



# Administrative Variance Application Packet

Check all items attached to this application

- 1  Application
- 2  Legal Description and Survey Plat of the property
- 3  Application Fee (\$100.00)
- 4  Property Owner's Authorization (to be notarized)
- 5  Survey Plat
- 6  Site Plan or exhibits
- 7  Applicant's Written Analysis

**The community development director may waive one or more of the requirements of this section (excluding fees which shall not be waived) in individual cases when he/she determines that one or more elements of the required information specified in this section are not essential to the review process.**

## Contact Information

**The Community Development Dept.**  
4181 Atlanta Street  
Powder Springs GA 30127.  
[commdev@cityofpowdersprings.org](mailto:commdev@cityofpowdersprings.org)  
770-943-1666

**Zoning Administrator**  
Shaun Myers  
Planning and Zoning Manager  
[smyers@cityofpowdersprings.org](mailto:smyers@cityofpowdersprings.org)  
770-943-1666



# Administrative Variance Application Form

## Applicant Information

Applicant Name	Mailing Address
Phone	Email
Property Address	Powder Springs, GA
Property PIN	
Variance Request	
Reason for Request	

## Signature

Signature of Applicant	Printed Name	Date
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## Unified Development Code. Section 14-12.

The Community Development Director is authorized upon application and in specific instances, in accordance with the requirements of this division, to grant administrative variances to the following provisions:

- a. Front setback. Reduction not to exceed 35 percent of a front setback for a principal building, as required generally by Sec. 1-43 of this development code and as specifically required by Table 2-2 or Table 2-4 of this development code, whichever is applicable; Article 14, Appeals and Variances, Powder Springs Unified Development Code 424.
- b. Side setback. Reduction not to exceed 35 percent of a side setback for a principal building, as required generally by Sec. 1-43 of this development code and as specifically required by Table 2-2 or Table 2-4 of this development code, whichever is applicable;
- c. Rear setback. Reduction not to exceed 35 percent of a rear setback for a principal building, as required generally by Sec. 1-43 of this development code and as specifically required by Table 2-2 or Table 2-4 of this development code, whichever is applicable;
- d. Accessory building setback. Reduction not to exceed 35 percent of a setback required for an accessory building or structure, as specified by Table 2-2 or Table 2-4 of this development code, whichever is applicable.
- e. Principal building separation. Reduction not to exceed 35 percent of principal building separation requirements of Sec. 1-43 of this development code.
- f. Principal and accessory building separation. Reduction not to exceed 35 percent of the minimum separation between a principal building and an accessory building or structure as required by Sec. 4-05 of this development code.
- g. Specific use setbacks and separation. Reduction not to exceed 35 percent of any building, structure, or use setback or separation requirement established in article 4 of this development Code, except Sec. 4-05; provided, however, that this authority shall not include authority to administratively vary required buffers.
- h. Improvement setback. Reduction of a setback for improvements as required by Sec. 6-52 of this development code, to no less than three feet.
- i. Minimum required parking spaces. Reduction not to exceed 20 percent of the minimum required number of parking spaces required by Sec. 6-74 and Table 6-4 of this development code, subject to the requirements of Sec. 6-81 of this development code. Reductions greater than 20 percent can be granted based on a shared parking study prepared by a professional engineer to industry standards that demonstrates that the reduction will not have an adverse effect on internal and external traffic operations and adjoining properties.
- j. Maximum parking spaces. Increase not to exceed 10 percent of the maximum number of parking spaces limited by Sec. 6-73 and Table 6-4 of this development code, subject to the requirements of Sec. 6-81 of this development code.
- k. Minimum loading area requirements. Reduction or waiver of minimum number of onsite loading spaces required by Sec. 6-92 of this development code, and the loading specifications of Sec. 6-94, as also provided per Sec. 6-95 of this development code.



# Administrative Variance

## Owner's Authorization Form

### Owner's Authorization

Applicant Name	Applicant's Address
Property Address	Powder Springs, GA
Property PIN	

This is to certify that I am  or We are  or I am  the Authorized Representative of a Corporation that is the owner of a majority interest in the subject property of the attached application. By execution of this form, this is to authorize the person names as "applicant" below, acting on behalf of the owner, to file for and pursue a request for approval of the following:

Check all that apply:

Rezoning <input type="checkbox"/>	Special Use <input type="checkbox"/>	Hardship Variance <input type="checkbox"/>
Special Exception <input type="checkbox"/>	Flood Protection Variance <input type="checkbox"/>	Appeal of Administrative Decision <input type="checkbox"/>

### Signature of Property Owner(s)

Signature of Owner	Printed Name	Date
<b>State of _____, County of _____.</b>		
This instrument was acknowledged before me this _____ day of _____ month.		
20 _____, by _____ name of signer. Identification Presented: _____.		
Signature of Notary Public	Name of Notary Public	My Commission Expires

NOTARY STAMP

Signature of Taxpayer Owner	Printed Name	Date
<b>State of _____, County of _____.</b>		
This instrument was acknowledged before me this _____ day of _____ month.		
20 _____, by _____ name of signer. Identification Presented: _____.		
Signature of Notary Public	Name of Notary Public	My Commission Expires

NOTARY STAMP



# Administrative Variance

## Applicant's Written Analysis

### Applicant Information

Applicant Name	Mailing Address
Property Address	Powder Springs, GA
Property PIN	

### Written Analysis

In details please address these Administrative Variance Criteria:

a. There are extraordinary and exceptional conditions or practical difficulties pertaining to the particular piece of property in question because of its size, shape or topography that are not applicable to other lands or structures in the same district.

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b. A literal interpretation of the provisions of this development code would effectively deprive the applicant of rights commonly enjoyed by other properties of the district in which the property is located.

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c. Granting the variance requested will not confer upon the property of the applicant any special privileges that are denied to other properties of the district in which the applicant's property is located.

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d. The requested variance will be in harmony with the purpose and intent of this development code and will not be injurious to the neighborhood or to the general welfare.

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e. The requested variance will be in harmony with the purpose and intent of this development code and will not be injurious to the neighborhood or to the general welfare.

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f. The variance requested is the minimum variance that will make possible the proposed use of the land, building, or structure in the use district proposed.

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# Administrative Variance

## Staff Determination - For Official Use Only

## Applicant Information

Applicant Name	Mailing Address
Property Address	Powder Springs, GA
Property PIN	
Variance Request	

## Staff Determination and Analysis

<b>Staff Determination and Analysis:</b>	<hr/> <hr/> <hr/> <hr/> <hr/>
<b>Additional Comments:</b>	<hr/> <hr/> <hr/> <hr/> <hr/>

## City Official's Signatures

City Manager's Name	Signature	Date
Community Development Director's Name	Signature	Date