



Department of Community Development
204 N. Ridge Ave.
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ADMINISTRATIVE VARIANCE APPLICATION

GENERAL INFORMATION & INSTRUCTIONS

In accordance with **Section 9.03.00 of the City of Tifton Land Development Code (LDC)**, the Director of Community Development is authorized to grant administrative variances to reduce specific site design and development standards. Administrative variances may only be granted where the intent of the LDC can be achieved and substantial performance is obtained. Please complete all sections of this application. Incomplete applications will not be processed.

Please Note: Please Submit your request early to ensure timely handling. Standard processing and review may take up to 30 days.

PART 1: APPLICANT & PROPERTY OWNER INFORMATION

1. Applicant Information

- Applicant Name: _____
- Company/Organization (if applicable): _____
- Mailing Address: _____
- City, State, Zip Code: _____
- Phone Number: _____ Email: _____

2. Property Owner Information *(If different from Applicant)*

- Owner Name: _____
- Mailing Address: _____
- City, State, Zip Code: _____
- Phone Number: _____ Email: _____

(Note: If the applicant is not the property owner, a signed and notarized Property Owner Consent Form must be attached.)

PART 2: PROPERTY & PROJECT INFORMATION

- Property Address / Location: _____
- Tax Parcel Identification Number (PIN): _____
- Current Zoning District: _____
- Current Use of Property: _____
- Proposed Use of Property: _____
- Total Lot Area (Sq. Ft. / Acres): _____

PART 3: TYPE OF ADMINISTRATIVE VARIANCE REQUESTED

(Please check all that apply and provide the required metrics in accordance with LDC Sec. 9.03.02 Authority and Limitations)

☐ A. Setback Reduction (Front, Side, or Rear Yard)

Limitation: Limited to a maximum reduction of thirty-five (35) percent of the minimum standard for a single lot.

Setback Type	LDC Minimum Requirement	Proposed Setback	Amount of Reduction	Percentage Reduction (%)
☐ Front Yard	_____ ft.	_____ ft.	_____ ft.	_____ %
	_____	_____	_____	(Max 35%)
☐ Side Yard	_____ ft.	_____ ft.	_____ ft.	_____ %
	_____	_____	_____	(Max 35%)
☐ Rear Yard	_____ ft.	_____ ft.	_____ ft.	_____ %
	_____	_____	_____	(Max 35%)

☐ B. Parking Requirement Reduction

Limitation: Limited to either three (3) spaces or ten (10) percent of the parking requirement, whichever is greater. The reduction must not limit the availability or location of required handicapped parking.

- **Required Number of Parking Spaces:** _____
- **Proposed Number of Parking Spaces:** _____
- **Total Space Reduction:** _____ spaces **OR** Total Percentage Reduction: _____ %
- **Handicapped Parking Confirmation:** * ☐ **YES**, I confirm that this reduction does **not** limit or alter the availability or location of required handicapped parking spaces.

☐ C. Landscaping or Buffer Requirement Reduction

Limitation: Limited to a maximum reduction of thirty (30) percent of the otherwise required width of the buffer AND/OR thirty (30) percent of the otherwise required plant materials.

Requirement Type	LDC Minimum Requirement	Proposed Provision	Amount of Reduction	Percentage Reduction (%)
Buffer Width	_____ ft.	_____ ft.	_____ ft.	_____ %
	_____	_____	_____	(Max 30%)
Plant Materials (Trees/Shrubs)	_____ units	_____ units	_____ units	_____ %
	_____	_____	_____	(Max 30%)

☐ D. Signage Variance

Limitation: Must be evaluated in accordance with Section 7.15.00 Signage Standards.

- **Section 7.15.00 Requirement:** _____
- **Proposed Signage Metric (Area, Height, Location, etc.):** _____
- **Nature of Variance:** _____

PART 4: PROJECT JUSTIFICATION & REVIEW CRITERIA

*In accordance with **LDC Sec. 9.03.01**, please answer the following questions to demonstrate how your request meets the requirements for granting an administrative variance. (Attach additional sheets if necessary).*

1. How will the general intent and guiding principles of the Land Development Code (LDC) still be achieved if this variance is granted?

2. Describe how "substantial performance" of the site design and development standards will be obtained despite the requested reduction:

3. Describe the specific physical characteristics, constraints, or practical difficulties associated with the parcel (e.g., irregular lot shape, topography, existing structures) that make strict compliance with the LDC standards impractical:

PART 5: REQUIRED SUBMITTALS & CHECKLIST

Please ensure the following items are submitted with this application:

- ☐ **Completed Application Form:** Signed and dated by the applicant and property owner.
- ☐ **Application Fee:** As established by the City of Tifton fee schedule.
- ☐ **Scaled Site Plan / Survey:** Showing existing and proposed structures, property lines, setbacks, parking layouts, buffer/landscaping areas, and dimensions relevant to the requested variance.
- ☐ **Property Owner Consent Form:** Required if the applicant is not the fee-simple owner of the property.
- ☐ **Supplemental Support Documents:** Any photographs, architectural elevations, or tree/landscaping surveys supporting the justification.

PART 6: SIGNATURES & CERTIFICATION

I hereby certify that the information provided in this application and all accompanying documents is true, correct, and complete to the best of my knowledge. I understand that granting an administrative variance does not waive any other requirements of the City of Tifton Land Development Code or building codes, and that false or inaccurate information may result in the denial or revocation of the variance.

Applicant Signature: _____ **Date:** _____

Printed Name: _____

Property Owner Signature: _____ **Date:** _____ (If

different from Applicant)

Printed Name: _____

FOR OFFICE USE ONLY

- **Application Date Received:** _____
- **Received By:** _____
- **Fee Paid:** \$ _____ **Receipt #:** _____
- **Zoning Reviewer:** _____

DIRECTOR DECISION:

- ☐ **APPROVED**
- ☐ **APPROVED WITH CONDITIONS**
- ☐ **DENIED**

Conditions of Approval / Reason for Denial:

Director of Community Development Signature: _____ **Date:**
