



Community Development
 4119 Adrian Street
 Tucker, GA 30084
 Phone: 678-597-9040
 Email: permits@tuckerga.gov
 Website: www.tuckerga.gov

Variance Application Checklist

REQUIRED ITEMS		CHECK <input type="checkbox"/>
Variance 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"/>
Variance Fee — \$300.00 Public Notice Sign Fee - \$80.00 per sign		<input type="checkbox"/>
Site Plan & Legal Description —Provide three copies of a dimensioned, orientated and scaled site plan on 8 ½" x 11" or 11" x 17" showing the subject property, street frontage(s), proposed addition or extent of encroachment, all applicable setback measurements, all neighboring parcels and homes. Additionally, a variance pertaining to the stream buffer shall show the location of the stream, with buffers, on the site plan.		<input type="checkbox"/>
Survey with Topography & Trees —May be waived by the Community Development 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 three copies.		<input type="checkbox"/>
Letter of Appeal —Provide three copies of the letter of appeal. The letter should state the hardship, background and justification for the variance request and any additional information to support the request. The hardship should address the property’s limitations preventing compliance with the zoning standards. Variance criteria may be found in Section 27-7.5 of the Zoning Ordinance, Section 14-44.5 of Chapter 14 of the City Code, and Section 21-27 of Chapter 21 of the City Code.		<input type="checkbox"/>
Pictures —Provide photos of the site and/or what is being proposed for the requested variance		<input type="checkbox"/>
Sign Variance —If the requested variance is pertinent to signage, provide three copies of sign and wall elevations and other details shall be required, as appropriate. Please note that no variance shall be granted to the height of a sign or the aggregate area of signs permitted on a lot. No variance shall be granted which increases the size of a sign more than twenty (20) percent of that allowed by Chapter 21.		<input type="checkbox"/>
Stream Buffer Variance —If the requested variance is pertinent to the stream buffer. In addition to the above referenced materials, provide answers to these three questions: 1) Documentation of unusual hardship should the buffer be maintained; At least one alternative plan, which does not include a buffer or setback intrusion, or an explanation of why such a site plan is not possible; 2) A calculation of the total area and length of the proposed intrusion; A stormwater management site plan, if applicable; and, 3) Proposed mitigation, if any, to offset intrusion/encroachment into the stream buffer. The proposed mitigation can be completed after the initial application is submitted.		<input type="checkbox"/>



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Variance Application

APPLICANT INFORMATION		
Name:		
Applicant is the: <input type="checkbox"/> Property Owner <input type="checkbox"/> Owner's Agent <input type="checkbox"/> Contract Purchaser		
Address:		
City:	State:	Zip:
Contact Name:		
Phone:	Email:	
OWNER INFORMATION		
Name:		
Address:		
City:	State:	Zip:
Contact Name:		
Phone:	Email:	
PROPERTY INFORMATION		
Property Address:		
Present Zoning District(s):	Zoning Case Number(s):	
Zoning of Surrounding Properties: (N)_____ (S)_____ (E)_____ (W)_____		
Present Land Use Category:	Requested Land Use Category:	
Land District:	Land Lot(s):	Acreage:
Description of requested variance:		

APPLICANT'S CERTIFICATION

To the best of my knowledge, this variance application form is correct and complete. If additional materials are determined to be necessary, I understand that I am responsible for filing additional materials as specified by the City of Tucker Zoning Ordinance and/or City Code.

Signature of Applicant

Date

Type or Print Name and Title

Signature of Notary Public

Date

Notary Seal

VARIANCE CASE CALENDAR

Application Deadline	ZBA Hearing
1/2/2019	2/19/2019
2/5/2019	3/19/2019
3/5/2019	4/16/2019
4/2/2019	5/21/2019
5/7/2019	6/18/2019
6/4/2019	7/16/2019
7/2/2019	8/20/2019
8/6/2019	9/17/2019
9/3/2019	10/15/2019
10/1/2019	11/19/2019
11/5/2019	12/17/2019