

Planning and Zoning 1975 Lakeside Parkway Suite 350

Tucker, GA 30084 Phone: 678-597-9040

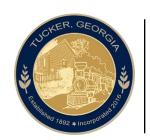
Email: permits@tuckerga.gov Website: www.tuckerga.gov

Administrative Variance / Waiver Application Checklist

Instructions

The Planning and Zoning Director is authorized to consider and grant or deny an administrative variance or an administrative waiver to the regulations listed in Section 46-1667 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.**

REQUIRED ITEMS	CHECK √
Administrative Variance/Waiver Application —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.	
Site Plan & Legal Description —Provide one copy of a dimensioned, orientated and scaled site plan on 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.	
Survey with Topography & Trees —May be waived by the Planning and Zoning 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.	
Letter of Appeal —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 46-1633, Section 46-1634, or Section 46-1669.B when analyzing why the variance/waiver shall be granted.	
Pictures —Provide photos of the site and/or what is being proposed for the requested administrative variance/waiver, if applicable.	
Public Notice Sign Requirements – A sign shall be posted on the subject property within 10 calendar days of the Planning and Zoning Director making a decision. This sign will state the decision of the Planning and Zoning Director and the deadline for taking an appeal of the decision to the Zoning Board of Appeals. The applicant is required to coordinate posting the sign(s) and submit an \$85 sign fee per sign.	
FEES	
Administrative Variance / Waiver	\$150
Public Notice Sign Fee	\$85 per sign



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Administrative Variance / Waiver Application

TYPE OF APPLICATION REQUEST						
☐ Administrative Variance	\square Administrat	ive Waiver		<u>See Sec. 46-1667</u>		
APPLICANT INFORMATION						
Applicant is the: Property Own	ner 🗆 Owner'	s Agent	☐ Contra	ct Purchaser		
Name:						
Address:						
City:	State:		Zip):		
Contact Name:						
Phone:		Email:				
	OWNER INF	ORMATIO	N			
Name:						
Address:						
City:	State:		Zip):		
Contact Name:		1				
Phone:		Email:				
PROPERTY INFORMATION						
Property Address:		T				
Subdivision Name:	1	Parcel ID:				
Land District:	Land Lot(s):		Acı	reage:		
ZONING AND LAND USE						
Existing Zoning Designation and Cas	se Number:					
Zoning of Surrounding Properties:	(N)	(S)	(E)	(W)		
VARIANCE / WAIVER INFORMATION						
Regulation Being Varied / Waived:						
Briefly Describe Request (Provide full justification in Letter of Intent):						

APPLICANT'S CERTIFICATION

THE UNDERSIGNED BELOW STATES UNDER APPLICATION.	R OATH THAT THEY	ARE AUTHORIZED TO MAKE THIS	5
Signature of Applicant		Date	
Type or Print Name and Title			
Signature of Notary Public	Date	Notary Seal	

PROPERTY OWNER'S CERTIFICATION

I do solemnly swear and attest, subject to criminal penalties for false swearing, that I am the legal owner, as reflected in the records of DeKalb County, Georgia, of the property identified below, which is the subject of the attached Administrative Variance/Waiver application. As the legal owner of record of the subject property, I hereby authorize the individual named below to act as the applicant in the pursuit of the Application for Administrative Variance (AV) or Administrative Waiver (AW) in request of the items indicated below.

,	, authorize,,				
(Property Owner)	(Applicant)				
to file for					
(Administrative Variance / Waiver)	(Address)				
on this date	, 20				
(Month)	(Day)				
or entitlement requests. I agree to arrange	rative variance/waiver does not authorize final approval of any larger permitting additional permitting separately, after approval is obtained, if necessary. Ed with this application on behalf of the property owner, project coordinator,				
Signature of Property Owner	Date				
Type or Print Name and Title					
Type of Fillit Name and Title					

Date

Notary Seal

Signature of Notary Public