



# Guidelines for Submission of Variance Applications in Oconee County

*The following document is an outline of the submission process for Hardship and Special Exception Variance Applications in Oconee County. You may prepare and submit the application yourself or hire a land planning firm to make the application on your behalf. While online applications are preferred, paper submittals of the documents below are also accepted.*

*All questions may be directed to the Planning Department at [ocplanning@oconee.ga.us](mailto:ocplanning@oconee.ga.us) or 706-769-3910.*

## Step 1: Gather Documents

*The following documents are required for submission of Hardship and Special Exception Variance Applications.*

1. Copy of Warranty Deed
2. Typed Legal Description
3. Plat of Survey
4. Narrative Statement
5. Disclosure of Interest
6. Disclosure of Campaign Contributions
7. Proof of all taxes paid
8. Concept Plan
9. Pictures/architectural renderings (if applicable)
10. Signed and Notarized Application
11. Owner Authorization Form (if applicable)

## Where can I find these documents?

1. Copy of Warranty Deed: This document can be found at the Clerk of Courts office at the Oconee County Courthouse <https://www.oconeecounty.com/270/Clerk-of-Courts>
2. Typed Legal Description: This must be a metes and bounds description of the property. It is sometimes listed on your warrantee deed, which can be found at the Clerk of Courts office. If no metes and bounds description is shown on the deed, a surveyor may provide a legal description.
3. Recorded Plat of Survey: This can be found at the Clerk of Courts office at the Oconee County Courthouse.
4. Narrative Statement: A narrative statement must be provided by the applicant. See the narrative template for details. [Template of Variance Narrative](#)
5. Disclosure of Interest: This document can be found on Oconee County's website and must be signed by the property owner(s), the applicant, and a notary public. [Disclosure of Interest](#).

6. Disclosure of Campaign Contributions: This document can be found on Oconee County's website and must be signed by the property owner(s), the applicant, and a notary public. [Disclosure of Campaign Contributions](#)
7. Copy of proof of all taxes paid: A copy of property taxes paid can be found on the tax commissioners' website: <https://oconeecountyga.governmentwindow.com/tax.html> or by visiting [the tax commissioner's office](#).
8. Concept Plan: The concept plan shows the proposed changes to your property, for example: placement of an accessory structure, proposed lot subdivision, or reduction in setback lines. The concept plan must contain all information necessary to understand your request, please contact Planning Department staff for guidance specific to your case.
9. Pictures/architectural renderings: If applicable, you may provide pictures or architectural renderings of any proposed structures on your property.
10. Signed and Notarized Application: The application can be found on our website: [Application](#)
11. Owner authorization Form: If you are applying for a variance on property that you do not own, an owner authorization is required. [Owner Authorization Form](#)

## Step 2: Submit Application and Documents

Oconee County is now accepting applications online through BSA Online:

<https://www.bsaonline.com/?uid=2693>

Below are the steps for submitting the application and additional documents through BSA Online:

1. Create an account  
Press register and then fill out the registration information. A business account is not required; personal accounts can be used to submit variance applications.
2. Contact Planning Department to link the account  
After registering, please contact Planning Department staff to complete your account set up and activate your account.
3. Login again and select “Apply for a Planning, Zoning or Engineering Process” on the left sidebar
4. Follow the steps in the application for Planning, Zoning or Engineering Process and submit the application.  
Navigate to the subject property in our database and then select “variance (special exception/hardship/flood damage prevention)” and follow the remaining steps to upload all documents. Fees are not accepted online and may be paid over the phone or in the Planning Department office.

*You will be contacted if your application is incomplete and a link will be provided for you to upload further documentation. Once your application is complete, planning staff will do a full review of your application and you will be notified if any changes are needed.*





## OCONEE COUNTY PROPERTY OWNER AUTHORIZATION FOR APPLICATIONS

I swear that I am the owner of the property located at (Address or Physical Description):

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Tax Parcel #: \_\_\_\_\_

Which is the subject matter of the attached application, as shown in the records of Oconee County, Georgia.

I authorize the person identified below to act as applicant or agent in the pursuit of the requested action or consideration of this property.

Name of applicant or agent: \_\_\_\_\_

Address (No P.O. boxes): \_\_\_\_\_

City, State, & Zip Code: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

SIGNATURE OF OWNER OR MANAGING MEMBER: \_\_\_\_\_

NAME OF OWNER OR MANAGING MEMBER (PLEASE PRINT): \_\_\_\_\_

OFFICER POSITION OR MEMBER TITLE, IF APPLICABLE: \_\_\_\_\_

DATE: \_\_\_\_\_

NOTARIZATION:

*SWORN TO AND SUBSCRIBED BEFORE THIS* \_\_\_\_\_ *DAY OF* \_\_\_\_\_, 20\_\_\_\_\_

NOTARY SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

SEAL:

# Oconee County Board of Commissioners

## Fee Schedule

Fee Description	Fee Basis	FY25 Rate
<b>PLANNING</b>		
Rezone to Agricultural District	per application	\$250.00
Rezone to Agricultural Residential District	per application	\$275.00
Rezone to R-1 Single Family Residential or R-2 Two-Family Residential	per application	\$400.00
Rezone to R-3 Multi-Family	per application	\$500.00
Rezone to OIP, OBP, B-1, B-2, or I Districts	per application	\$500.00
Rezone Modification of existing R-1 or R-2 MPD	per application	\$750.00
Rezone Modification of existing R3 or B-1 or B-2 MPD	per application	\$750.00
Flood Damage Prevention Variance	per application	\$250.00
Hardship Variance	per application	\$300.00 per request
Special Exception Variance	per application	\$300.00 per request
Conditional Use Permit/Special Use Permit	per application	\$400.00
P.U.D. Plan Amendment	each	\$150.00
Preliminary Plat	\$150 flat fee + \$30 for each lot	\$150.00 + \$30.00 each lot
Preliminary Site Plan	\$300 flat fee + \$30 each unit (condominiums only ) or building (non-condominium)	\$300.00 + \$30.00 per unit/building
Preliminary Plat/Final Plat/Site Plan Third Review & All Subsequent Reviews	each review	\$150.00
Subdivision or Road Name Change after Preliminary Stage but before Final Plat	per name change	\$50.00
Subdivision Construction Plan Review	per linear foot of road (excluding alleys)	\$0.15/\$500.00 min
Site Development Plan Review	per disturbed acre or portion of acre to the nearest tenth	\$125.00/\$500.00 min
Subdivision Construction/Site Dev. Plan Third Review & All Subsequent Reviews	per application	\$150.00
Construction Plan Field Change	per set	\$200.00
Approved Construction Plan Set	per sheet	\$2.00
Road Name/Subdivision Name Request	per project	\$100.00
Final Plat Review & Recordation	\$150 flat fee + \$3 per lot or bldg. or condo unit	\$150.00 + \$3.00 per lot, bldg., unit
Revision to recorded Final Plat for subdivision name or road name change	each	\$50.00
<b>Other Miscellaneous Fees</b>		
Agritourism	per application	\$50.00
Short Term Rental	per application	\$50.00
Sign Plan Review	per sign	\$50.00
Admin Recombination Plat Fee	per plat	\$50.00
Admin Subdivision Plat Fee	per lot	\$50.00/\$150.00 min
Appeal of Administrative Decision	per application	\$150.00
Environmental Permit (Aquifer protection, wetlands)	per application	\$150.00
Zoning Confirmation Letter	per letter	\$50.00
Street Light Tax District Application	per application	\$150.00
Postponement of Rezoning or Variance Request by Applicant	per request	\$75.00
Copy digital files to CD	per disk	\$5.00
<b>BUILDING INSPECTION/CODE ENFORCEMENT</b>		
Commercial Plan Review		
Commercial/Industrial new construction/renovation	per square foot	\$0.21
<b>Commercial Building Permit</b>		
Commercial/Industrial new construction/renovation	per square foot	\$0.66
<b>Soil Erosion</b>		
from 1-50 lots	flat fee	\$350.00
from 51-99 lots	flat fee	\$450.00
from 100-150 lots	flat fee	\$550.00
from 151 + lots	flat fee	\$600.00
<b>Occupation Tax License</b>		
1-3 Employees	flat fee	\$60.00
4-20 Employees	\$60 + \$8 per employee	\$60.00+
21-100 Employees	\$196 + \$6 per employee	\$196.00+
101 + Employees	\$676 + \$6 per employee	\$676.00+
<b>Alcohol License</b>		
Class B-1	flat fee	\$100.00
Class B-2	flat fee	\$500.00
Class B-3	flat fee	\$500.00
Class B-4	flat fee	\$1,000.00
Class C-1	flat fee	\$100.00
Class C-2	flat fee	\$500.00
Class C-3	flat fee	\$500.00
Class C-4	flat fee	\$1,000.00
Class D-4	flat fee	\$1,000.00
Class E	flat fee	\$1,000.00
Class F	flat fee	\$600.00
New Application Fee	flat fee	\$100.00
New Application Administrative Fee	flat fee	\$100.00
Existing Application Modification	flat fee	\$500.00
GBI Background Check	per background check	GBI Rate
<b>Other Miscellaneous Fees</b>		
Driveway Permit	flat fee	\$35.00
House Moving Permit Fee	flat fee	\$300.00
Hauling Bond	flat fee	\$5,000.00
Hauling Permit Fee	flat fee	\$35.00
Sign Permit	flat fee	\$100.00
Swimming Pool Permit Fee Residential	flat fee	\$50.00
Swimming Pool Permit Fee Commercial	flat fee	\$200.00
Solicitation Permit	flat fee	\$100.00
Road Race Permit-Special Event	flat fee	\$100.00
Zoning Compliance Review	flat fee	\$50.00
Commercial Fire Inspection	flat fee	\$50.00

**Oconee County Board of Commissioners**  
**Fee Schedule**

Fee Description	Fee Basis	FY25 Rate
Trade (Plumbing, Electrical, HVAC, Gas) Permit - Commercial	flat fee per trade	\$70.00
Re-Permit (expired permit)	flat fee	\$100.00
SFD, Duplexes, Multifamily	per square foot	\$0.47
Manufactured Homes	per square foot	\$0.14
Trade (Plumbing, Electrical, HVAC, Gas) Permit - Residential	flat fee per trade	\$50.00
Roof Additions to Mobile Homes	per square foot	\$0.09
Remodeled House (Int/Ext)	per square foot	\$0.12
Relocation of Structure	per square foot	\$0.16
Relocation of Existing Mobile Home	per square foot	\$0.14
Open Porch w/roof & floor after C/O	per square foot	\$0.10
Open Deck 10x10 or larger after C/O	per square foot	\$0.10
Outbuildings open end (not farm)	per square foot	\$0.10
New enclosed garages/stg bldgs.	per square foot	\$0.10
Enclosed Garage for Living Space	per square foot	\$0.31
Screened Porch, new after C/O	per square foot	\$0.10
Enclosed Porch for Living Area	per square foot	\$0.31
Additions to Living Area	per square foot	\$0.31
New Car Shelter Open	per square foot	\$0.10
Finished Basement	per square foot	\$0.47
Unfinished Basement	per square foot	\$0.05
2nd Re-inspection	flat fee	\$75.00
3rd Re-inspection	flat fee	\$100.00
Certificate of Occupancy or Cert. of Completion	flat fee	\$50.00
Temporary Certificate of Occupancy	flat fee	\$100.00
New Address	flat fee	\$25.00
Minimum Permit Fee for Construction	flat fee	\$35.00
Work started without permit	permit fee	3 X permit fee
Demolition	flat fee	\$50.00
Agriculture Land Structures	per square foot	\$0.04
*Agr. Land Structures includes Hay Barn, Pole Barn, Tractor Shed, Turkey House, Range House, Hog Parlor, Hog Farrowing House, Cage Layer House, Dairy Barn, Farm Steel Building, Stack House, Farm Storage Shed (enclosed) and Egg Cooling House.		



**Planning Department**  
**Oconee County, Georgia**

**2026  
Meeting Schedules & Deadlines**

<b>Rezone/Special Use Permit/Variance Submission Deadlines 5:00 p.m.</b>	<b>Planning Commission Meeting for Rezone/SUP 6:00 p.m.</b>	<b>Board of Commissioners Meeting for Rezone/ SUP/Variance 6:00 p.m.</b>
October 13, 2025	December 8, 2025	January 6, 2026
November 17, 2025	January 20, 2026	February 3, 2026
December 15, 2025	February 16, 2026	March 3, 2026
January 20, 2026	March 16, 2026	April 7, 2026
February 16, 2026	April 20, 2026	May 5, 2026
March 16, 2026	May 18, 2026	June 2, 2026
April 20, 2026	June 15, 2026	July 7, 2026
May 18, 2026	July 20, 2026	August 4, 2026
June 15, 2026	August 17, 2026	September 1, 2026
July 20, 2026	September 21, 2026	October 6, 2026
August 17, 2026	October 19, 2026	November 3, 2026
September 21, 2026	November 16, 2026	December 1, 2026
October 12, 2026	December 14, 2025	January 5, 2027
November 16, 2026	January 19, 2027	February 2027 (TBD)



# 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](mailto:ocplanning@ocnee.ga.us)

DISCLOSURE OF INTEREST  
APPLICATION FOR REZONING  
OCONEE COUNTY, GEORGIA

To the best of my knowledge, no local government official, including members of the Planning Commission and members of the Board of the Commissions, has a property interest in any real property affected by a rezoning action or has a financial interest in any business entity which has a property interest, or has a member of his/her family having such an interest.

Signature of owner

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Date

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Signature of Applicant

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Date

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Signature of Notary Public

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Date

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**PROPERTY OWNER'S**  
**DISCLOSURE OF CAMPAIGN CONTRIBUTIONS**  
**APPLICATION FOR REZONING**

Pursuant to section 36-67A-1 et seq. of the Georgia Code Annotated, adopted by the Georgia General Assembly, effective July 1, 1986, the following disclosure is mandatory. When any applicant for rezoning action has made, within two years immediately preceding the filing of that applicant's application for the rezoning action, campaign contributions aggregating \$250.00 or more to a local government official, it shall be the duty of the applicant and the agent representing the applicant to file a disclosure report with the governing authority of the respective local government.

Any applicant for rezoning action knowingly failing to make any disclosure as required by Code Section 36-67 A-1 et seq. shall be guilty of a misdemeanor.

A. Name of local government official to whom the campaign contribution or gift was made (or N/A if not applicable):

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B. The dollar amount of each campaign contribution made by the applicant to the local government official during the two years immediately preceding the filing of the application for the rezoning action and the date of each such contribution (or N/A if not applicable):

Amount: \_\_\_\_\_

Date of contribution: \_\_\_\_\_

C. Enumeration and description of each gift having a value of \$250.00 or more made by the applicant to the local government official during the two years immediately preceding the filing of this application for rezoning (or N/A if not applicable).

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Signature of owner: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Notary Public: \_\_\_\_\_ Date: \_\_\_\_\_