



ADMINISTRATIVE VARIANCE

The Community Development Department is authorized to consider and grant or deny administrative variances to regulations listed in Sec. 1610 of the City of Peachtree Corners Zoning Ordinance. If you wish to seek an administrative variance, you may submit a complete application to the City of Peachtree Corners at any time. Written decisions are issued no more than 30 days from the date a complete application is filed. **Incomplete applications will not be processed.** Administrative Variance requests should be emailed to kthomas@peachtreecornersga.gov.

CHECKLIST

CHECK	REQUIRED ITEMS
<input type="checkbox"/>	Completed Application – provide a PDF copy of notarized signatures of the property owner(s) and applicant(s).
<input type="checkbox"/>	Survey/Site Plan – provide a PDF copy of a dimensioned, orientated, and scaled site plan (sealed by an Engineer/Landscape Architect/Land Surveyor) showing existing conditions on the subject property, street frontage(s), proposed addition or extent of encroachment, all applicable setbacks, and all neighboring parcels and homes.
<input type="checkbox"/>	Applicant Certification with Notarized Signature (see page 3)
<input type="checkbox"/>	Property Owner Certification with Notarized Signature (see page 4)
<input type="checkbox"/>	Letter of Intent – provide a PDF copy. The letter of intent should detail your proposed request, provide justification, and detail your hardship. The hardship should address the property’s limitations preventing compliance with the zoning standards. This is your chance to explain your situation so providing as much detail and background as possible will help staff to fully understand the request.
FEES	
Single-Family Detached Residential (Owner Occupied Only)	\$250
Single-Family Detached Residential (Non-Owner Occupied)	\$500
Single-Family Residential - Attached/Multifamily	\$750
Non-Residential/Mixed-Use	\$850
Concurrent Variance	\$300 + \$100/additional concurrent variance
Neighbor Notification	\$150
Public Notice Sign Fee	\$75(per required sign)
Readvertising Fee*	\$ 225
* Readvertising fee on all items that are deferred by the applicant after the Notice of Public Hearing has been published.	



ADMINISTRATIVE VARIANCE APPLICATION

APPLICANT INFORMATION		
Applicant is the: <input type="checkbox"/> Property Owner <input type="checkbox"/> Owner's Agent <input type="checkbox"/> Contract Purchaser		
Name:		
Company Name:		
Address:		
City:	State:	Zip:
Phone:	Email:	
CONTACT INFORMATION		
Name:		
Phone:	Email:	
OWNER INFORMATION		
Name:		
Address:		
City:	State:	Zip:
Phone:	Email:	
PROPERTY INFORMATION		
Property Address:		
Subdivision Name:		
Parcel ID(s):	Acreage:	
Business Hours of Operation:		
VARIANCE INFORMATION		
Regulation(s) being varied (Please provide the Section from the Zoning Ordinance in which you are requesting to vary):		



APPLICANT/AGENT'S CERTIFICATION

THE UNDERSIGNED BELOW STATES UNDER OATH THAT THEY ARE AUTHORIZED TO MAKE THIS APPLICATION.

Signature of Applicant/Authorized Agent

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 Gwinnett County, Georgia, of the property identified below, which is the subject of the attached Variance 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 a Variance in request of the items indicated below.

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

to file a Variance to the City of Peachtree Corners, for the property located at

(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 City of Peachtree Corners Zoning Ordinance) will result in REJECTION OF THE APPLICATION.
- I understand that approval of my administrative variance 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