

City of McDonough
Department of Community Development
136 Keys Ferry Street
McDonough, GA 30253
(678) 782-6221

Petition for Administrative Variance

Applicant's Name (First/Last): _____

Applicant's Complete Mailing Address: _____

Applicant's 24 Hour Contact Number (Area Code/Number): _____

Name of Development: _____

Address of Development: _____

Describe the nature of request and justification, cite the ordinance Chapter and Section wherein the time being varied is required or provide a complete copy of the zoning conditions wherein the variance relief is sought – attach additional sheets(s) if necessary.

Note: Administrative Variances cannot exceed more than ten (10%) percent of the allowable standard as per Chapter 17.96. Note: Due to the uniqueness of each petition, staff reserves the right to request additional items where deemed necessary in order to process the petition.

- Completed Application
- Attach three (3) copies of a site exhibit which illustrates the nature of your request.
- A fee in the amount of \$65.00 dollar's payable to the City of McDonough per variance item is required to process the request. **Fees are Non-Refundable.**

My signature below affirms that I am the owner or authorized agent for the property described herein and agree to any stipulations placed by the Community Development Director as a condition precedent to said approval of my administrative variance request.

Signature: _____ Date: _____

For Staff Use Only – DO NOT WRITE BELOW THIS LINE

Project Number: _____ FEE: \$ _____

Payment Method: Cash/Credit Card/Check/Money Order # _____

Approved/Denied: _____

Comments: _____

Director Signature: _____ Date: _____