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Clark Harrison Building  
330 W. Ponce de Leon Ave  
Decatur, GA 30030

Chief Executive Officer  
Michael Thurmond

**DEPARTMENT OF PLANNING & SUSTAINABILITY**

Director  
Andrew A. Baker, AICP

**ADMINISTRATIVE VARIANCES AND SPECIAL EXCEPTIONS APPLICATION**

AV/SE NO.: \_\_\_\_\_

APPLICANT: \_\_\_\_\_

ADDRESS (MAILING): \_\_\_\_\_ EMAIL: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

TELEPHONE: HOME: \_\_\_\_\_ BUSINESS: \_\_\_\_\_ FAX: \_\_\_\_\_

**OWNER OF RECORD FOR WHICH APPLICATION IS MADE (Print name)**

Name (Print): \_\_\_\_\_

Name (Signature): \_\_\_\_\_ E-Mail: \_\_\_\_\_

Address (Mailing): \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone Home: \_\_\_\_\_ Business: \_\_\_\_\_ Fax: \_\_\_\_\_

Authorized Agent: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Address (Mailing): \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone Home: \_\_\_\_\_ Business: \_\_\_\_\_

**ADDRESS/LOCATION OF PROPERTY FOR WHICH APPLICATION IS MADE**

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

District(s): \_\_\_\_\_ Land Lot(s): \_\_\_\_\_ Block: \_\_\_\_\_ Parcel: \_\_\_\_\_

Zoning: \_\_\_\_\_ Commission District(s): \_\_\_\_\_

**To Be Completed By Planning and Development Department**

Date Received: \_\_\_\_\_ Fee Paid: \_\_\_\_\_ Receipt No.: \_\_\_\_\_

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DEPARTMENT OF PLANNING & SUSTAINABILITY

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## SUBMITTAL INSTRUCTIONS

**I hereby authorize the staff of the DeKalb County Planning Department to inspect the premises of the above-described property.**

I HEREBY CERTIFY THAT THE INFORMATION PROVIDED AS A RESULT OF THIS APPLICATION IS TRUE AND CORRECT AND THAT IF AM NOT THE PROPERTY OWNER, I AM AUTHORIZED BY THE SAME TO

MAKE SUCH REQUESTS, CLAIMS, AND REPRESENTATIONS AS MAY BE FOUND WITH THIS APPLICATION.

APPLICANT/AGENT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

### Section 27-922 Administrative Variances and Special Exceptions

- A. The Director of Planning is hereby authorized to consider and grant or deny, pursuant to the procedures and standards contained in this Section, a variance or a special exception from the following regulations:
1. Reduce by variance any front, side or rear yard setback by an amount not to exceed ten percent (10%) of the district requirement, but not including any transitional buffer zone or any setback which is a condition of zoning or special land use permit, pursuant to the standards specified in Section 27-916.
  2. Reduce by variance the required spacing between buildings in districts where multiple buildings are authorized on a single lot in an amount not to exceed 10% of the requirement, but not in an amount which is less than the minimum requirement imposed by Chapter 7 of the DeKalb County Code of Ordinances, pursuant to the standards specified in Section 27-916.
  3. Reduce by special exception the off-street parking or loading requirements imposed by this Chapter in an amount not to exceed ten percent (10%) of the district requirement, pursuant to the standards specified in Section 27-913.A.
  4. Reduce by special exception the off-street parking requirements imposed by this Chapter for any lot which is located 1,000 feet of the boundary of a Marta Rapid Transit Station in an amount not to exceed 25 percent of the district requirement, pursuant to the standards specified in Section 27-913.B.
- B. Any request for administrative variance or special exception permitted by this Section shall be filed with the Director of Planning. The Director shall review and decide upon each such application pursuant to the applicable standards referred to in each subsection above, and shall make a written decision on each such application no later than 30 days from the date such application was filed. **No administrative variance or special exception shall be authorized to delete, modify or change in any manner any condition imposed by the Board of County Commissioners or the Zoning Board of Appeals.**
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DEPARTMENT OF PLANNING & SUSTAINABILITY

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**SUBMITTAL CHECKLIST**  
**For**  
**ADMINISTRATIVE VARIANCES/SPECIAL EXCEPTION**

- \_\_\_ 1. Two (2) full scale site plan indicating the following:
  - \_\_\_ a. all property lines with dimensions;
  - \_\_\_ b. location of all existing and proposed buildings and their relation to all property lines, structures, driveways, parking areas, easements;
  - \_\_\_ c. any other features of the site related to the request, such as outdoor lighting, fences, landscaping, etc.; and
  - \_\_\_ d. one (1) copy reduced to 8.5" x11"
- \_\_\_ 2. A typed statement indicating the request and clarifying justification(s) for the proposal, based on Section 27-922 of the DeKalb County Zoning Ordinance.
- \_\_\_ 3. Notarized authorization form.
- \_\_\_ 4. \$200.00 processing fee.

**INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.**

**PLEASE DO NOT HESITATE TO CONTACT THE PLANNING MANAGER OR SENIOR BOARD OF APPEALS PLANNER TO DISCUSS YOUR APPLICATION PRIOR TO SUBMISSION.**

**THIS CHECKLIST OF SUBMITTAL REQUIREMENTS DOES NOT SUPERSEDE THE SUBMITTAL REQUIREMENTS ATTACHED TO THE ADMINISTRATIVE VARIANCES APPLICATION.**

**THIS LIST WILL BE USED TO ACCEPT APPLICATIONS AT THE PLANNING DEPARTMENT.**

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DEPARTMENT OF PLANNING & SUSTAINABILITY

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**ZBOA APPLICATION AUTHORIZATION**

Completion of this form is required if the individual making the request is **not** the owner of the property.

DATE: \_\_\_\_\_

CHECK TYPE OF APPLICATION:

- ( ) ADMINISTRATIVE APPEAL
- ( ) VARIANCE
- ( ) SPECIAL EXCEPTION

TO WHOM IT MAY CONCERN:

( I ) / ( WE ), \_\_\_\_\_

**[Name of owner(s)]**

being ( owner ) / ( owners ) of the property described below or attached hereby delegate authority to

\_\_\_\_\_  
**[Name of Applicant or Representative]**

to file an application on ( my ) / ( our ) behalf.

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
Owner

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
Owner

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
Owner