



**APPLICATION FOR
MINOR EXCEPTION**

The procedure for requesting a Minor Exception is set forth in Section 2.02.H of the Unified Development Code (UDC). Generally, the amendment process involves review by the Community Development Director.

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: () _____ - _____		
Agent Name: _____			
Address: _____	City: _____	State: _____	Zip: _____
Phone: () _____ - _____	Fax: () _____ - _____		
Owner Name (If different from applicant): _____			
Address: _____	City: _____	State: _____	Zip: _____
Phone: () _____ - _____	Fax: () _____ - _____		
(Note: A notarized statement signed by the property owner(s) authorizing the applicant to make this request shall be attached to the application.)			

MINOR EXCEPTION REQUEST

Type of Development:	<input type="checkbox"/>	Redevelopment/Expansion	<input type="checkbox"/>	New Development
Exception Requested:	<input type="checkbox"/>	Reduction of Landscaping	<input type="checkbox"/>	Reallocation of Landscaping
	<input type="checkbox"/>	Reduction of Parking Spaces	<input type="checkbox"/>	Reduction of Parking Spaces
	<input type="checkbox"/>	Modification of Parking Geometry	<input type="checkbox"/>	Reduction of Building Setbacks
	<input type="checkbox"/>	Reduction of Building Setbacks		
Address of Exception 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



Required Materials to Accompany the Application

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

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 development plan demonstrating the requested exception, showing the affected property, adjacent property, zoning and existing land use;
3. A statement of why the exception is requested;
4. A statement as to how the applicant's request satisfies each finding; and
5. Additional exhibits, as may be required by the Community Development Director.

Return Form to:
Planning & Zoning Coordinator
City of Villa Rica
517 West Bankhead Highway
Villa Rica, GA 30180
(678) 785-1004
Fax: (770) 459-7003

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



PROCESS

