



city of
powder springs

Variance Request Application Packet

Applicant's Public Notice Requirements

The Code requires public notice of your Rezoning request, Special Use and Variance requests. The Community Development Department will tell you when and where the Planning and Zoning Commission and the Mayor and Council meetings will be held.

Newspaper: The City will publish a legal notice in the newspaper regarding your application and announcing the time and place of the public hearing. At least 15 days before the Mayor and Council but no more than 45 days prior to the date of the public hearing.

Sign Posting, Public Hearing Notice & Affidavit

Sign Posting: The applicant shall be required to post and maintain signs supplied by the City on or near the right-of way of the nearest public street, so as to be visible from the street for at least 15 days and not more than 45 days immediately preceding the date for the governing body's public hearing on the rezoning or special use application. It is your responsibility to post the signs and to maintain the signs during the posting period. Failure to post and maintain the signs continuously may prohibit consideration of the application at any scheduled public hearing. In the event the signs are not posted continuously, the City, in its sole discretion, may require the reposting and re-advertising prior to any future public hearing, for which the applicant shall pay an additional re-advertising fee. The City may also in its sole discretion, continue, hold, approve, or dismiss the application. Any dismissal under the provisions of this paragraph shall be with prejudice unless specifically noted as being without prejudice by the City.

Public Hearing Notice: At least 15 days before the Planning & Zoning Commission's public hearing, you are to mail a notice to all persons owning property within 200 feet of the property that is the subject matter of the zoning change. The notice is to state the time, place and purpose of the hearings, and include a page size copy of the sketch plan submitted with the application.

Affidavit: Prior to the public hearing you must also submit an affidavit with a copy of the notice to the Community Development Director listing the property owners and certifying the date that the notices were mailed (form attached)

City Actions

The Community Development Department will date your application when it is received. The Community Development Department has five (5) working days in which to determine that your application is complete or to return it to you for additional information. The application will not be scheduled for public hearing until it is complete. The Planning Commission's public hearing will be held at the time advertised. At the public hearing, you will be allowed to speak first in order to present the application. Others in support of the application may then speak, followed by those in opposition to the application. You may then be allowed time for rebuttal if adequate time remains. Rebuttal must be limited to points or issues raised by opponents to the application at the hearing. After the Planning Commission has made their recommendation, the Mayor and City Council will consider approval or denial of the application at their own public hearing. You or a representative thereof with authority to make binding commitments to the City with respect to any stipulations that may be offered in connection with such application shall attend the meetings, and make a presentation following the same procedure as the Planning Commission hearing. The final action taken by the Mayor and City Council will be indicated on the application form, along with any stipulations that they impose on the property if approved, and a copy will be given to you as official notice of their final action.

Contact Information

The Community Development Dept.
4181 Atlanta Street
Powder Springs GA 30127.
commdev@cityofpowdersprings.org
770-943-1666

Zoning Administrator
Shaun Myers
Planning and Zoning Manager
smyers@cityofpowdersprings.org
770-943-1666



Applicant Information

Name	Antoinette P. Thomas	Phone	[REDACTED]
Mailing Address	3937 Buck Road Powder Springs, Ga	Email	[REDACTED]

Application Checklist

The following information will be required:

1. Application
2. Notice of Intent
3. Applicant's Written Analysis
4. Campaign Contribution Disclosure N/A
5. Owner's Authorization, if applicable.
6. Legal Description and Survey Plat of the property
7. Application Fee (summary of fees attached)
8. Copy of the Deed that reflects the current owners name
9. Vicinity Map outlining the parcel/s in relation to the surrounding area
10. Site plan, plat or survey prepared by an architect, engineer. The following information **must** be included:
 Specific use or uses proposed for the site. Acreage, bearing and distances, other dimensions, and location of the tract(s). Locations, sizes and setbacks of proposed structures, including the number of stories and total floor area, height, for residential number of units, Square footage of heated floor area. Detention/retention areas, and utility easements. Location of dumpsters. Public or private street(s) - right of way and roadway widths, approximate grades Location and size of parking area with proposed ingress and egress. Specific types and dimensions of protective measures, such as buffers. Landscaping. Wetlands, stream buffers, and 100 year floodplain.
11. Sketch Plan/ Architectural Rendering, if applicable
12. Traffic Study required for development with 500,000 sf of nonresidential floor area or 350 dwelling units or more.

List additional attachments: Foundation Survey already Submitted

Note Carefully

If your application qualifies as a "Development of Regional Impact" (see Article 13) then you must follow additional procedures BEFORE your application can be considered. The Community Development Department will assist you with the DRI process, which is mandated by State and GRTA requirements.

Indicate the current zoning district of the property, and the zoning district you are requesting. File a separate application for each Rezoning request naming a different zoning district. A Special Use request, Variance request can be filed concurrently with a Rezoning request on the same property by separate application.



Applicant Information

Name	Antoinette P. Thomas	Phone	[Redacted]
Mailing Address	3937 Buck Road Powder Springs GA	Email	[Redacted]

Variance Request Property Information

Address	3947 Buck Rd Powder Spgs, GA	Parcel ID / Lot#	19083101440
Acreage	0.53	Present Zoning	R-15
Variance Request	To Adjust the front setback because the City+ County 25ft of right away was taken from the 42.9ft leaving me with 17.9ft from the corner of the street to the house. Also, adjust the property line on left side and to relocate GARAGE from right corner side to left corner side of the street.		
Source of Water Supply	Cobb County Water Sys	Source of Sewage Disposal	Cobb County Water System

Additional Information, If Applicable

Elementary School and School's Capacity	—	Middle School and School's Capacity	—
High School and School's Capacity	—	Peak Hours Trips Generated	—

Notary Attestation

Executed in Powder Springs (City), GA (State).

Signature of Applicant	Antoinette P. Thomas	Printed Name	Antoinette P. Thomas	Date	3/17/2026
Subscribed and sworn before me this 17th day of March 2026					
Signature of Notary Public	Vivian Nicole Smith	Name of Notary Public	Vivian Nicole Smith	My Commission Expires	August 6, 2026

For Official Use Only

PZ #	
Planning Commission Hearing	City Council Hearing
Withdrawal Date	Reason for Withdrawal



Applicant Information

Name	Antoinette P. Thomas	Phone	[Redacted]
Mailing Address	3937 Buck Rd Powder Spgs, GA	Email	[Redacted]

Notice of Intent

PART I. Please indicate the purpose of this application : The variance is to adjust the front setback because the city & county asst of right away was taken from the 42.9ft leaving me with only 17.9ft from the corner of the street to the house. Also, to adjust the property line on the left side of property and to relocate garage from right corner side to left corner side of the street

PART II. Please list all requested variances:

Foundation/Setback
 Adjustment to Property line
 Adjustment to Garage

Part III. Existing use of subject property: New Construction

Part IV. Proposed use of subject property: New Single-family Residence

Part V. Other Pertinent Information (List or attach additional information if needed):

Applicant Signature

Signature of Applicant	Antoinette P. Thomas	Date	3/17/26
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Applicant Information

Name	Annette P. Thomas	Phone	[Redacted]
Mailing Address	3937 Buck Rd Powder Spgs, GA	Email	[Redacted]

Written Analysis

In details please address these Variance Criteria:

a. Are there extraordinary and exceptional conditions or practical difficulties pertaining to the particular piece of property in question because of its size, shape or topography that are not applicable to other lands or structures in the same district.

b. A literal interpretation of the provisions of this development code would effectively deprive the applicant of rights commonly enjoyed by other properties of the district in which the property is located.

c. Granting the variance requested will not confer upon the property of the applicant any special privileges that are denied to other properties of the district in which the applicant's property is located.

d. The requested variance will be in harmony with the purpose and intent of this development code and will not be injurious to the neighborhood or to the general welfare.

e. The special circumstances are not the result of the actions of the applicant.

f. The variance requested is the minimum variance that will make possible the proposed use of the land, building, or structure in the use district proposed.

g. The variance shall not permit a use of land, building or structures, which is not permitted by right in the zoning district overlay district involved.

Applicant Signature

<i>Annette P. Thomas</i>	Annette P. Thomas	3/17/26
Signature of Applicant	Printed Name	Date

* See Continuation ->

Applicant: Antoinette P. Thomas

Phone: [REDACTED]

Mailing Address: 3937 Buck Rd Powder Spgs, Ga

Email: [REDACTED]

- A. There are extraordinary conditions to Lot 3 due to size, shape and topography that creates difficulties not encountered by other properties within the R-15 zoning district. The lot fronts Buck Road at a right angle and has a frontage width of 40ft. In addition, the rear portion of the property is encumbered by stream buffers limiting the buildable area on the lot.
- B. The current code requires a minimum frontage width of 75ft for properties in the R-15 district. However, Lot 3 was platted with a frontage width of 40ft under the zoning regulations at the time of the 2005 rezoning. Enforcing the current 75ft frontage requirement would prevent me from developing Lot 3 as a single-family residential property, which is a right available to other property owners in the district.
- C. The purpose of the Variance is to allow Lot 3 to be developed with a frontage width of 40ft, which aligns with the conditions under which the lot as originally platted in 2005.
- D. Yes, the requested Variance will be in harmony with the purpose and intent of the development code and will not be harmful/injurious to my neighborhood. The purpose of the R-15 zoning district and development code is to promote orderly residential development that is compatible with the surrounding community. Approving this Variance would allow Lot 3 to be developed as a single-family residence, which aligns with the surrounding residential use and maintains the intended character of the R-15 district.
- E. Lot 3 was platted with a frontage width of 40ft as part of a subdivision rezoning in 2005 and it has not been altered since that time. The changes to the zoning code increased the minimum frontage requirement for R-15 properties to 75ft occurred after the original platting of Lot 3 and were beyond our control. The encumbrance of stream buffers toward the rear of the property further limits the buildable area, a natural condition that we did not create.
- F. The Variance request seeks to reduce the minimum lot frontage requirement from 75ft to 40ft which is consistent with the frontage width recorded when Lot 3 was originally platted in 2005. The Variance is to adjust the front setback because of the City and Count 25ft of right away was taken from the 42.9ft leaving us with only 17.9ft from the corner of the street to the house. In addition, the request is to adjust the property line on the left side of the property and to relocate the garage from the right corner side from the street to the left corner side of the street.
- G. The R-15 zoning district permits a single-family residential use and the Variance only seeks to adjust the minimum frontage width requirement for Lot 3. The proposed use of the property for a single-family home is fully compatible with and should be permitted in the R-15 district.

Antoinette P. Thomas

Signature of Applicant

Antoinette P. Thomas

Printed Name

3/17/20

Date



Applicant and Attorney Information

Applicant's Name	N/A	Applicant's Address	N/A
Applicant's Attorney	N/A	Attorney's Address	N/A

Campaign Contribution Disclosure

The following information is provided in accordance with the Georgia Conflict of Interest in Zoning Actions Act, O.C.G.A. 36-67A-1 et seq.

The property that is the subject of the attached application is owned by:

- Individual(s)
 Corporation
 Partnership
 Limited Partnership
 Joint Venture

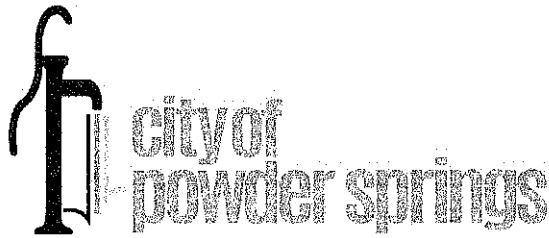
All persons, corporations, partners, limited partners, or joint ventures party to ownership of the property that is the subject of the attached application are listed below:

APPLICANT: Within the two years preceding the date of the attached application, the applicant has made campaign contributions or gifts aggregating \$250 or more to the Mayor, to members of the Powder Springs City Council, or to members of the Planning Commission, as follows:

Name of Official	Amount of Contribution or Gift	Date of Contribution or Gift
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ATTORNEY: Within the two years preceding the date of the attached application, the attorney representing the applicant has made campaign contributions or gifts aggregating \$250 or more to the Mayor, to members of the Powder Springs City Council, or to members of the Planning Commission, as follows:

Name of Official	Amount of Contribution or Gift	Date of Contribution or Gift
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Fee Schedule

FEES – Updated 11/5/2018. Please verify cost with staff	
Variance, residential	\$ 250.00
Variance, commercial	\$ 450.00
Special Use	\$ 250.00
Rezoning Application, single family, 0-5 acres	\$ 250.00
Rezoning Application, single family, 6-10 acres	\$ 700.00
Rezoning Application, single family, 11-20 acres	\$ 1,000.00
Rezoning Application, single family, 21-100 acres	\$ 1,500.00
Rezoning Application, single family, => 101 acres	\$ 1,500.00 + \$30/acre
Rezoning Application, undeveloped med/high density residential, 0-5 acres	\$ 700.00
Zoning - Rezoning Application, undeveloped med/high density residential, 6-10 acres	\$ 1,200.00
Zoning - Rezoning Application, undeveloped med/high density residential, 11-20 acres	\$ 1,500.00
Zoning - Rezoning Application, undeveloped med/high density residential, 21-100 acres	\$ 2,000.00
Rezoning Application, undeveloped med/high density residential, => 101 acres	\$ 2,000.00 + \$40 /acre
Rezoning Application, undeveloped non-residential, 0-5 acre	\$ 900.00
Rezoning Application, undeveloped non-residential, 6-10 acres	\$ 1,500.00
Rezoning Application, undeveloped non-residential, 11-20 acres	\$ 1,800.00
Rezoning Application, undeveloped non-residential, 21-100 acres	\$ 2,200.00
Rezoning Application, undeveloped non-residential, => 101 acres	\$ 2,200.00 + \$50 /acre
Zoning - Rezoning Application, developed med/high density residential, 0-20,000 SF	\$ 700.00
Rezoning Application, developed med/high density residential, 20,0001 - 50,000 SF	\$ 1,200.00
Rezoning Application, developed med/high density residential, 50,001 - 100,000 SF	\$ 1,500.00
Rezoning Application, developed med/high density residential, 100,001 - 500,000 SF	\$ 2,000.00
Rezoning Application, developed med/high density residential, => 500,001 SF	\$ 2,000.00 \$90 /100,000 SF
Rezoning Application, developed non-residential, 0-20,000 SF	\$ 900.00
Rezoning Application, developed non-residential, 20,001-50,000 SF	\$ 1,500.00
Rezoning Application, developed non-residential, 50,001-100,000 SF	\$ 1,800.00
Rezoning Application, developed non-residential, 100,001-500,000 SF	\$ 2,200.00
Rezoning Application, developed non-residential, => 500,001 SF	\$ 2,200.00 + \$115 /100,000 SF
Public Hearing signs	\$ 25.00
Public Hearing signs - Deposit	\$ 10.00