



## ADMINISTRATIVE VARIANCE/WAIVER APPLICATION FORM

### Instructions

The Community Development Director is authorized to consider and grant or deny an administrative variance or an administrative waiver to the regulations listed in Section 7.6.5 of the City of Tucker Zoning Ordinance. If you wish to seek an administrative variance or administrative waiver to any of the regulations listed, you may submit a properly completed application at any time to the City of Tucker. Written decisions are issued no more than 30 days from the date a complete application is filed. **Please note that incomplete applications will not be accepted.**

### Application Materials

REQUIRED ITEMS	CHECK <input type="checkbox"/>
<p><b>Administrative Variance/Waiver Application</b>—Provide one copy of the original and notarized signatures of the property owner(s) and applicant(s), or a notarized statement from the property owner authorizing submittal of the variance by the applicant on their behalf.</p>	<input type="checkbox"/>
<p><b>Site Plan &amp; Legal Description</b>—Provide one copy of a dimensioned, orientated and scaled site plan on 8 ½" x 11" or 11" x 17" showing the <u>subject property</u>, <u>street frontage(s)</u>, <u>proposed addition</u> or <u>extent of encroachment</u>, all applicable <u>setback</u> measurements, all neighboring parcels and homes.</p>	<input type="checkbox"/>
<p><b>Survey with Topography &amp; Trees</b>—May be waived by the Community Development Department if the request does not concern the removal of trees or the topography of the site. If this requirement is not waived, the applicant shall provide one copy.</p>	<input type="checkbox"/>
<p><b>Letter of Appeal</b>—The letter shall state the specific regulation from which exception is sought, the reasons the exception is needed, and sufficient justification for why the variance/waiver shall be granted. Please use the applicable criteria from Section 7.5.3, Section 7.5.4, or Section 7.6.7.B when analyzing why the variance/waiver shall be granted.</p>	<input type="checkbox"/>
<p><b>Pictures</b>—Provide photos of the site and/or what is being proposed for the requested administrative variance/waiver, if applicable.</p>	<input type="checkbox"/>
<p><b>Public Notice Sign Requirements</b> – A sign shall be posted on the subject property within 10 calendar days of the Community Development Director making a decision. This sign will state the decision of the Community Development Director and the deadline for taking an appeal of the decision to the Zoning Board of Appeals. <b>The applicant is required to post the sign and submit an \$80 sign fee.</b></p>	<input type="checkbox"/>

**Property Owner/Applicant Information**

Property Owner: \_\_\_\_\_ Phone: \_\_\_\_\_

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

Email: \_\_\_\_\_

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

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

Email: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**Regulation Being Varied/Waived**

\_\_\_\_\_

**Briefly Describe Request (Provide Full Justification in Letter of Intent)**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Parcel Information**

Parcel Identification Number (PIN): \_\_\_\_\_

Land Lot & District: \_\_\_\_\_

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

Subdivision Name (if applicable): \_\_\_\_\_

Parcel Size: \_\_\_\_\_

**Zoning and Land Use**

Existing Zoning Designation and Case Number: \_\_\_\_\_

Zoning of Surrounding Properties: (N)\_\_\_\_\_ (S)\_\_\_\_\_ (E)\_\_\_\_\_ (W)\_\_\_\_\_

**Notarized Certification**

To the best of my knowledge, this administrative variance/waiver application form is correct and complete. If additional materials are determined to be necessary, I understand that I am responsible for filing additional materials as specified by the City of Tucker Zoning Ordinance and/or City Code.

Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Sworn to and subscribed before me this \_\_\_\_\_ Day of \_\_\_\_\_ 20\_\_\_\_\_

**NOTARY PUBLIC:**

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Email: \_\_\_\_\_

Phone Number: \_\_\_\_\_