

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 (\$150.00)
- 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.
4483 Pineview Dr SW Bldg 100
Powder Springs GA 30127
commdev@powderspringsga.gov
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:

- 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.
- 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;
- 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;
- 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.
- Principal building separation. Reduction not to exceed 35 percent of principal building separation requirements of Sec. 1-43 of this development code.
- 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.
- 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.
- Improvement setback. Reduction of a setback for improvements as required by Sec. 6-52 of this development code, to no less than three feet.
- 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.
- 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.
- 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	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 ☐	Special Use ☐	Hardship Variance ☐
Special Exception ☐	Flood Protection Variance ☐	Appeal of Administrative Decision ☐

Signature of Property Owner(s)

Signature of Owner	Printed Name	Date
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State of _____, County of _____.

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
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NOTARY STAMP

Signature of Taxpayer Owner	Printed Name	Date
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State of _____, County of _____.

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
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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:

- 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.

- 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.

- 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.

- 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.

- 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.

- 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.



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

Staff Determination and Analysis:
Additional Comments:

City Official's Signatures

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