

Application Submittal and Review

Variance

§18.4.5.4.2, North Augusta Development Code
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Completeness Review

The approval process for an appeal for a Variance begins with a completeness review at initial submittal. Information required at initial submittal is listed on this checklist and in the North Augusta Development Code in §18.4.5.4.2. An application is determined to be complete if the application form, required fee(s) and all requested supporting documents listed herein have been submitted to and received by the City. A determination of completeness for a Variance application must be made within fifteen (15) days of submission. The applicant will be notified when an application is determined complete or if additional information is required. A compliance review by City staff will begin after all required information has been submitted.

Required for all Variance Applications:

a.	Notice of Appeal.
b.	Required Fee.
c.	Executed Designation of Agent form, if the applicant is someone other than the property owner, i.e., developer, consulting engineer, consulting planner, etc.
d.	A recorded plat or legible plot plan or survey prepared by a land surveyor or civil engineer showing the property dimensions and locations and dimensions of any structures on the applicable property. (paper and PDF)
e.	Any building plans and elevations of affected structures, if applicable. (paper and PDF)
f.	Pertinent and relevant documents in support of the appeal, if applicable and available.
g.	Pertinent and relevant photographs or additional written information in support of the appeal, if needed and applicable.
h.	An explanation of the variance request including the situation and the section(s) of the North Augusta Development Code which require(s) the appeal.
i.	A description of the unnecessary hardship created by the requirements of the Development Code.
j.	A description of any extraordinary or exceptional conditions unique to the property and how they relate to the appeal for the variance.
k.	An explanation of why the conditions do not generally apply to other property in the area.
l.	A description of the unreasonable restrictions or prohibitions the Development Code has on the utilization of the property.
m.	An explanation of why the granting of the variance will not be of substantial detriment to adjacent property or to the public good, or harmful to the character of the district.
n.	A list and explanation of any voluntary conditions on the variance to minimize any potential adverse impacts.
o.	If the appeal is for a variance from the provisions of Article 13, Signs, regulating the size, height, appearance or location of a sign, an explanation of why no alternative signage solution that complies with the provisions of Article 13 is available and would provide adequate visibility, recognition and understanding.

Compliance Review

After a Variance application has been determined to be complete, the application is reviewed by City staff for compliance with applicable provisions of the North Augusta Development Code and other City regulations and policies. The application shall be scheduled for consideration by the Board of Zoning Appeals at the next regular monthly meeting following receipt of a complete application, provided that the complete application is submitted at least thirty (30) calendar days prior to said meeting. If additional information or revised plan submittals are necessary, the applicant will be notified as soon as possible. An application is determined to be in compliance when it meets all applicable City policies, regulations and provisions of the Development Code.