



Forsyth County Department of
Planning and Development



APPLICATION FOR A SEWER VARIANCE

NOTICE TO APPLICANT: The following items are **REQUIRED** to process an application for a sewer variance. All required items **MUST** be received by the Planning & Development (P&D) Department by the submittal deadline in order to be scheduled for the next **AVAILABLE** Zoning Board of Appeals public hearing (See pages 5 & 6). After P&D Staff determine an application is complete, they will inform the applicant as to which public hearing date the applicant will need to appear in front of the Zoning Board of Appeals. Incomplete applications **WILL NOT** be accepted.

- (1) A CHECK OR MONEY ORDER MADE OUT TO FORSYTH COUNTY PLANNING AND DEVELOPMENT FOR \$750.00.
 - (2) COMPLETED APPLICATION FORM (ALL QUESTIONS MUST BE ANSWERED).
 - (3) A SITE PLAN SHOWING THE PROPOSED LOCATION OF THE SEWER PLANT.
 - (4) A LEGAL DESCRIPTION (INCLUDING METES AND BOUNDS).
 - (5) BOUNDARY SURVEY PREPARED BY REGISTERED LAND SURVEYOR (5 COPIES).
 - (6) MEMORANDUM FROM COUNTY WATER & SEWER DEPARTMENT.
 - (7) A WRITTEN STATEMENT ADDRESSING CRITERIA IDENTIFIED IN 18-5.18(A)(5)
 - (8) CONCEPTUAL MASTER PLAN FOR PROPOSED COLLECTION AND TREATMENT SYSTEM (SEE DESIGN INFORMATION SECTION (Page 3) FOR INFORMATION REQUIRED)
 - (9) ANY OTHER INFORMATION DEEMED APPLICABLE TO THE APPLICATION.
- A SEWER VARIANCE IS DEFINED AS FOLLOWS:

Sewer Variance: The variance limitations of Chapter 8 notwithstanding, in the event there exists no available Public Sewer or Existing Private Sewage Treatment Plant with Sufficient Capacity, and utilization of a Private on-site Sewage Disposal System is not feasible, a sewer variance may be requested that, if granted, will authorize the collaborative public/private financing, design, construction, and operation of a Public Sewer facility (Forsyth County Unified Development Code (UDC), Chapter 18-5.18(A)).

Notice to Applicant: The Zoning Board of Appeals can not grant a variance or an appeal for any requirement created by the Board of Commissioners (i.e. via a zoning condition) during the rezoning process. Any application for a variance or an appeal that includes a change to an approved zoning condition can only be granted by the Board of Commissioners through the Zoning Condition Amendment process.

The Forsyth County Unified Development Code (UDC) can be found on the County website at:
<http://www.forsythco.com>. Use the "Quick Links" pull-down menu and choose "Unified Development Code."

It is understood by the Applicant that this application is to be heard by either the Board of Appeals, Planning Commission, or Board of Commissioners under the provisions of the regulations of Forsyth County, and it is the responsibility of the Applicant to present sufficient evidence to justify a variance. IF THE APPLICANT OR HIS/HER REPRESENTATIVE DOES NOT APPEAR AT THE HEARING, THE APPLICANT'S APPLICATION WILL BE DENIED. A POSTPONEMENT MUST BE REQUESTED AT LEAST 24 HOURS BEFORE THE HEARING.

APPLICATION FOR SEWER VARIANCE

For Staff Use Only:

AB# _____ DATE _____ TIME _____ REC'D BY _____

COMMISSION DISTRICT _____

(Please Type or Print)

APPLICANT NAME _____

ADDRESS _____

PHONE # _____ DATE _____

SIGNATURE _____

PROPERTY INFORMATION

ADDRESS OF PROPERTY _____

SUBDIVISION NAME _____ LOT _____

TAX MAP/PARCEL (PIN) # _____ ZONING DESIGNATION _____

LAND LOT(S) _____ DISTRICT _____ 1ST SECTION

ZA# _____

ADDITIONAL INFORMATION

NOTICE TO APPLICANT: UDC Section 18-5.18 requires a written letter explaining the grounds upon which such variance is requested and should be granted. The written letter must address and provide information pertinent to the criteria set forth in 18-5.18 (A)(5)(a) through (j). Each of the numbered sections must contain justification for a variance request. Failure to provide adequate information will result in the application not accepted.

In addition, the following questions 1 through 10 must be completed. Attach additional sheets if more space is necessary.

(1) Is this application being submitted in conjunction with a rezoning or sketch plat application: _____
If yes, provide the ZA# or SK# and the name of the applicant. _____

(2) What is the distance and direction to the nearest sewer facility/line (public or private)? _____
Explain why you cannot utilize this facility. _____

(3) If Public Sewer is not available at the present time, what is the estimated period of time before Public Sewer will become available according to the Forsyth County Master Sewer Plan?

(4) Will the location of the proposed facility be compatible with the Forsyth County Master Sewer Plan? _____. If not, explain why deviating from the Forsyth County Master Sewer Plan would not be detrimental to the public health, welfare and safety.

(5) Have you performed soil test(s) to determine if Private On-Site Sewage Management Systems could service this site? _____. If yes, attach all tests results and explain why Private On-Site Sewage Management Systems cannot service this site.

(6) Is the applicant proposing to construct the facility? _____. If not, who will be the proposed developer?

(7) Briefly describe the type of facility to be constructed.

(8) How many gallons per day of wastewater will the proposed facility treat?

(9) Will this amount be sufficient to only treat your proposed development or will you be able to allow sewer taps for other developments/individuals?

(10) Will you need assistance from the County in obtaining any easements? _____ If yes, identify the proposed location of these easements?

DESIGN INFORMATION

NOTICE TO APPLICANT: The following information must be included as part of the conceptual master plan:

- A. Submit a Conceptual Master Plan which includes:
 1. site topography
 2. proposed pipe sizes
 3. proposed pumping stations
 4. treatment plant site
 5. primary and backup effluent disposal areas

- B. Provide a detailed description of the basis of design for the proposed treatment facility, similar to what will be included in a Design Development Report (DDR). Attach either a site plan or written description addressing the following items:
 1. Identify drainage basin
 2. Proposed design wastewater flow rates
 3. Influent wastewater design criteria
 4. Effluent design criteria
 5. Biological process selection
 6. Description of process design major operations including,
 - a) Influent pump station and metering
 - b) Mechanical screens
 - c) Grit removal
 - d) Biological treatment process
 - e) Disinfection
 - f) Effluent pump station & metering
 - g) Effluent disposal
 - h) Reject storage pond
 - i) Odor control
 - j) Solids handling
 - k) Backup Power
 7. Office & laboratory facilities (type provided and proposed location if applicable)
 8. Plant controls
 9. Proposed operations staff (anticipated number of people needed to staff the facility and number of hours per week to be on site.)

APPLICANT CERTIFICATION

I hereby request the action contained within this application relative to the property shown on the attached plats and site plan and further request that this item be placed on the Zoning Board of Appeals' agenda for a public hearing.

I understand that the Director of Planning & Development or his designee may either accept or reject my request upon review. My request will be rejected if all the necessary data is not presented.

I understand that my request will be acted upon at the Zoning Board of Appeals' public hearing and that I am required to be present or to be represented by someone able to present all facts. I understand that failure to appear at the public hearing may result in the postponement or denial of my application. I further understand that it is my responsibility to be aware of relevant public hearing dates and times regardless of notification from Forsyth County.

I understand that approval of my variance application shall be valid for a period of one (1) year measured from the date of approval by the Zoning Board of Appeals, Planning Commission or Board of Commissioners. If an application for development approval or building permit is not made within the specified variance approval period, the variance approval shall expire and become null and void. (Forsyth County Unified Development Code, Article V, Section 8-5.7)

I understand that the findings and decisions of the Zoning Board of Appeals shall be final unless a person aggrieved shall, within ten (10) days of such decision, petition the Board of Commissioners of Forsyth County to review the decision. At the end of this ten (10) day period, it shall be your responsibility as the applicant to check with the Department of Planning and Development to confirm whether or not such an appeal has been filed. (Forsyth County Unified Development Code, Article VI, Section 8-6.1)

I hereby certify that I have read and understand the above and that the attached information is true and correct.

Applicant Name (Printed): _____ Notary Public: _____

Applicant Signature: _____

Date: _____

PROPERTY OWNER AUTHORIZATION

NOTICE TO APPLICANT: All owners listed on the deed of record **MUST** sign this form. Only the owner or authorized representative may speak on behalf of this application at the public hearing. If anyone else appears, the hearing **WILL** be postponed unless a new authorization form is submitted prior to the hearing or brought to the hearing.

The undersigned hereby swear that he/she/they is/are the owner(s) of the property located at (address or tax map and parcel #) _____

_____ as shown in the deed records of Forsyth County, Georgia, which will be affected by this variance request.

I (We) hereby authorize the person named below to act as the applicant or agent in pursuit of the variance requested on this property. I (We) realize that any variance granted and/or conditions placed on the property will be binding upon the property regardless of ownership.

Name of Applicant or Agent: _____

Address: _____

City, State, Zip Code: _____

Telephone Number: _____

Name of Owner #1: _____ Notary Public: _____

Signature of Owner: _____

Date: _____

Name of Owner #2: _____ Notary Public: _____

Signature of Owner: _____

Date: _____

ZONING BOARD OF APPEALS PUBLIC HEARING SCHEDULE

NOTICE TO APPLICANT: The Zoning Board of Appeals (ZBA) will process only fifteen (15) new variance applications, and five (5) new appeal applications per month. The ZBA shall consolidate and hear all applications submitted by a single applicant, even if the total number of applications exceed the 15/5 rule. Any application that is submitted by the deadline, but exceeds the 15/5 deadline, will automatically be deferred and processed for the next available month. Deferred applications shall have priority over all new applications submitted for the next month. Any applications postponed from the previous meeting will also not count towards the 15/5 rule.

All applications are due by 5:00 p.m. on the submittal deadline. Planning & Development Staff will review the application and make a determination as to whether the application is complete. Once an application is complete, Staff will inform applicants of the Public Hearing date where they will need to appear before the ZBA.

A ZBA work session is held at 6:30 p.m. prior to the Public Hearing. This session is held in the Planning Department's conference room, Suite 100. Although the public may attend this work session, they are not allowed to speak or ask questions. The Public Hearing begins at 7:00 p.m. and is held in the Commissioners Meeting Room on the 2nd Floor of the Forsyth County Administration Building, unless otherwise noted.

SUBMITTAL DEADLINE	MEETING DATE
December 21, 2006 Thursday	February 6, 2007
January 29, 2007	March 6, 2007
February 26, 2007	April 3, 2007
March 26, 2007	May 1, 2007
April 23, 2007	June 5, 2007
May 25, 2007 Friday	July 11, 2007
June 25, 2007	August 7, 2007
July 30, 2007	September 4, 2007
August 27, 2007	October 2, 2007
September 24, 2007	November 7, 2007 Wednesday
October 29, 2007	December 4, 2007
November 26, 2007	January 2, 2008 Wednesday

*Dates are subject to change, please call 770-781-2115 to confirm.

2007 SCHEDULE OF HEARING DATES FOR ZONING APPLICATIONS

<u>SUBMITTAL DEADLINE</u>	<u>ZONING REVIEW</u>	HEARING DATE*** <u>PLANNING COMMISSION</u>	DECISION DATE*** <u>BOARD OF COMMISSIONERS</u>
January 19, 2007	February 28, 2007	March 27, 2007	April 19, 2007
February 21, 2007	March 28, 2007	April 24, 2007	May 17, 2007
March 21, 2007	April 25, 2007	May 22, 2007	June 21, 2007
April 18, 2007	May 23, 2007	June 26, 2007	July 19, 2007
May 16, 2007	June 27, 2007	July 24, 2007	August 16, 2007
June 20, 2007	July 25, 2007	August 28, 2007	September 20, 2007
July 18, 2007	August 29, 2007	September 25, 2007	October 18, 2007
August 22, 2007	September 26, 2007	October 23, 2007	November 15, 2007
September 19, 2007	October 24, 2007	November 27, 2007	December 20, 2007
October 17, 2007	November 28, 2007	December 18, 2007	January 17, 2008
November 21, 2007 (5:00 p.m.)	December 19, 2007	January 22, 2008	February 21, 2008
December 12, 2007 (5:00 p.m.)	January 23, 2008	February 26, 2008	March 20, 2008

***NOTES

1. **Dates are subject to change, please call to confirm prior to scheduled meeting date.** It is the applicant's responsibility to keep up with the meeting dates and times, regardless of notification from Forsyth County. The Planning Commission public hearing starts at 6:30 p.m. The Board of Commissioners meeting begins at 5:00 p.m. unless otherwise stated. Please contact the Department of Planning and Development to confirm the hearing/decision meeting dates and times (770-781-2115).
2. Deadline for submittal is 5:00 on the dates listed above.
3. Zoning Review Meetings will be held in the Department of Planning & Development 's Conference Room, Suite 100, in the Forsyth County Administration Building. The meeting is held on the above listed dates. A notice with the specific meeting time will be mailed to the applicant.



FORSYTH COUNTY COMMISSION DISTRICTS Contact Information

District	Board of Commissioners	Title	Telephone	Email
1	Charles L. Laughinghouse	Chairman	(770) 886-2810	cilaughinghouse@forsythco.com
2	Brian R. Tam	Member	(678) 513-5882	brtam@forsythco.com
3	Jim Harrell	Secretary	(678) 513-5883	jwharrell@forsythco.com
4	David W. Richard	Vice-Chairman	(678) 513-5884	dwrichard@forsythco.com
5	Linda K. Ledbetter	Member	(678) 513-5885	lkledbetter@forsythco.com

District	Planning Commission Members	Title	Telephone	Email
1	Brant Meadows	Member	(770) 367-7529	brant@home-hunters.com
2	Pam Livesay	Chairman	(770) 889-1586	plivesay@bellsouth.net
3	Barry Russell	Member	(678) 795-1211	barry.russell@adelphia.net
4	Bettina Hammond	Secretary	(770) 887-4851	bhamm2715@adelphia.net
5	Mary Helen McGruder	Vice-Chairman	(678) 936-0308	maryhelen1@aol.com

District	Zoning Board of Appeals Members	Title	Telephone	Email
1	John Mobley	Chairman	Office (770) 518-9776	
2	Fred Kerr	Vice-Chairman	Home (770) 889-3635	fkerr@bellsouth.net
3	Joseph Staffieri	Member	Office (770) 888-8300	
4	Jim Kinsey	Member	Office (706) 216-1644	
5	Debra Bradley	Secretary	Home (770) 889-2814	debra.Bradley@coldwellbanker.atlanta.com