



City of Union City
5047 Union Street
Union City, GA 30291
Phone (770) 969-9266
Fax (770) 964-8795

Union City Zoning Administrator Process for Filing a Petition to Request for an Administrative Variance

One (1) copy of application and the following items must be submitted to the Zoning Administrator. Do not alter the application in any way. This application will not be processed if any required item is not provided. Applicants will be informed within five (5) working days if the decision of the Zoning Administrator.

- Completed application forms – all information required of the appellant must be provided and must be printed clearly or typewritten
- Letter of intent describing the proposed use
- Site plans for the proposed use – preferably 11” X 17” but no smaller than 8 ½” X 11”
- Application Fee of \$325.00

Upload your completed form to;

<https://unioncityga.portal.iworq.net/portalhome/unioncityga>

Please make your payment online when submitting your application

https://unioncityga.governmentwindow.com/payer_login.html

GENERAL INFORMATION

Name and Address of Appellant _____
_____ Phone # _____

Name and Address of Legal Owner of Property _____
_____ Phone # _____

Legal Description of Property (Type in or Attach) _____

Zoning District of Property _____

Location: Give a description of the entire lot or tract to which the variance would apply including a legal description and plat of the property and the street address, if any.

Land Lot _____ District _____ Zoning District _____

Street Address _____

Subdivision _____ Acreage _____ Lot # _____

Variance Request – no request should be in excess of 20% of the setback requirement

1. Reduce the front yard or yard adjacent to public street setback from _____ ‘ feet to _____ ‘ feet
2. Reduce the right side yard setback from _____ ‘ feet to _____ ‘ feet
3. Reduce the left side yard setback from _____ ‘ feet to _____ ‘ feet
4. Reduce the rear yard setback from _____ ‘ feet to _____ ‘ feet

Reason: (Attach additional pages if necessary) _____

AFFIDAVIT

I HEREBY DEPOSE AND SAY THAT ALL ABOVE STATEMENTS AND ATTACHED STATEMENTS AND/OR EXHIBITS SUBMITTED ARE TRUE AND CORRECT, TO THE BEST OF KNOWLEDGE AND BELIEF.

SWORN TO AND SUBSCRIBED BEFORE ME THIS _____ DAY OF _____ , _____

PUBLIC NOTARY

APPELLANT OR AGENT



City of Union City, Georgia

Property Owner's Authorization

The Undersigned below, or as attached, is the owner of the property which is the subject of this application. The undersigned does duly authorize the applicant named below to act as applicant in the pursuit of a rezoning of the property.

Name of Applicant _____

Telephone Number _____

Address of Subject Property _____

I swear that I am the owner of the property which is the subject matter of the attached application, as it is shown in the records of Fulton County, Georgia.

Signature of Owner

Personally appeared before me

who swears the information contained in this authorization is true and correct to the best of his/her knowledge and belief.

Notary Public

(Affix Raised Seal Here)

Date