



**DEPARTMENT OF ENVIRONMENT & COMMUNITY DEVELOPMENT**  
141 Pryor Street, SW, Suite 2085  
Atlanta, Georgia 30303  
(404) 730-7800 FAX (404) 730-7818  
www.fultonecd.org

## Fulton County Subdivision Regulations Administrative Variance Application Submittal

Submittal Date: \_\_\_\_\_ Received By \_\_\_\_\_ Variance Number (assigned by ECD) \_\_\_\_\_

Purpose of Variance: \_\_\_\_\_

Project Name: \_\_\_\_\_ Parcel ID Number \_\_\_\_\_

Property Address: \_\_\_\_\_

Land Lot(s): \_\_\_\_\_ District: \_\_\_\_\_ Section: \_\_\_\_\_

Concept Number (as applicable): \_\_\_\_\_ Land Disturbance Permit Number (as applicable): \_\_\_\_\_

Zoning of Property: \_\_\_\_\_ Zoning Case # (as applicable): \_\_\_\_\_

Please check the appropriate box: RESIDENTIAL  COMMERCIAL  OTHER  \_\_\_\_\_

If residential, number of lot(s): \_\_\_\_\_ If non-residential, number of buildings/out parcels: \_\_\_\_\_

Project Acreage: \_\_\_\_\_ Total Square Ft. Area Disturbance: \_\_\_\_\_

Frontage Road Name: \_\_\_\_\_

**REQUIRED SUBMITTALS: (NO APPLICATION WILL BE ACCEPTED VIA MAIL)**

1. Site Plan ( 4 copies) must show the following:
  - a. Topography within 400 feet around parcel site

**Each of the following justification must be provided by the applicant in writing. Provide the answers for items 2-6 as an attachment on a separate sheet of paper. Each answer must be clearly identified. Failure to address any item may adversely affect staff review and recommendation.**

2. General Statement of Hardship
3. If the current standards are applied, what is the adverse impact on the project?
4. What are the benefits gained if the variance is granted?
5. If the variance is granted, what is the adverse impact from applying this variance?
6. Mitigation measures to address any potential adverse impact from item number 5.

(Adverse impact is assumed to result from not applying the current standard)

**Filing Fee**

A fee of \$250.00 is required for all subdivision regulations variance submittals. This fee, in the form of a check shall be made payable to Fulton County Government and must be submitted in person. No check will be accepted via the mail.

**Review Period**

Fulton County staff review time for all subdivision regulation variances is fifteen (15) business days, and begins on the upcoming Wednesday following the variance submittal. Applicants will be notified by no later than Wednesday of the third week after the submittal date regarding the status of the project's proposal.

**Denial Process**

The denial of a variance can be appealed to the Board of Zoning Appeals by contacting the Environment and Community Development Department at 404-730-7800 for the appeal process.

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**PROJECT DESIGN FIRM**

Engineering Firm: \_\_\_\_\_

Address: \_\_\_\_\_

City State Zip

Telephone Number: \_\_\_\_\_ Representative: \_\_\_\_\_

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**OWNER/DEVELOPER**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City State Zip

Telephone Number: \_\_\_\_\_ Contact Person: \_\_\_\_\_

**FOR COUNTY USE**

\_\_\_\_\_ Fee Paid and Check Number \_\_\_\_\_

\_\_\_\_\_ Site Analysis Inspection

\_\_\_\_\_ Recommendation Completed \_\_\_\_\_ Date

\_\_\_\_\_ Variance Notification Letter \_\_\_\_\_ Date Sent

\_\_\_\_\_ Engineer Contact Date \_\_\_\_\_ By: \_\_\_\_\_ of ECD