



NARRATIVE TEMPLATE

For Special Exception or Hardship Variance Applications

Introduction:

In this section you can give a description of the requested variance. Please include the following:

- The requested type of variance [Hardship or Special Exception]. If you are unsure which one you are requesting, please contact Planning Department staff.
- The address and/or parcel number of the subject property.
- The existing zoning district of the subject property.
- The existing use of the subject property.

Variance Requested

In this section you will give detailed information of the requested variance. Please include the following:

- The code section that you are requesting a variance from (please refer to the Unified Development Code <https://www.oconeecounty.com/368/Unified-Development-Code>) and contact Planning Department staff for guidance.
- The reason for the variance request; if you are applying for a hardship variance, demonstrate that the request meets the hardship standards of [UDC Sec. 1304.03](#)
- A description of the proposed use(s) of the property.

Adjacent Properties

In this section you will give a description of the adjacent properties. Please include the following:

- The existing zoning of the adjacent properties.
- The existing uses of the adjacent properties.

Other Applications

If companion applications were also submitted, please include the following:

- A brief description of the companion zoning, special use, or additional variance application(s).

Conclusion

In this section include any additional information that you believe is relevant to the case. For example:

- Mention any letters of support from adjacent property owners.

Please direct questions to the Planning Department: 706-769-3910, ocplanning@ocnee.ga.us