



City of Clarkston
Planning & Development Department
 1055 Rowland Street Clarkston, Ga 30021 P: 404-296-6489 F: 404-298-1522
 Website: www.cityofclarkston.com

APPLICATION FOR ADMINISTRATIVE VARIANCE UNDER SECTION SECTION 309

Sec. 309. – ADMINISTRATIVE VARIANCES

All applicants for administrative variances must complete the forms and follow procedures as required by the city in Section 309. The authority to grant such variances shall be limited to variances from the following requirements:

- (1) Front yard or yard adjacent to public street — Reduction not to exceed ten percent of that required.
- (2) Side yard – Variance not to exceed three (3) feet reduction.
- (3) Rear yard—Variance not to exceed five (5) feet reduction.
- (4) Height of building—Variance not to exceed five (5) feet reduction.
- (5) Fenestration—not to exceed twenty (20) percent deducted from the requirement.
- (6) Landscape zone—Variance not to exceed two (2) feet deduction.
- (7) Sidewalk zone—not to exceed two (2) feet deduction.

FEE: \$150.00 (non-refundable) payable when application is completed. Attach a scale plat showing all property lines with dimensions; location of setback lines from which the variance is sought; location, size and species of all significant and specimen trees to be preserved or removed and replacement trees; all existing and proposed buildings, storm drains, sanitary sewers, flood plains, state waters, buffers, easements and fences; north arrow; land lot and district.

APPLICANT _____

ADDRESS _____ PHONE # _____

OWNER _____

ADDRESS _____

1. ADDRESS OF PROPERTY FOR WHICH VARIANCE IS REQUESTED:

2. WHAT IS THE VARIANCE(S) REQUESTED? _____

3. WHAT SPECIAL CONDITIONS OR CIRCUMSTANCES, IN YOUR OPINION WARRANT THE GRANTING OF A

VARIANCE? DATE: _____ APPLICANT: _____ OWNER: _____

TO BE COMPLETED BY DEVELOPMENT DEPARTMENT

DATE RECEIVED _____ MAP REFERENCE _____



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AMOUNT \$ _____ ZONING DISTRICT _____ RECEIPT # _____

TYPE OF VARIANCE AMOUNT OF VARIANCE

FRONT SETBACK _____

REAR SETBACK _____

SIDE YARD SETBACK _____

ACTION TAKEN _____

DATE: _____

DIRECTOR: _____