



ADMINISTRATIVE VARIANCE APPLICATION

153 Willowbend Rd, Peachtree City, GA 30269

Phone: 770-487-5731

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VARIANCE LOCATION	Street Address _____ Zoning District: _____	PROPERTY OWNER	Name _____ Phone _____ Email _____
	SUMMARY		SUPPORTING DOCUMENTS
	Briefly describe why this variance is being requested: _____ _____ _____		Please submit the following items. See the second page of this form for additional details. ☐ Site plan (with property lines and proposed work) ☐ Letters of support from adjacent property owners and/or HOA ☐ Other items demonstrating need

ADMINISTRATIVE VARIANCE	☐ Existing Violation:	1.) Were you the property owner when the existing violation occurred? ☐ Yes ☐ No
	☐ Setback Encroachment:	1.) Which property line setback? ☐ Front ☐ Rear ☐ Side 2.) How much encroachment requested? (feet) _____ 3.) Is the proposed structure using the same building materials as on the main home? ☐ Yes ☐ No ☐ Other _____ 4.) Have you submitted the required letters of support from: ☐ HOA letter OR ☐ No active HOA ☐ ALL adjacent property owners (not including city-owned)
	☐ Parking:	1.) # spaces required _____ #spaces requested _____
	☐ Fence:	1.) Is the fence a required pool barrier? ☐ Yes ☐ No 2.) If not a pool fence, is height more than 25%? ☐ Yes ☐ No

I hereby certify that I am the owner of the property on which an administrative variance is being requested and that all information provided as a part of this application is true and correct to the best of my knowledge. By signing this application, I am granting City staff permission to enter the property and gather information required for the variance review.

Signature of Owner/Agent: _____ Date _____

CITY USE ONLY	Meeting Date	
	Motion	☐ Approved ☐ Approved w/ conditions ☐ Denied Conditions: _____
	Signatures	_____ City Manager Date _____ Council Member Date
	Attest	_____ City Clerk Date

VARIANCE & APPEALS ORDINANCE

For the complete Variance Ordinance please reference Appendix A Zoning, Article XII in Peachtree City's Code of Ordinances

A variance is a quasi-judicial exception from the law. There are two types of Variances in Peachtree City: and administrative variance or a standard variance.

The required materials differ on the type of variance, so please review the requirements below.

Administrative variance:

Applications must meet these requirements:

- (a) The request only pertains to an existing zoning setback violation provided that the property owner making the request is not the same property owner who was responsible for the violation; or
- (b) The request is for a rear setback encroachment that would not exceed 50% of the required setback, provided that the following conditions are satisfied:
 - (1) The proposed structure uses similar building and roof materials, roof pitch, and color scheme as the primary structure; and
 - (2) The applicant provides written consent of the Home Owners' Association, if applicable, and all property owners adjacent to the property; or
- (c) The request is for a decrease of not more than 25 percent of the required setback adjacent to a publicly-owned property, provided that the following conditions are satisfied:
 - (1) The proposed structure uses similar building and roof materials, roof pitch, and color scheme as the primary structure; and
 - (2) The applicant provides written consent of the Home Owners' Association, if applicable, and all property owners adjacent to the property; or
- (d) The request is for a decrease of not more than 25% of the minimum parking spaces required, provided that required parking can be located on the property if needed in the future; or
- (e) The request is for an increase in the maximum height of a fence or wall, provided that:
 - a. It is justified by the IBC Pool and Spa barrier standards
 - b. It is justified for topographic reasons and is not more than a 25% increase in the maximum height.

In no case shall a variance be granted from the conditions of approval imposed on a parcel through a zoning change granted by the city council.

Site Plan

You must provide a drawing of the proposed variance on a legal plat of the property. If you do not have a legal plat, a copy is available at the Fayette County Clerk's office. In some cases, the City may have a copy of your plat.

The drawing should be to scale if possible, and distances from property lines must be included.

Other Supporting Documents

You may wish to submit other documents in support of your request such as photographs, letters of support from adjacent property owners, approval from the HOA, or others. Files should be in high-resolution quality to allow reproduction and distribution to City Council.