



TROUP COUNTY GEORGIA

Variance Application

Updated August 1st, 2025

THIS APPLICATION DOES NOT ENSURE A PERMIT WILL BE ISSUED.

First, check to see if the subject property (the property for which the Variance is requested) is governed by any restrictive covenants. Restrictive Covenants are private restrictions on the use of land and are basically private agreements or contracts. They are usually recorded either on a deed, subdivision plat, or as an addendum to a subdivision plat. Restrictive Covenants are legally binding upon all property owners referenced on the deed or subdivision plat, including subsequent owners, for the time period as established on the deed or plat.

Since they are private agreements or contracts and Troup County is not a party to the covenant, only the parties subject to the covenants may enforce them. Troup County cannot enforce private covenants. In order to enforce covenants, affected persons will need to file a civil action in Superior Court. A lawyer will need to be contacted to assist with the filing. If the requested Variance violates your property covenants, you might become the focus of a civil action. A Variance approval is not authorization to violate covenants and will not protect you in a lawsuit or civil action brought by your Property Owners Association, landlord or property manager. For information about obtaining a copy of your subdivision covenants, please contact your Homeowners' Association or the Deeds & Record's Office of the Clerk of Superior Court located in the Troup County Government Services Center between the hours of 8:00am and 5:00pm, Monday through Friday, except holidays.

Troup County, Georgia, Variance Application

Troup County is a great place to live, work and play. Troup County boasts a diverse economy and offers a wide variety of living options. Troup County Commissioners, management and staff have worked and listened to residents who have said there should be a balance between our agricultural and rural past along with opportunities for growth and success.

The Troup County Zoning Ordinance is the result of many months of planning and public meetings where residents and professionals expressed opinions, desires and beliefs to propose policies. Taking all of these into consideration, the Board of Commissioners ultimately approved the standards outlined by the Zoning Ordinance. Yet, variances from some of these standards may be considered. These are considered and approved or denied by the Board of Zoning Appeals and Planning Commission.

Purpose. The purpose of a variance is to provide a mechanism when, owing to special conditions, the strict application of the Zoning Ordinance would impose on a landowner exceptional and undue hardship.

(1) Standards for granting variances.

- (a) Granting variances. The Board of Zoning Appeals and Planning Commission shall not grant a variance unless it has, in each case, made specific findings of fact based directly upon the particular evidence presented supporting written conclusions that the variance meets each of the following criteria:
 - (i) Arises from a condition that is unique and peculiar to the land, structures and buildings involved.
 - (ii) Is necessary because the particular physical surroundings, the size, shape or topographical condition of the specific property involved would result in unnecessary hardship for the applicant, lessee or occupants; as distinguished from a mere inconvenience, if the provisions of the Zoning Ordinance are literally enforced.
 - (iii) The condition requiring the requested relief is not ordinarily found in properties with the same zoning district designation as the subject property.
 - (iv) The condition is created by the regulations of the Zoning Ordinance and not by an action or actions of the property owner or the applicant.
 - (v) The granting of the variance will not impair or injure other property or improvements in the neighborhood in which the subject property is located, nor impair an adequate supply of light or air to adjacent property, substantially increase the congestion in the public roads or streets, increase the danger of fire, create a hazard to air navigation, endanger the public safety or substantially diminish or impair property values within the neighborhood.

- (vi) The variance granted is the minimum variance that will make possible the reasonable use of the land, building or structures.
- (vii) The variance desired will not be opposed to the general spirit and intent of the Zoning Ordinance or the purpose and intent of the Comprehensive Plan.
- (b) No variance shall be authorized to:
 - (i) Allow a structure or use not authorized in the applicable zoning district or a density of development that is not authorized within such district.
 - (ii) Allow an increase in maximum height of building.
 - (iii) Allow an increase in the degree of roof pitch required.
 - (iv) Conflict with or change any requirement enacted as a condition of zoning or of a special use permit authorized by the Board of Commissioners.
 - (v) Reduce, waive or modify in any manner the minimum lot area established by the Zoning Ordinance in any zoning district.
 - (vi) Reduce, waive or modify in any manner the minimum lot area established by the Board of Commissioners through a special condition of approval.
 - (vii) Permit the expansion or enlargement of any nonconforming situation or nonconforming use requiring a special use permit.
 - (viii) Permit the re-establishment of any non-conforming situation or nonconforming use requiring a special use permit where such use has lapsed.
- (c) Ability to impose conditions. The Board of Zoning Appeals and Planning Commission may attach reasonable conditions to a variance when necessary to prevent or minimize adverse impacts upon surrounding property or the environment.

Sec. B.12.12. Administrative variances.

- (1) Authority. Applications for authorized administrative variances may be submitted to the Community Development Director, who shall make final decisions on such applications in accordance with this section.

Specified administrative variances. Applications for administrative variances shall be established for the following provisions:

- (a) Minimum building setbacks. Not to exceed a reduction in the minimum setback required by ten percent, except the front setback may be reduced or waived if the parking (for commercial properties) is located in the side or rear yards.
- (b) Maximum building height. Not to exceed an additional four feet above the maximum allowed.
- (c) Minimum appearance standard for single-family dwellings. Roof pitch—No less than three-twelfths, minimum width—No less than 20 feet, minimum floor area—No less than ten percent of minimum 1,000 square feet.
- (d) Automobile parking requirements. Not to exceed a change by more than ten percent in the number of spaces required or allowed, shared parking, or the proximity of spaces to the use served.
- (e) Signage. Up to ten percent of the dimensional restrictions of the sign regulations article.
- (f) Accessory buildings. Accessory Buildings may be located within the front yard setbacks if located on a parcel five acres or greater, and the accessory unit must be at least 200 feet LF from all property lines, and a determination can be made that the placement will not have a detrimental effect on the adjacent properties.

Instructions

- Please read the full application packet carefully.
- Provide all requested information. If something doesn't apply, write N/A (not applicable).
- This application is for Hardship and Special Exception Variance requests.
- The Variance Application fees do not include subsequent applications and/or permits and associated fees that may be necessary.

Applicant Information

This is the person completing the application. The applicant should be the property owner, but not necessarily the proposed resident. A property buyer may apply if an active Purchase Agreement is submitted with the application. Provide the current home address and phone number as well as current mailing address if different.

Subject Property Information

- *Assessor parcel number (APN)* – available from your deed, property tax bill, or the Property Appraisal Office located in the Government Services Center, or online at the Troup County website (<http://www.trouppropertyga.org>).
- *Street Address and Zip Code* – the physical site address for which the Variance is requested. If there isn't an assigned street number, provide the street name. If there is no street number or the proposed location isn't part of a subdivision, you will need to apply for an address assignment before the building permit is issued.
- *Acres* – the lot size of the subject property. The Property Record Card (PRC) is considered the official record.
- *Conservation Use* - If your property is in a conservation covenant, consider conferring with the Property Appraisal Office before submitting your application.
- *Zoning District* – the zone according to the Troup County Official Zoning Map at the time of the application.
- *Present use* – list all present uses, include its residential use and any other previously approved special or conditional uses.
- *Subdivision* – please list the name of the subdivision or N/A, if not applicable.
- *Zoning and use of adjacent properties* – for every property that borders the subject property, list the zoning (SFMD, AGR, GC, etc.) and the present use (residential, commercial, undeveloped, school, church, etc.).
- *Owned or Rented?* – Do/will you own or rent the parcel of land for the proposed placement? If you do/will rent, you must provide the owner and contact information and the owner must sign the application.
- *Property Owners Name and Address* – provide information for the property owner. The PRC is the official record to determine the owner of record.
- *Signature* – The property owner must sign the application for the variance. If the applicant is the purchaser, please provide a copy of the active Purchase Agreement. The Purchase Agreement must remain enforce through the final hearing dates. Properties held in Trust must be signed by the Trust Manager or other legally authorized representative. A legal Power of Attorney is also acceptable.

Variance Request Information

- What type of Variance are you seeking – see the conditions and standards that the Board may use when considering requests to help determine the type. Please ask for assistance in making the determination, if needed. What is the circumstance requiring the Variance. Check any that apply.
- Please describe the circumstance and/or conditions.
- Certain Variance Requests may be granted with Administrative Approval. These include:
 - Minimum building setbacks - not to exceed a reduction in the minimum setback required by 10%, except the front setback may be reduced or waived if the parking (for commercial properties) is located in the side or rear yards.
 - Maximum building height - Not to exceed an additional 4 feet above the maximum allowed.
 - Minimum appearance standard for single family dwellings.
 - Roof pitch – no less than 3/12; minimum width – no less than 20 feet; minimum floor area – no less than 10% of minimum 1,000 sq. ft.
 - Automobile parking requirements - Not to exceed a change by more than 10% in the number of spaces required or allowed, shared parking, or the proximity of spaces to the use served.
 - Signage. Up to 10% of the dimensional restrictions of the Sign Regulations Article.

Additional Information (Following page)

- Lot or parcel sketch – provide a Site Plan of the lot or parcel of the proposed location. Indicate the length in feet of each property line. Attach a survey if one is available. Indicate the proposed location of the unit on the drawing.
- Additional Information – use the next block space on the following page to provide additional information that might not fit in the provided spaces on the main application form.



Variance Application

Community Development
100 Ridley Ave, Suite 1300
LaGrange, GA 30240

Phone: (706) 883-1650 Fax: (706) 883-1653

Case #	Fee Paid \$	Application Date	Receipt #/By
VAR-	\$300.00		# /

Please read the following and attached materials before applying.

DISCLAIMER: Please read all instructions carefully. Information provided must be confirmed by current Property Records maintained by the Troup County Property Appraisals Office. Additional permits may be necessary.

Incomplete applications will not be reviewed or processed. Please enter N/A if a question is not applicable. Fees are non-refundable.

APPLICANT INFORMATION

Applicant's Name	Current Home Address	City/State	Zip
Phone 1	Phone 2	Email	

SUBJECT PROPERTY INFORMATION

Assessor Parcel Number	Street Address (street name if no address)	City/Zip	# Acres or SQFT
- - -			
Conservation Land?	Zoning	Present Use	Subdivision
<input type="checkbox"/> Yes <input type="checkbox"/> No			

Zoning/Use of Adjacent Properties

NORTH	SOUTH	EAST	WEST

- ☐ OWNED
☐ RENTED/PURCHASING

IF RENTED, PROPERTY OWNER MUST SIGN. IF PURCHASED NOT CLOSED AT TIME OF APPLICATION, PROVIDE PURCHASE AGREEMENT OR OWNER MUST SIGN.

Property Owner's Name	Mailing Address	City/State/Zip	Phone

Authorized Signature:

Date:

VARIANCE REQUEST INFORMATION

Using the information from the Zoning Ordinance, please indicate the Variance being requested.

Variances may not be granted to circumvent use of land, building or structure not permitted by right in the subject property zoning district.

Check all that apply:

- ☐ Extraordinary circumstances
☐ Topography
☐ Lot shape
☐ Other

Please describe

Office Use Only Below

APPLICATION	Correct Variance Requested? <input type="checkbox"/> Yes <input type="checkbox"/> No	Taken/Reviewed by:	Date
ADMINISTRATIVE	<i>Meet standards for Administrative Review?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Zoning Administrator:</i>	<input type="checkbox"/> Approve <input type="checkbox"/> Deny: Planner: _____ <input type="checkbox"/> Approve <input type="checkbox"/> Deny: Chief Inspector: _____ <input type="checkbox"/> Approve <input type="checkbox"/> Deny: Engineer: _____	
BOZA/PC	Date:	Decision: <input type="checkbox"/> Approve <input type="checkbox"/> Deny:	Vote of:
Summary of Action			
CHAIRMAN	Name	Signature	Date

Additional Conditions, Comments and Information

Where necessary or helpful, please provide a lot sketch and/or dimensions in the space below or attach survey, plat or other design documents.

Additional Applicant, Subject Property and Request Information

Office Use Only - Review Comments

Conditions & Restrictions to Approved Variance Request