



65 Lawrenceville Street, Norcross, Georgia 30071 Telephone: 678-421-2027

Application # AV

Application for an Administrative Variance

All documents must be submitted through our [ePlan portal](#).

Owner/Applicant: _____

Address of Owner: _____

Phone number: _____ Date: _____

Address of Property variance is requested for: _____

District: _____ Land Lot: _____ Parcel Number: _____

Current Zoning District _____ Project Name: _____

Description of Variance requested: _____

Justification (attach supporting documents if necessary): _____

Please attach a sketch or site plan showing the requested Administrative Variance and a list of the names, addresses and telephone numbers of any affected adjoining property owners.

Signature of owner: _____

Do not write below this line

Date Received: _____ Fee Paid: _____ Receipt Number: _____

Approved _____ or Denied _____

Community Development Director: _____

Date: _____

If denied, you may appeal to the City of Norcross planning and Zoning Board of Appeals.



Ownership Affidavit & Designation of Agent

I. Ownership.

I, _____, hereby attest to ownership of the property described below:

Parcel I.D. Number(s) _

Location address:

for which this Application is submitted.

The ownership, as recorded on the deed, is in the name of: _

Please complete the appropriate section below:

NOTE: The person signing under section IV Acknowledgement, must be listed below as an officer or partner.

Individual

Corporation/Limited Liability Company (LLC)

Partnership

Government Entity

Provide Names of Officers/Members:

Provide Names of General

Secretary of State Registration Number: _____

Name/Address of Registered Agent: _____

II. Designation of Owner's Agent. (Leave blank if not applicable)

As the owner of the above designated property and the applicant for which this affidavit is submitted, I wish to designate the below named party as my agent in all matters pertaining to the location address. In authorizing the agent named below to represent me, or my company, I attest that the application is made in good faith and that any information contained in the application is accurate and complete to the best of my knowledge and belief. (Note: Prior to the issuance of a building permit, the owner's agent must be the contractor listed on the permit application.)

Owner's Agent: _____

Address: _____

Contact Person: _____ Telephone No.: _____

III. Notice to Owner.

A. All changes in Ownership & Applicant's Agent prior to issuance shall require new affidavit. If ownership changes the new owner assumes the obligations and the original applicant is released from responsibility for actions taken by others after the change in ownership.

B. If the Owner intends the Designation of Applicant's Agent to be limited in any manner, please indicate the limitation below. (i.e., Limited to obtaining a certificate of concurrency for the parcel; limited to obtaining a land use compliance certificate; etc.)_

IV. Acknowledgement.

• Individual

Signature

Print Name: _____
 Address: _____
 Phone#: _____

• Government Entity

 Print Government Name

BY: _____
Signature

Print Name: _____
 Title: _____
 Department: _____

• Corporation/LLC

 Print Corporation/LTC Name

BY: _____
Signature

Print Name: _____
 Its: _____
 Address: _____
 Phone#: _____

• Partnership

 Print Partnership Name

BY: _____
Signature

Print Name: _____
 Its: _____
 Address: _____
 Phone#: _____

NOTARY INFORMATION (Please use appropriate block.)

STATE OF GEORGIA _____
 COUNTY OF _____

• Individual

Before me, this _____ day of _____, 20____, personally appeared _____ who executed the foregoing instrument, and acknowledged before me that same was executed for the purposes therein expressed.

• Government Entity

Before me, this _____ day of _____, 20____, personally appeared _____ and on behalf of _____ who executed the foregoing instrument, and acknowledged before me that same was executed

• Corporation/LLC

before me, this _____ day of _____, 20____, personally appeared _____ of _____ a _____ (State) corporation/LLC, on behalf of the corporation/LLC, who executed the foregoing instrument and acknowledged before me that same was executed for the purposes therein expressed.

▪ Partnership

before me, this _____ day Of _____, 20____, personally appeared _____ partner/agent on behalf of _____ a partnership, who executed the foregoing instrument and acknowledged before me that same was executed for the purposes therein expressed.

for the purposes therein expressed.

Signature of Notary _____

NOTARY STAMP: _____

My commission expires: _____

Print Notary Name

Identification Method: ___ Personally known.

Produced I.D. Type: _____



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Per The City of Norcross Ordinance, a notarized letter of consent for requested Administrative Variance(s) is required from EVERY adjoining property owner. This Letter of Consent must be submitted with the application for approval and must be uploaded to our [ePlan](#) portal with all pertaining documents and plans!

Consent To Variance

This letter serves as a formal consent to the variance request by _____
with the City of Norcross, for the property located at _____

I am the owner of the adjacent property located at _____ and I
consent to their request to _____

Sincerely,

[Printed Name]

[Date]

[State of GA, County]

[Property Owner's Signature]

Sworn to and subscribed before me this _____ day of _____, 20_____

[Notary Public Seal and Signature]