



Planning and Zoning
1975 Lakeside Parkway
Suite 350
Tucker, GA 30084
Phone: 678-597-9040
Website: www.tuckerga.gov

Variance Application Checklist

REQUIRED ITEMS	INITIAL
Variance Application —Provide a digital copy of the application, applicant’s certification, and property owner’s certification.	
Variance Fee — \$300.00 per variance request Public Notice Sign Fee - \$85.00 per sign (does not include sign installation costs) <i>Fees are due once application is deemed complete.</i>	
Survey —Provide a digital copy of a current as-built survey of the subject property with all buildings, structures, landscape strips, transitional buffers, streams and stream buffers, flood zones, wetlands, building setbacks, and easements identified. Topography and trees may need to be shown if relevant to the variance request or hardship.	
Site Plan —Provide a digital copy of a site plan showing the location of the variance request, the amount of encroachment (feet and/or square footage), and all other relevant project information.	
Letter of Appeal —Provide a digital copy of the letter of appeal. The letter should include the background for the request and a detailed analysis of each variance criteria. Variance criteria may be found in Sec. 46-1633 or Sec. 46-1634 of the Zoning Ordinance.	
Pictures and/or Drawings —Provide photos of the site and/or drawings of what is being proposed with the requested variance.	
Sign Variance —If the requested variance is pertinent to signage, provide a digital copy of sign and wall elevations and other details shall be required, as appropriate. Please note that no variance shall be granted to the height of a sign or the aggregate area of signs permitted on a lot. Sign Variance criteria may be found in Sec. 34-75 of the Sign Ordinance.	
Stream Buffer Variance —In addition to the above referenced materials, provide written documentation of the following: 1) Documentation of unusual hardship should the buffer be maintained; At least one alternative plan, which does not include a buffer or setback intrusion, or an explanation of why such a site plan is not possible; 2) A calculation of the total area and length of the proposed intrusion; A stormwater management site plan, if applicable; and, 3) Proposed mitigation, if any, to offset intrusion/encroachment into the stream buffer. The proposed mitigation can be completed after the initial application is submitted. Stream Buffer Variance criteria may be found in Sec. 22-53 of the Land Development Ordinance.	

Scam Alert: City of Tucker applicants have recently been targeted in a nationwide scam that impersonates local planning and zoning departments requesting payment for non-existent fees. Please be aware of fraudulent emails and payment requests.



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Variance Application

APPLICANT INFORMATION

Name:

Applicant is the: ☐ Property Owner ☐ Owner's Agent ☐ Contract Purchaser

Address:

City:

State:

Zip:

Contact Name:

OWNER INFORMATION

Name:

Address:

City:

State:

Zip:

Contact Name:

PROPERTY INFORMATION

Property Address:

Present Zoning District(s):

Zoning Case Number(s):

Zoning of Surrounding Properties: (N) _____ (S) _____ (E) _____ (W) _____

Present Land Use Category:

Acreage

Description of requested variance:

APPLICANT'S CERTIFICATION

To the best of my knowledge, this variance application form is correct and complete. If additional materials are determined to be necessary, I understand that I am responsible for filing additional materials as specified by the City of Tucker Zoning Ordinance and/or City Code.

Signature of Applicant

Date

Type or Print Name and Title

Signature of Notary Public

Date

Notary Seal

PROPERTY OWNER'S CERTIFICATION

I do solemnly swear and attest, subject to criminal penalties for false swearing, that I am the legal owner, as reflected in the records of DeKalb County, Georgia, of the property identified below, which is the subject of the attached Variance Application before the City of Tucker, Georgia. As the legal owner of record of the subject property, I hereby authorize this application and/or authorize the individual named below to act as the applicant in the pursuit of the Variance Application, as indicated below.

I, _____, authorize, _____,
(Property Owner) (Applicant)

to file for _____, at _____
(type of variance) (Address)

on this date _____, 20____
(Month) (Day)

- I understand that failure to supply all required information (per the relevant Applicant Checklists and requirements of the Tucker Zoning Ordinance) will result in DENIAL OF THE APPLICATION.
- I understand that preliminary approval of my design plan does not authorize final approval of my plans or signage request. I agree to arrange additional permitting separately, after approval is obtained.
- I understand that representation associated with this application on behalf of the property owner, project coordinator, potential property owner, agent or such other representative shall be binding.

Signature of Property Owner

Date

Type or Print Name and Title

Signature of Notary Public

Date

Notary Seal

2026 VARIANCE CASE CALENDAR

Application Deadline	ZBA Hearing Date
2/2/2026	4/7/2026
3/2/2026	5/5/2026
4/1/2026	6/2/2026
6/1/2026	8/4/2026
7/1/2026	9/1/2026
8/3/2026	10/6/2026
9/1/2026*	11/3/2026
10/1/2026	12/1/2026

THE ZONING BOARD OF APPEALS MEETS ON THE 1ST TUESDAY OF THE MONTH.
THERE IS NO ZBA MEETING IN THE MONTH OF JULY.