

DEPARTMENT OF PLANNING & SUSTAINABILITY

Chief of Executive Officer
Lorraine Cochran-Johnson

Director
Juliana A. Njoku

Administrative Variances and Special Exceptions Checklist Section 27-922

Submit application through our online portal [Home - CIVICS](#)

Email one (1) copy of your application as one (1) PDF file to plansustain@dekalbcountyga.gov
and copy akfolgherai@dekalbcountyga.gov

- 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.**

To Be Completed By Staff:

Date Received: _____ Fee Paid: _____ Receipt No: _____

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED

DEPARTMENT OF PLANNING & SUSTAINABILITY

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**ADMINISTRATIVE VARIANCES and
SPECIAL EXCEPTIONS APPLICATION**

AV/NO: _____

Subject Property Address: _____

City: _____ State: _____ Zip: _____

Parcel ID Number(s): _____

Acreage: _____ Commission District(s): _____ Super District: _____

Existing Zoning District(s): _____ Proposed Zoning District(s): _____

Existing Land Use Designation(s): _____ Proposed Land Use Designation(s): _____
(if applicable)

I hereby authorize the staff of the Planning and Sustainable Department to inspect the property that is the subject of this application.

Owner Agent Signature: _____ Date: _____

**ADMINISTRATIVE VARIANCE
APPLICATION FEE:**

\$250.00

**DeKalb County does not require payment by wire transfer.
Be aware of scammers and fraudulent emails.**



Lorraine Cochran-Johnson
Chief Executive Officer

Planning & Sustainability Department Current Planning / Zoning Division

178 Sams Street
Decatur, GA 30030

Juliana A. Njoku
Director

APPLICANT PERSONAL CONTACT INFORMATION PAGE

AV/NO: _____

Applicant Name: _____

Address: _____ City: _____ State: _____ Zip: _____

OWNER of RECORD FOR WHICH APPLICATION IS MADE:

Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Subject Property Address: _____

City: _____ State: _____ Zip: _____

I hereby authorize the staff of the Planning and Sustainability Department, Current Planning/Zoning Division, to inspect the property that is the subject of this application.

Owner Agent Signature of Applicant: _____ Date: _____

SUBMITTAL INSTRUCTIONS

Contact Planner, Andrea Folgherait at akfolgherait@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

akfolgherait@dekalbcountyga.gov stating your request.

ADMINISTRATIVE VARIANCE APPLICATION FEE:

\$250.00

DeKalb County does not require payment by wire transfer.
Be aware of scammers and fraudulent emails.

Next Page To Be Completed by Planning & Development Department:

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

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:** _____