



**CITY OF HAHIRA
VARIANCE APPLICATION**
300 North Lee Street * PO Box 1125 * Valdosta, GA 31603-1125
229.259.3563

APPLICATION CHECKLIST

Please use this checklist to ensure that all items required by your application have been included. **Incomplete applications will not be accepted.** Should you have any questions, please do not hesitate to call the City of Valdosta Zoning Office, at (229) 259-3563. Thank you.

| Completed | Description |
|-----------|--|
| ✓ | Letter of Intent, as specified on page 3 |
| ✓ | Map and Parcel Number of the Subject Property |
| ✓ | Current Zoning District of the Subject Property |
| N/A | If the Applicant is different from the Owner, a Notarized Letter of Authorization from the Property Owner designating the applicant to act on their behalf |
| ✓ | Date of required Pre-Application Meeting with City staff |
| Scheduled | Date of required "Preview" presentation to Hahira City Council |
| ✓ | Conceptual site plan (if applicable) as stated on page 3 |
| ✓ | List of adjacent property owners obtained from Tax Assessor's Office. (Page 5) |
| ✓ | Signature of Applicant |
| ✓ | Date |
| ✓ | Application Fee |

I certify that the above items have been completed.



Signature of Applicant

4/21/2026
Date