

Historic Preservation Studio
Office of Design
55 Trinity Avenue S.W., Suite 3350
Atlanta, Georgia 30303 (404) 330-6145



Department of
CITY PLANNING

Application #: _____
Date Accepted: _____

Application for Variances and Special Exceptions

Applicant's Name _____

Applicant's Address _____

City _____ State _____ Zip _____

Phone # _____ E-Mail _____

DESCRIPTION OF PROPERTY:

Property Address _____

Zoning Category _____ Beltline? _____ In SPI / MR / MRC / NC? _____

Is Inclusionary Zoning applicable to this project? Yes No

*Note: IZ is applicable to all new or conversion multifamily residential rental projects with ten (10) or more units in either the Beltline Overlay District or four Westside Neighborhoods (English Avenue, Vine City, Ashview Heights, or AUC). For these projects, applicant must complete and submit the supplemental Inclusionary Zoning Certification form.

DESCRIPTION OF PROJECT:

Describe clearly and in detail all proposed construction, alterations, repairs and other changes to the exterior appearance or site. The Office of Design Staff will use this description to determine the appropriate application type. Additional pages may be used if more space is needed, but "See Attached" will not be accepted

The Office of Design Accepts Applications
Monday through Friday from 8:30 Am to 3:00 PM
Incomplete applications will NOT be accepted.

Application Checklist

Required Submission Materials: (*Incomplete applications will NOT be accepted*). All submitted materials are retained by the Office of Design and not returned to the applicant.

Variances and Special Exceptions must be accompanied with an application for a Certificate of Appropriateness to approve the proposed work. Variances and Special Exceptions require a separate application and fee.

- Variances:
 - Responses to all five (5) of the Variance Criteria found in this packet.
 - Project documents such as a site plan or elevations showing the requested deviations from the Zoning Ordinance (disregard if you are submitting this request along with another application for a Certificate of Appropriateness).
 - Completed and Notarized Authorization by Property Owner Form (disregard if you are submitting this request along with another application for a Certificate of Appropriateness)

- Special Exceptions:
 - Responses to one (1) of the four (4) Special Exception Criteria found in this packet.
 - Project documents such as a site plan or elevations showing the requested deviations from the Zoning Ordinance (disregard if you are submitting this request along with another application for a Certificate of Appropriateness).
 - Completed and Notarized Authorization by Property Owner Form (disregard if you are submitting this request along with another application for a Certificate of Appropriateness)
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While it is not required and will not affect the outcome of your review, the Office of Design Staff strongly recommends that you contact your neighborhood association for their input on your project before submitting for a review.

ADDENDUM - VARIANCE PETITION

Directions: Complete responses must be provided for ALL questions. Incomplete applications will not be accepted. If extra space is needed, please attach information and reference attachments for the appropriate question. Applicant, having received a determination that proposed action is at broad variance with the referenced zoning regulations when seeking a Certificate of Appropriateness, hereby requests that the Atlanta Urban Design Commission grant a variance for (description of variance):

for the following reasons:

(1) What are the extraordinary and exceptional conditions pertaining to the particular piece of property in question (size, shape or topography)?

(2) How would the application of the Zoning Ordinance of the City of Atlanta to this particular piece of property create an unnecessary hardship?

(3) What conditions are peculiar to this particular piece of property?

(4) Submit facts to show that relief, if granted, would not cause substantial detriment to the public good or impair the purposes and intent of the Zoning Ordinance of the City of Atlanta.

(5) State whether the property described in this application forms any part of the subject matter of a pending application or ordinance for a zoning change or Special Use Permit. _____YES _____NO

I HEREBY FILE THIS REQUEST FOR VARIANCE FROM THE TERMS OF THE ZONING REGULATIONS FOR THE _____ DISTRICT AND OTHER TERMS OF THE ZONING ORDINANCE OF THE CITY OF ATLANTA, WHICH APPLY TO THE PROPERTY IN QUESTION. I HEREBY AUTHORIZE THE OFFIC OF DESIGN STAFF AND THE MEMBERS OF THE ATLANTA URBAN DESIGN COMMISSION TO INSPECT THE PREMISES OF THE ABOVE DESCRIBED PROPERTY. I HEREBY DEPOSE AND SAY THAT ALL STATEMENTS HEREIN AND ATTACHED STATEMENTS SUBMITTED ARE TRUE TO THE BEST OF MY KNOWLEDGE AND BELIEF.

Applicant

For Doug Young, Executive Director.

ADDENDUM - SPECIAL EXCEPTION PETITION

[for greater height of walls or fences in required yards per Section 16-28.008(5)(e)]

Directions: Complete responses must be provided for the questions below. Incomplete applications will not be accepted. If extra space is needed, please attach information and reference attachments for the appropriate question. Applicant, having received a determination that proposed action is at broad variance with the referenced zoning regulations when seeking a Certificate of Appropriateness, hereby requests that the Atlanta Urban Design Commission grant a special exception for (description of special exception):

for the following reasons:

- (1) Such wall or fence is justified by reason of security or privacy and will not unduly prevent passage of light and air to adjoining properties and is not incompatible with the character of the neighborhood.

- (2) Such greater height is justified by requirements for security of persons or property in the area;

- (3) Such greater height is justified for topographic reasons; or

- (4) Such greater height, in the yard or yards involved, is not incompatible with the character of the surrounding neighborhood.

I HEREBY FILE THIS REQUEST FOR A SPECIAL EXCEPTION FROM THE TERMS OF THE ZONING REGULATIONS FOR THE _____ DISTRICT AND OTHER TERMS OF THE ZONING ORDINANCE OF THE CITY OF ATLANTA, WHICH APPLY TO THE PROPERTY IN QUESTION. I HEREBY AUTHORIZE THE OFFICE OF DESIGN STAFF AND THE MEMBERS OF THE ATLANTA URBAN DESIGN COMMISSION TO INSPECT THE PREMISES OF THE ABOVE DESCRIBED PROPERTY. I HEREBY DEPOSE AND SAY THAT ALL STATEMENTS HEREIN AND ATTACHED STATEMENTS SUBMITTED ARE TRUE TO THE BEST OF MY KNOWLEDGE AND BELIEF.

Applicant

For Doug Young, Executive Director.

Authorization by Property Owner

(Required only if the applicant is not the owner of the property subject to the proposed application.)

(Please Print Clearly)

I, _____ (OWNER'S NAME) SWEAR AND AFFIRM THAT I AM THE OWNER OF THE PROPERTY AT _____ (PROPERTY ADDRESS). AS SHOWN IN THE RECORDS OF _____ COUNTY, GEORGIA, WHICH IS THE SUBJECT MATTER OF THE ATTACHED APPLICATION. I AUTHORIZE THE PERSON NAMED BELOW TO FILE THIS APPLICATION AS MY AGENT.

NAME OF APPLICANT:

LAST NAME _____ FIRST NAME _____

ADDRESS _____ SUITE _____

CITY _____ STATE _____ ZIP CODE _____

OWNER'S TELEPHONE NUMBER: _____

SIGNATURE OF OWNER

PRINT NAME OF OWNER

PERSONALLY APPEARED BEFORE ME THE ABOVE NAMES, WHO SWEARS THAT THE INFORMATION CONTAINED IN THIS AUTHORIZATION IS TRUE AND CORRECT TO THE BEST KNOWLEDGE AND BELIEF.

NOTARY PUBLIC

DATE