



VARIANCE CHECKLIST

1. Signed/notarized property owner signature page
2. Payment of applicable fee.
3. Letter of Intent:
 - Describing the requested variance(s); and
 - Describing how the proposed action meets the criteria for granting of a variance as established in Article 13.11.17 of the Roswell Unified Development Code.
4. One to-scale copy of a survey sealed by a surveyor or a site plan, which must contain the required items related to the variance request.
 - Metes, bounds, and dimensions;
 - Bearings and distances;
 - Current zoning of subject property;
 - Property lines;
 - Existing buildings and structures including retaining walls;
 - Existing parking; and
 - Topographical information (significant man-made and natural features, streams, stream buffers, historic and archaeological sites)
 - Total site area [SqFt and acreage];
 - Existing building footprint and proposed building footprint;
 - Proposed building and structures, including retaining walls;
 - Proposed setbacks;
 - Proposed parking; and
 - Other information required by the Planning and Zoning Director
5. If a sign variance is requested, please provide the following:
 - Color rendering of the proposed sign, drawing to scale (architect, sign contractor, or engineer) with sign dimensions (height and width)
6. **Digital copy of all required documentation.**

ADMINISTRATIVE VARIANCE CHECKLIST

1. Provide the proposed site plan with proposed request containing:
 - Printed name(s) of abutting property owner(s);
 - Address of the abutting property owner(s)
2. **Digital copy of all required documentation.**

Once the application is submitted, per Unified Development Code Section 13.9.6, a letter will be sent to each abutting property owner regarding the requested variance. Each owner will have ten (10) calendar days from the date the notice is received to object to the request by sending the objection in writing to the Planning and Zoning Director.

***Refer to Section 13.9 and 13.11 of the Unified Development Code to determine if your project is categorized as an Administrative or Major Review**