



Updated December 2015

CITY OF ALPHARETTA

ADMINISTRATIVE VARIANCE

REQUEST FORM

OFFICE USE	<input type="checkbox"/> Owner Occupied Residence (\$100)	Case #: _____
	<input type="checkbox"/> All Other (\$500)	Received On: _____ By: _____

Application Instructions:

1. Prior to submittal, please review all information supplied in this application to ensure that all spaces are filled out completely and accurately and that all required supporting materials have been supplied.
2. Application fees must be paid at the time of submittal. Payment may be made by check made payable to "City of Alpharetta," credit card (American Express, Master Card or Visa only), or cash.
3. Fee, if submitted after project construction has commenced, shall be twice the cost of standard fee.
4. Please submit your application and fee, either by mail or in person, to the City of Alpharetta Department of Community Development located at 2 Park Plaza, Alpharetta, GA 30009. Allow 10 days for processing.

Property Owner Information:

Owner Name: _____ Telephone: _____

Address: _____

City: _____ State: _____ Zip: _____ Fax: _____

I swear and attest, subject to criminal penalties for false swearing, that I am the legal owner, as reflected in the records of Fulton County, Georgia, of the property identified in this application for Administrative Variance.

Owner Signature: _____ Date: _____

Applicant Information (If Different Than Owner):

Owner Name: _____ Telephone: _____

Address: _____

City: _____ State: _____ Zip: _____ Fax: _____

Property Information:

Street Address (If Assigned): _____

District / Section: _____ Land Lot(s): _____

Subdivision Name / Phase: _____ Lot Number: _____

Information On Variances Requested:

In the space provided or, if needed, on separate sheets, please itemize and briefly describe each requested variance for which this application is submitted.

In the space provided or, if needed, on separate sheets, please provide the basis or justification for each requested variance.

Please submit evidentiary items in support of this application and the requested variances along with the required application fee.

- | | |
|---|---|
| <input type="checkbox"/> Site Plan (Includes property lines and proposed work) | <input type="checkbox"/> Fee: Owner Occupied Property (\$100) |
| <input type="checkbox"/> Letters of Support from Adjacent Property Owners (Required for all residential requests) | <input type="checkbox"/> Fee: Other Property (\$500) |
| <input type="checkbox"/> Other Items Demonstrating Need (Photos, topographic survey, etc.) | |

FOR OFFICE USE ONLY

I have reviewed the request for Administrative Variance(s) as identified and described herein. I have considered the basis for the request as indicated and described by the applicant together with the supplementary materials submitted. I have compared the request to the standards outlined in the City of Alpharetta Zoning Code (Article XIII, Section 5(B) 1-4). Based on this, the application for Administrative Variance is:

Approved

Denied

Approved With Following Conditions

Reviewed By: _____

Signature: _____

Date: _____