:

- Required Minimum Yard Setback Standards
- Required Minimum Distance between Buildings on the Same Lot
- Required Parking Standards
- Parking Requirements for Front Yards
- Development Standards of Overlay Districts
- Transitional Buffer Requirement
- Connectivity Requirement
- Administrative Variance due to Right-of-Way Acquisition or Donation

See LDR Section 242-13 for additional information

**Administrative Variance Questionnaire**

The Director shall review the application for an Administrative Variance and decide all requests for Administrative Variances. In making these decisions, the Director will consider the criteria included on this questionnaire. The applicant is encouraged to respond to these questions to help gain some understanding as to why administrative variance requests may or may not be approved. *(Attach additional sheets as necessary.)*

- 1) Please explain the purpose of the requested administrative variance and the intended development of the subject property if the administrative variance is granted.

---

---

---

---

---

- 2) Please indicate the hardship imposed by the LDR and why the administrative variance will not be materially detrimental or injurious to other property or improvements in the neighborhood where the subject property is located.

---

---

---

- 3) Per **Section 242-13 (c) of the City of Valdosta LDR**, the Director shall not approve an administrative variance unless they have, in each case, made specific findings of fact based directly upon the particular evidence presented and supporting written conclusions that the administrative variance meets each of the criteria listed below. Please explain how the requested administrative variance meets each of the following:

- A. The need for the administrative variance arises from a condition that is unique and peculiar to the land, structures, and buildings involved.

---

---

---

---

---

---

Continued on Next Page

B. The administrative variance is necessary because the particular physical surroundings, the size, shape or topographical condition of the specific property involved would result in unnecessary hardship for the owner, lessee or occupants; as distinguished from a mere inconvenience, if the provisions of **Title 2 of the LDR** are literally enforced.

---

---

---

---

C. The condition requiring the requested relief is not ordinarily found in properties of the same zoning district as the subject property.

---

---

---

---

D. The condition is created by the regulations of **Title 2 of the LDR** and not by an action or actions of the property owner or the applicant.

---

---

---

---

E. The granting of the administrative variance will not impair or injure other property or improvements in the neighborhood in which the subject property is located, nor impair an adequate supply of light or air to adjacent property, substantially increase the congestion in the public streets, increase the danger of fire, create a hazard to air navigation, endanger the public safety or substantially diminish or impair property values within the neighborhood.

---

---

---

---

F. The administrative variance requested is the minimum administrative variance that will make possible the reasonable use of the land, building or structures.

---

---

---

---

**APPLICATION CHECKLIST**

**Supporting Documents:** The following list of supporting documents must be submitted with this application. Only one (1) copy of each supporting document is necessary. Only *complete* applications will be accepted.

- Notarized Letter** If Applicant is not the Property Owner, a Notarized Letter from the Owner(s), including phone number and address, authorizing the applicant to act on their behalf
  
- Conceptual Site Plan** (No larger than 11 X 17) Drawing shall be at a scale of 1" = 100' and include the following:
  - Applicant name, date of drawing and revision dates if applicable.
  - Inset map showing location relative to major roads, government boundaries, landmarks, etc.
  - Dimensions along all property lines.
  - Existing and proposed site improvements including all buildings and structures with usages, roadways with right-of-way dimensions and names, and other improvements relative to the development.
  - Location and use of any existing buildings on adjacent lots, and their distance from property lines as applicable.
  - Existing and proposed natural features, including streams and other water resources.
  - Any additional information necessary to allow understanding of the proposed use and development of the property as related to LDR Section 242-9(i) and 242-10.

**CERTIFICATION AND AUTHORIZATION**

I hereby certify that, to the best of my knowledge, the above listed information and all attached supporting documents are complete and accurate. I understand that this application will require a site visit and authorize staff of the Planning and Zoning office or their designee to enter and inspect the premises, which are the subject of this application. I also understand that this application will require public hearings by the Greater Lowndes Planning Commission and the Valdosta City Council.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

**FOR STAFF USE ONLY**

**Date Received:** \_\_\_\_\_ **Received By:** \_\_\_\_\_ **Application Charge: \$100**

**Decision:**    Approved                      Denied                      *Circle One*

Approved with Conditions: \_\_\_\_\_

Zoning Administrator Signature: \_\_\_\_\_ Date: \_\_\_\_\_