



# City of Lula

A REMARKABLE PAST. A VERY BRIGHT FUTURE.

P.O. Box 99, 6055 Main Street, Lula, GA 30554

Phone 770-869-3801 Fax 770-869-1299

Email: [lulacity@bellsouth.net](mailto:lulacity@bellsouth.net)

## APPLICATION FOR VARIANCE OR APPEAL

**For complete procedures, please consider the current/amended zoning ordinance and/or specific ordinance.**

City of Lula variance regulations require public notice to be given on all variance applications as follows:

1. A legal advertisement shall be published no less than fifteen (15) days and no more than forty-five (45) days prior to the public hearing in both *The Times* and *Banks County News*. (This requirement is covered by the City Clerk.)
2. A public notice sign shall be placed in a conspicuous location on the property which is subject to the variance application. (The original public notice sign will be posted by the City of Lula.)
3. It is city policy to notify, by certified letter, the surrounding property owners within three hundred (300) feet of the applicant's property that an application has been filed and when it will be considered. This certified letter will be sent to the last address shown on the property owner's ad valorem tax records, which needs to be provided by the applicant. The letter will state the time, place and purpose of the public hearing. (This letter is sent out by the City of Lula.)

As the applicant, you are responsible for ensuring the public notice sign remains on the site during the variance process and to provide the mailing addresses to the surrounding property owners as per the current tax records kept by Hall County or Banks County Tax Assessors Office(s). You will be advised of the required posting date by the City Council. Your application and any applicable fee(s) must be complete prior to being considered complete (GA Law) and the city can not provide any of the applicant's information as described in the application with out perceived bias or applicable error.

The purpose of the public notice and advertisement is to inform the surrounding property owners that an application has been filed.

- Failure to place the sign in a conspicuous location and clearly visible from the road, will result in your request being tabled until the sign is posted as required.
- Failure to ensure the sign remains posted on the site during the variance process means there will be a delay in the hearing date set for your request.
- Multiple sign postings on a site may be required if noted.
- The city will not consider your request until the application is complete and proper public notice requirement is satisfied.

The applicant must state specifically the request for variance in the application and note the current conditions and satisfy all requirements of a variance request Section 13.6 and/or as amended or adopted.

No variance request will be heard more than once during any 12-month period. The current city council serves as the Zoning Board/Committee/Planning Board and Appeals. Administration is applied to staff and legal counsel unless adopted otherwise by council action.

When the variance is complete and final action has been taken by the Lula City Council, it is the responsibility of the applicant to remove the sign (or signs) and return it (or them) to City Hall.

Thank you,

*City of Lula*



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## APPLICATION FOR VARIANCE OR CONDITIONAL USE

Applicant has read and understands the requirements of the specific ordinance for a variance request and understands neither staff nor individual counsel can suggest or recommend the outcome to the applicant until heard and considered by full council as prescribed.

### Acknowledgment Signature

Name of Applicant \_\_\_\_\_

Title \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_ Email \_\_\_\_\_

Name of property owner \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_ Email \_\_\_\_\_

Specific request in detail as per Ordinance:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### DESCRIPTION OF SUBJECT PROPERTY:

Address \_\_\_\_\_

Tax Map and Parcel Number \_\_\_\_\_ Acreage \_\_\_\_\_

(Attach legal description – required in most cases)

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

<b>OFFICE USE ONLY:</b>	Staff reviewed _____ Date _____	Fee(s) paid _____ Date _____
	Application completed in full _____ Date _____	CASH _____ CK # _____
	Property posted by _____ Date _____	
	Public notice advertised by _____ Date _____	
	Surrounding property letters mailed _____ Date _____	Final Action: Approved OR Denied
	As found in the approved minutes of the City of Lula	Date _____