

# ADMINISTRATIVE ADJUSTMENT APPLICATION

**Planning & Zoning**  
2635 Talley Street  
Decatur, GA 30030  
phone: 404.377.6198  
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The Zoning Administrator may modify the following standards during development review. Any other modification beyond those listed below must be considered by the Board of Zoning Appeals as a variance. (Decatur UDO § 11.2.7(a))

1. Setbacks. A reduction of up to 10% of the numeric standard for a minimum building setback.
2. Lot Coverage. An increase of up to 1% beyond the numeric standard for lot coverage.
3. Parking. A reduction in the minimum required vehicle parking spaces by up to 10%.

The applicant shall demonstrate, and the Zoning Administrator shall find that all of the following criteria are present when approving a request for an adjustment: (Decatur UDO § 11.2.7(b))

1. There are clear and compelling reasons that are not purely financial demonstrating that the required standard cannot be met
2. The modification is the minimum amount necessary to meet the objectives identified above; and
3. The requested adjustment will not contravene the public interests or negatively impact adjoining properties.

Property Address: \_\_\_\_\_ Decatur, GA 30030

Applicant(s): \_\_\_\_\_ Applicant Phone: \_\_\_\_\_

Applicant Address: \_\_\_\_\_

City, State, and ZIP : \_\_\_\_\_

Email: \_\_\_\_\_ Date: \_\_\_\_\_

Requested Administrative Adjustment:  Building Setbacks  Lot Coverage  Parking

Attach site plans and/or as-built survey (if applicable). Below or on an attached page, explain the nature of the administrative adjustment(s) being requested: \_\_\_\_\_

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

I hereby certify that I have examined this application and that the information provided herein is true and correct to the best of my knowledge.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Staff Use Only

Application Complete: \_\_\_\_\_ Received By: \_\_\_\_\_ Received Date: \_\_\_\_\_

Staff Report: \_\_\_\_\_

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

Approved  Denied Reason: \_\_\_\_\_