

# REQUIRED ITEMS

## **1) APPLICATION FORM**

One (1) copy of the appropriate application form with all required attachments and additional information must be submitted.

## **2) APPLICATION FEE**

See attached "Fee Schedule". A cashier's check or personal check is the preferred method of payment. Make checks payable to Barrow County.

## **3) LETTER OF INTENT**

One (1) copy of a Letter of Intent.

The Letter of Intent must give details of the requested variance/appeal should include at least a statement as to how the property is being used, the size of the tract in question, and what necessitates the request.

## **4) LEGAL DESCRIPTION**

The legal description must be a "metes and bounds" description. It must establish a point of beginning and from the point of beginning give each dimension bounding the property, calling the directions (such as north, northeasterly, southerly, etc.) that the boundary follows around the property returning to the point of beginning. If there are multiple property owners, all properties must be combined into one legal description.

## **5) BOUNDARY SURVEY**

One (1) 8 ½ x 11 reduction, of a boundary survey to scale for the subject property, displaying all metes and bounds. This is not necessary if the Site Plan (next item) includes this information.

## **6) SITE PLAN**

A copy of a Site Plan to scale is required will all improvements shown. This Site Plan must show:

- a. Total acreage;
- b. Existing and proposed streets;
- c. Proposed building locations;
- d. Driveways;
- e. Parking Spaces;
- f. Required or proposed setbacks and buffers;
- g. Flood plain;
- h. Existing buildings;
- i. Other pertinent items

## **7) NOTARIZED SIGNATURES**

The application form must have notarized signatures on the application as well as all attachments.

## **8) ATTACHMENTS**

All Attachments must be included in order for the application to be considered complete.

- Attachment A – “Disclosure of Campaign Contributions”
- Attachment B – “Proffered Conditions”
- Attachment C – “Variance/Appeals Checklist”