



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 <input type="checkbox"/>
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.	<input type="checkbox"/>
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.	<input type="checkbox"/>
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.	<input type="checkbox"/>
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.	<input type="checkbox"/>
Pictures —Provide photos of the site and/or what is being proposed for the requested administrative variance/waiver, if applicable.	<input type="checkbox"/>
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 \$80 sign fee per sign.	<input type="checkbox"/>
FEES	
Administrative Variance / Waiver	\$150
Public Notice Sign Fee	\$80 per sign



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Administrative Variance / Waiver Application

Type of Application:

Administrative Variance Administrative Waiver

APPLICANT INFORMATION		
Applicant is the: <input type="checkbox"/> Property Owner <input type="checkbox"/> Owner's Agent <input type="checkbox"/> Contract Purchaser		
Name:		
Address:		
City:	State:	Zip:
Contact Name:		
Phone:	Email:	
OWNER INFORMATION		
Name:		
Address:		
City:	State:	Zip:
Contact Name:		
Phone:	Email:	
PROPERTY INFORMATION		
Property Address:		
Subdivision Name:		Parcel ID:
Land District:	Land Lot(s):	Acreage:
ZONING AND LAND USE		
Existing Zoning Designation and Case 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 OATH THAT THEY ARE AUTHORIZED TO MAKE THIS APPLICATION.

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.

I, _____, authorize, _____,
(Property Owner) (Applicant)

to file for _____, at _____
(Administrative Variance / Waiver) (Address)

on this date _____, 20_____
(Month) (Day)

- I understand that failure to supply all required information (per the relevant Applicant Checklists and requirements of the Tucker Zoning Ordinance) will result in REJECTION OF THE APPLICATION.
- I understand that approval of my administrative variance/waiver does not authorize final approval of any larger permitting or entitlement requests. I agree to arrange additional permitting separately, after approval is obtained, if necessary.
- I understand that representation associated with this application on behalf of the property owner, project coordinator, potential property owner, agent or such other representative shall be binding.

Signature of Property Owner Date

Type or Print Name and Title

Signature of Notary Public Date Notary Seal