



**Glynn County Community Development Department**  
**1725 Reynolds St., Suite 200**  
**Brunswick, GA 31520**  
**912 554-7428**  
[www.glynncounty.org](http://www.glynncounty.org)

**ZV**

**Variance Checklist**  
**Glynn County Zoning Board of Appeals**

- 1) Check One:  Administrative Appeal  Board of Appeals
- 2) Description and location of property
- 3) Dimensions and square footage of property
- 4) Use of property
- 5) Zoning District
- 6) Section of Zoning Ordinance pertaining to request
- 7) State Hardship (***BE SPECIFIC***)
- 8) Signatures of surrounding property owners
- 9) Seven (7) copies of survey by registered surveyor showing existing structures and proposed improvements in relation to property line. The plat will ***NOT*** be accepted unless drawn by a registered surveyor. If commercial, show parking plan.
- 10) Applicant's Signature
- 11) Agent Authorization Form (if acting as authorized agent for the owner)
- 12) \$250.00 Application Fee (***NON-REFUNDABLE***)  
**Please make check payable to: Glynn County Board of Commissioners**  
**And mail to: Community Development Department**  
**1725 Reynolds Street, Suite 200**  
**Brunswick GA 31520**

**YOU OR AN AUTHORIZED AGENT *MUST* ATTEND THE PUBLIC HEARING**



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It is the ***responsibility of the applicant*** to place a sign on the subject property at least fifteen (15) days prior to the scheduled Public Hearing. The sign will be provided by the Community Development Department stating nature of request, date, time and place of the Public Hearing. Please return the sign to this office, 1725 Reynolds Street, when you attend the Hearing. Each variance request is evaluated by the Zoning Board of Appeals based on the information provided on the application and circumstances relating to that individual case. Appeals from decisions of the Zoning Board of Appeals are outlined in Article X, Section 1009 of the Glynn County Zoning Ordinance. The appeal must be filed within 30 days from that date of the Zoning Board of Appeals decision.

- 1) Does the variance being requested represent the very minimum change necessary to prevent the hardship?
- 2) If the variance were to be approved, would it cause substantial adverse impact to an adjacent property owner or to the neighborhood? Would it be detrimental to the public's good?

**EXAMPLE:** If the approved variance placed a portion of your structure so close to a neighbor's Property that his property rights were adversely affected or if by granting a variance to the height limit more harm is done to the general neighborhood than good is done for the applicant, then the variance should be denied.

- 3) Is the variance self-imposed?

**EXAMPLE:** You recently purchased a lot which contains 6,000 square feet of land area; you have plans drawn to construct a 3,000 square foot residence on the lot and find that you cannot meet the required setbacks. This would constitute a self-imposed hardship and the variance should be denied.

**NOTE: NO VARIANCE MAY BE GRANTED FOR A USE WHICH IS PROHIBITED BY THE ZONING ORDINANCE WITHIN THE DISTRICT IN WHICH THE PROPERTY IS LOCATED.**



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**Agent Authorization Form**

(Required if Applicant is other than property owner or is represented by an Agent)

**Ownership Certification**

State Of Georgia,  
 County Of Glynn County Georgia

I, the undersigned, do hereby certify that I am the owner of the property affected by the proposed application to the Glynn County Planning Commission (application file number \_\_\_\_\_) by virtue of a deed dated \_\_\_\_\_ on file in the Office of the Clerk of the Superior Court of Glynn County in Deed Book \_\_\_\_\_ Page \_\_\_\_\_

\_\_\_\_\_  
 Owner's Name

\_\_\_\_\_  
 Other Owner's Name

\_\_\_\_\_  
 Owner's Signature

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Other Owner's Signature

\_\_\_\_\_  
 Date

**Agent Authorization**

I/We, the undersigned owner(s) of property involved in this application, do hereby authorize \_\_\_\_\_ to act as Agent in submitting and representing the above identified application in my/our behalf.

\_\_\_\_\_  
 Owner's Signature

\_\_\_\_\_  
 Other Owner's Signature

I accept this authorization to act as Agent on behalf of the above owner(s).

\_\_\_\_\_  
 Authorized Agent's Name & Phone

\_\_\_\_\_  
 Authorized Agent's Signature

\_\_\_\_\_  
 Date

Glynn County Community Development





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Filing Deadline of \_\_\_\_\_, 20\_\_ for Glynn County Board of Zoning Appeals Meeting  
of \_\_\_\_\_

Owner(s) of Property: \_\_\_\_\_

Address: \_\_\_\_\_

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

Brief Description and Location of Property: \_\_\_\_\_

Dimensions of Entire Property: \_\_\_\_\_

Square Footage of Entire Property: \_\_\_\_\_

Present Use of Property: \_\_\_\_\_

Zoning: \_\_\_\_\_

Section of Zoning Ordinance Being Appealed: \_\_\_\_\_

Describe Conditions causing Hardship and state Hardship that would be caused by Enforcement of Zoning  
Ordinance: \_\_\_\_\_

Applicant: \_\_\_\_\_

Address: \_\_\_\_\_

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





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Date of Hearing: \_\_\_\_\_

Action Taken by Board of Appeals: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



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**2018 ZONING APPEALS SCHEDULE**  
**(2<sup>nd</sup> Thursday - 10:00 a.m.)**

<b>MEETING</b>	<b>DEADLINE</b>	<b>ADVERTISEMENT</b>
	<i>The Application must be ready to go before the Board of Appeals at <b>least 30 days</b> before the meeting date</i>	<i>Appears in Brunswick News</i>
JAN 11 <sup>th</sup>	WED Dec 13 <sup>th</sup> (2017)	MON Dec 18 <sup>th</sup> (2017)
FEB 8 <sup>th</sup>	WED Jan 10 <sup>th</sup>	WED Jan 17 <sup>th</sup>
MAR 8 <sup>th</sup>	WED Feb 7 <sup>th</sup>	WED Feb 14 <sup>th</sup>
APRIL 12 <sup>th</sup>	WED Mar 14 <sup>th</sup>	WED Mar 21 <sup>st</sup>
MAY 10 <sup>th</sup>	WED Apr 11 <sup>th</sup>	WED Apr 18 <sup>th</sup>
JUNE 14 <sup>th</sup>	WED May 16 <sup>th</sup>	WED May 23 <sup>rd</sup>
JULY 12 <sup>th</sup>	WED June 13 <sup>th</sup>	WED June 20 <sup>th</sup>
AUG 9 <sup>th</sup>	WED July 11 <sup>th</sup>	WED July 18 <sup>th</sup>
SEPT 13 <sup>th</sup>	WED Aug 15 <sup>th</sup>	WED Aug 22 <sup>nd</sup>
OCT 11 <sup>th</sup>	WED Sept 12 <sup>th</sup>	WED Sept 19 <sup>th</sup>
NOV 8 <sup>th</sup>	WED Oct 10 <sup>th</sup>	WED Oct 17 <sup>th</sup>
DEC 13 <sup>th</sup>	WED Nov 14 <sup>th</sup>	WED Nov 21 <sup>st</sup>



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**ZONING APPEALS BOARD MEMBERS**

<u>NAME/ADDRESS</u>	<u>PHONE NUMBER (S)</u>	<u>END OF TERM</u>
Mr. Walter Rafolski, <b>Chairman</b> 110 Dovewood Drive Brunswick, GA 31523	Office: 634-1406 FAX: 634-1317 Cell: 270-2230 <a href="mailto:wrafols@bellsouth.net">wrafols@bellsouth.net</a>	June 30, 2020
Mr. Paul Fisher, <b>Vice Chairman</b> 115 West Shore Court Brunswick, GA 31523	Home: 554-3865 Cell: 399-9872 <a href="mailto:green52mgtd@gmail.com">green52mgtd@gmail.com</a>	March 31, 2019
Ms. Betty Keller 1610 I Street Brunswick, GA 31520	Cell: 912-258-6518 <a href="mailto:dlk31520@gmail.com">dlk31520@gmail.com</a>	June 30, 2020
Mr. Philip Viviani P.O. Box 20364 St. Simons Island, GA 31522	Home: 912-291-3813 Cell: 478-747-0625 <a href="mailto:icaincprv@aol.com">icaincprv@aol.com</a>	August 6, 2021
Mr. Eugene Williams 929 Lanier Boulevard Brunswick, GA 31520	Cell: 912-399-5173 <a href="mailto:ejdwilliams@gmail.com">ejdwilliams@gmail.com</a>	June 30, 2019