



ADMINSTRATIVE VARIANCE APPLICATION

APPLICATION TO APPLY FOR AN ADMINSTRATIVE VARIANCE

City of Dublin
Planning & Development Department
100 S. Church St
Dublin, GA 31021
Phone 478-277-5070

DATE RECEIVED: _____

CASE # **AV** _____

last updated 12/18/25

Applicant is: (check one) Owner's Agent
 Contract Purchaser
 Property Owner

Owner (if not the applicant): check here if there are additional property owners and attach additional sheets.

Name (please print)

Name (please print)

Address

Address

City, State, Zip Code

City, State, Zip Code

Phone Number(s)

Fax

Phone Number(s)

Fax

Contact Person: _____ Title: _____ Phone: _____

Cell Phone: _____ E-mail: _____

Property Address/Location: _____ District _____ Land Lot _____ Parcel _____

Subdivision or Project Name: _____ Lot: _____ Block: _____

Proposed Development: _____ Building Permit Number: _____

Municipal Code - Appendix A, Section 8.7 Administrative Variances. The City Planner may modify the following standards during development review (check all that apply):

- Minimum Front Yard Setback – variance not to exceed ten (10) feet. No front yard setback shall be less than ten (10) feet.
- Minimum Side Yard Setback – variance not to exceed ten (10) feet. No side yard setback shall be reduced to less than five (5) feet.
- Minimum Rear Yard Setback – variance not to exceed fifteen (15) feet. No rear yard setback shall be less than fifteen (15) feet.
- Minimum Lot Size – variance not to exceed ten (10) percent of the minimum lot size. No lot size shall be less than the smallest lot size allowed in that general zoning category (Residential, Commercial, Industrial/Manufacturing).
- Minimum Lot Width – variance not to exceed ten (10) percent of the minimum required lot width.
- Maximum Lot Coverage – variance not to exceed five (5) percent of the maximum allowed lot coverage.
- Minimum Setbacks for Accessory Structures – variance such that the setback is not less than five (5) feet.
- Minimum Road Frontage – variance not to exceed ten (10) feet.
- Maximum Building Height – variance not to exceed five (5) feet.

Application Fee: \$75.00 - Must be paid when the application is submitted.

CRITERIA FOR APPROVAL

The applicant must demonstrate, and the City Planner must find, that all of the following criteria are present when approving a request for an administrative variance:

- A. There are clear and compelling reasons that are not purely financial demonstrating the need for the request;
- B. The variance is the minimum amount necessary to meet the objectives identified above; and
- C. The project advances and supports the goals of the Council and the Comprehensive Plan; and
- D. The requested adjustment will not contravene the public interests or negatively impact adjoining properties.

SUBMITTAL AND PUBLIC NOTICE REQUIREMENTS

The application submittal must contain the following:

- A. Completed application form, including notary if the applicant is not the property owner.
- B. Written narrative detailing the specific administrative variance request, related code section, and hardship levied as a result of the zoning requirement and demonstration that the variance will not be materially detrimental or injurious to other property or improvements in the neighborhood
- C. Site plan or boundary survey, drawn to scale, showing: property lines with dimensions; any improvements (including paved surfaces), structures, and buildings; location of the requested variance; building setbacks; easements, public water, sewer, or storm drainage facilities traversing or located on the property; and any applicable buffers.
- D. Any other documentation as may be required by the City Planner in order to render a decision.(i.e., building elevations, rendering, floor plan, etc)
- E. Non-refundable application fee as set by council resolution.

Posting of Public Notice: The City shall cause a notice (sign) to be posted on the subject property within three (3) business days of the submission of a complete application with payment. Anyone wishing to support or oppose the request or an administrative variance shall file their comments in writing with the City within five (5) business days after the notice was posted on the property.

DETERMINATION

The City Planner shall issue a decision in writing within three (3) business days of the close of the public comment period unless the applicant agrees to an extension. Any person aggrieved by a decision of the City Planner may file an appeal with the Zoning Board of Appeals.

No variance shall be considered or authorized to:

- A. Allow a structure or use not authorized in the applicable zoning district or a density of development that is not authorized within such district.
- B. Conflict with or change any requirement enacted as a condition of zoning or of a special use permit approved by the Mayor and Council.
- C. Permit the expansion or enlargement of any nonconforming situation or nonconforming use requiring a special use permit.
- D. Permit the re-establishment of any nonconforming situation or nonconforming use.

The Administrative Variance process typically takes 18-21 days to complete.



Case AV- _____

Parcel ID _____

DECISION OF THE CITY PLANNER

THE ADMINISTRATIVE VARIANCE APPLICATION HAS BEEN REVIEWED BY THE UNDERSIGNED AND BASED ON THE ABOVE CRITERIA FOR APPROVAL, THE REQUESTED VARIANCE(S) LISTED BELOW BY SECTION IS/ARE:

- Sec. _____ APPROVED DENIED

COMMENTS: _____

BY: SHARON EVELAND, CITY PLANNER _____

DATE _____

DEPARTMENT OF PLANNING AND DEVELOPMENT, CITY OF DUBLIN, GEORGIA

Any person aggrieved by a decision of the City Planner may appeal to the Dublin Zoning Board of Appeals in accordance with Section 10.3 of Appendix A (Zoning Code) of the City of Dublin Code of Ordinances.