

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.**

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- 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: \_\_\_\_\_

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#### For Staff Use Only – DO NOT WRITE BELOW THIS LINE

Project Number: \_\_\_\_\_ FEE: \$\_\_\_\_\_

Payment Method: Cash/Credit Card/Check/Money Order #\_\_\_\_\_

Approved/Denied: \_\_\_\_\_

Comments: \_\_\_\_\_

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Director Signature: \_\_\_\_\_ Date: \_\_\_\_\_