



Planning and Zoning
1975 Lakeside Parkway
Suite 350
Tucker, GA 30084
Phone: 678-597-9040
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 - \$85.00 per sign	<input type="checkbox"/>
Site Plan & Legal Description —Provide a digital copy 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 Planning and Zoning 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 a digital copy.	<input type="checkbox"/>
Letter of Appeal —Provide a digital copy 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 Sec. 46-1633 or Sec. 46-1634 of the Zoning Ordinance, Sec. 22-53. of Chapter 22 of the City Code, and Sec. 34-75 of Chapter 34 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 a digital copy 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.	<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: ☐ Property Owner ☐ Owner's Agent ☐ 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

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 DeKalb County, Georgia, of the property identified below, which is the subject of the attached Variance Application before the City of Tucker, Georgia. As the legal owner of record of the subject property, I hereby authorize this application and/or authorize the individual named below to act as the applicant in the pursuit of the Variance Application, as indicated below.

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

to file for _____, at _____
(type of variance) (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 Tucker Zoning Ordinance) will result in REJECTION OF THE APPLICATION.
- I understand that preliminary approval of my design plan does not authorize final approval of my plans or signage request. I agree to arrange additional permitting separately, after approval is obtained.
- 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

VARIANCE CASE CALENDAR

Application Deadline	ZBA Hearing
2/2/2026	4/7/2026
3/2/2026	5/5/2026
4/1/2026	6/2/2026
6/1/2026	8/4/2026
7/1/2026	9/1/2026
8/3/2026	10/6/2026
9/1/2026	11/3/2026
10/1/2026	12/1/2026

ZBA MEETS ON THE 1ST TUESDAY OF THE MONTH, WITH THE EXCEPTION OF JULY.
THERE IS NO JULY ZBA MEETING