



**APPLICATION FOR  
VARIANCE/APPEAL**

**APPEAL**  **VARIANCE**

*The procedure for requesting a Variance or filing an Appeal is set forth in Section 2.03.J and 2.03.K respectively, of the Unified Development Code (UDC). Generally, the amendment process involves review by the Community Development Manager and City Council.*

**Please complete the blanks with the requested information. If any of the information or required materials is missing or incomplete, the application will not be processed. Also, please note the required information requested on the back of this page.**

**Date of Application:** \_\_\_\_\_

**APPLICANT**

**Applicant Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Phone:** ( ) \_\_\_\_\_ - \_\_\_\_\_ **Fax:** ( ) \_\_\_\_\_ - \_\_\_\_\_ **Email:** \_\_\_\_\_

**Agent Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Phone:** ( ) \_\_\_\_\_ - \_\_\_\_\_ **Fax:** ( ) \_\_\_\_\_ - \_\_\_\_\_ **Email:** \_\_\_\_\_

**Owner Name (If different from applicant):** \_\_\_\_\_

**Address:** \_\_\_\_\_ **City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Phone:** ( ) \_\_\_\_\_ - \_\_\_\_\_ **Fax:** ( ) \_\_\_\_\_ - \_\_\_\_\_ **Email:** \_\_\_\_\_

**(Note: A notarized statement signed by the property owner(s) authorizing the applicant to make this request shall be attached to the application.)**

**VARIANCE OR APPEAL INFORMATION**

**Address of Variance or Appeal Location:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*I, \_\_\_\_\_, hereby state that all of the above statements and statements contained in the documents submitted with this application are true. I hereby request processing of this application.*

\_\_\_\_\_  
**Signature of Applicant** \_\_\_\_\_  
**Date**



CASE # \_\_\_\_\_  
VARIANCE/APPEAL

**Required Materials to Accompany the Application**

*The Community Development Manager may waive informational requirements upon finding that the information is not required to determine compliance with UDC requirements.*

**Variance:**

1. Copy of deed, lease, option agreement or other evidence of ownership or applicant’s interest in the property. If the applicant is not the owner, attach a notarized statement signed by the owner authorizing the applicant to request the amendment.
2. A site plan demonstrating the requested variance, showing the affected property, adjacent property, zoning and existing land use;
3. A statement of why the variance is necessary;
4. A statement as to how the applicant=s request satisfies each required finding;
5. A listing of the owners of property within 250 feet of the subject property and the mailing addresses for said owners on file with the County Assessor; and
6. Any other exhibits as may be required by the Community Development Manager.

**Appeals from Staff Determinations:**

1. Copy of deed, lease, option agreement or other evidence of ownership or applicant’s interest in the property. If the applicant is not the owner, attach a notarized statement signed by the owner authorizing the applicant to request the amendment;
2. A statement as to why the applicant believes the Staff’s determination is contrary to the intent and requirements of the Code; and
3. Any other exhibits as may be required by the Community Development Manager.

**Return Form to:**  
**Planning & Zoning**  
**Office of Community Development**  
**City of Villa Rica**  
**571 West Bankhead**  
**Villa Rica, GA 30180**

**678.785.1004 (T)**  
**770.459.7003 (F)**

<b>For Department Use Only</b>
Case No: _____
Filing Fee: _____
Date Received: _____
Pre-Application Conf: _____
Staff Comments/Findings: _____
_____
Action and Date: _____
_____



## PROCESS

