



Application # AV

# Application for an Administrative Variance

**NOTE: According to the City Ordinance, the applicant of a variance must be the owner of record. (City code section 115-310-a)**

Owner / Applicant: \_\_\_\_\_

Address of Owner: \_\_\_\_\_

Phone number: \_\_\_\_\_ Date: \_\_\_\_\_

Address of Property variance is requested for: \_\_\_\_\_

District: \_\_\_\_\_ Land Lot: \_\_\_\_\_ Parcel Number: \_\_\_\_\_

Current Zoning District \_\_\_\_\_ Project Name: \_\_\_\_\_

Description of Variance requested: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Justification (attach supporting documents if necessary): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please attach a sketch or site plan showing the requested Administrative Variance and a list of the names, addresses and telephone numbers of any affected adjoining property owners.

Signature of owner: \_\_\_\_\_

\_\_\_\_\_

Do not write below this line

Date Received: \_\_\_\_\_ Fee Paid: \_\_\_\_\_ Receipt Number: \_\_\_\_\_

**Approved** \_\_\_\_\_ or **Denied** \_\_\_\_\_

Community Development Director: \_\_\_\_\_

Date: \_\_\_\_\_

*If denied, you may appeal to the City of Norcross planning and Zoning Board of Appeals.*