



Government Services Center  
178 Sams Street  
Decatur, GA 30030  
[www.dekalbcountyga.gov/planning](http://www.dekalbcountyga.gov/planning)  
404-371-2155 (o); 404-371-4556 (f)

Chief Executive Officer  
Michael Thurmond

## DEPARTMENT OF PLANNING & SUSTAINABILITY

Interim Director  
Cedric Hudson

### ADMINISTRATIVE VARIANCES AND SPECIAL EXCEPTIONS APPLICATION

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

APPLICANT NAME (OWNER/REPRESENTATIVE):  
\_\_\_\_\_

ADDRESS: \_\_\_\_\_ EMAIL: \_\_\_\_\_

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

TELEPHONE:

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

### OWNER OF RECORD FOR WHICH APPLICATION IS MADE

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

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

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

Telephone

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

### SUBMITTAL INSTRUCTIONS

Contact Planner, Kyle McLean at [kamclean@dekalbcountyga.gov](mailto:kamclean@dekalbcountyga.gov) to discuss your application prior to submission.

Please create an account or open a new application through an existing account using the following portal:  
<https://epermits.dekalbcountyga.gov>

Once you've created or updated an existing account, please send your application number (1246XXX) to [kamclean@dekalbcountyga.gov](mailto:kamclean@dekalbcountyga.gov) stating your request.

To Be Completed by Planning & Development Department

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

## 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.**

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

- \_\_\_\_\_ 1. One (1) full scale site plan indicating the following:
- a. All property lines with dimensions;
  - b. Location of all existing and proposed buildings & 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
- \_\_\_\_\_ 2. A Letter of Intent (LOI) indicating the request and clarifying justification(s) for the proposal, based on Section 27-922 of the DeKalb County Zoning Ordinance:
- a. There is an extraordinary or exceptional physical condition(s) pertaining to the particular piece of property(such as, but not limited to, lot size, lot shape, specimen tree(s), steep slope(s), or preservation of historic characteristics of the property), which was not created by the current owner, previous owner, or applicant; by reason of a clearly demonstrable condition(s), the strict application of the requirements of this chapter would deprive the property owner of rights and privileges enjoyed by other property owners in the same zoning district, as distinguished from a special privilege or convenience sought by the property owner.
  - b. The requested variance does not go beyond the minimum necessary to afford relief and does not constitute a grant of special privilege inconsistent with the limitations upon other properties in the zoning district in which the subject property is located.
  - c. The grant of the variance will not be materially detrimental to the public welfare or injurious to the property or improvements in the zoning district in which the subject property is located.
  - d. The literal interpretation and strict application of the applicable provisions or requirements of this chapter would cause undue and unnecessary hardship.
  - e. The requested variance would be consistent with the spirit and purpose of this chapter and the DeKalb County Comprehensive Plan text
- \_\_\_\_\_ 3. Notarized authorization form.
- \_\_\_\_\_ 4. \$200 processing fee.

**Note:** A Planner will contact you with instructions about posting the sign(s). You must e-mail a photo or photos of the posted sign(s). Public notice signs must be posted for thirty (30) days prior to issuance of Administrative Variance Approval Letter.

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DEPARTMENT OF PLANNING & SUSTAINABILITY

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**ADMINISTRATIVE VARIANCE 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(s) of the property described below or attached hereby delegate authority to:

\_\_\_\_\_  
**Name of Applicant or Representative(s)**

to file an application on my/our behalf.

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

\_\_\_\_\_  
Owner

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

\_\_\_\_\_  
Owner

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

\_\_\_\_\_  
Owner

**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:** \_\_\_\_\_