

Administrative Permit



41 Perimeter Center East | Dunwoody, GA 30346
Phone: (678) 382-6800 | Fax: (770) 396-4828

The City of Dunwoody Community Development Department accepts requests for administrative permits. Administrative permits may be approved by the Community Development Director only when the determination has been made that any specific approval criteria associated with the authorized administrative permit and the following general approval criteria have been met:

- The grant of the administrative permit will not be detrimental to the public health, safety or welfare of the public or injurious to the property or improvements;
- The requested administrative permit does not go beyond the minimum necessary to afford relief, and does not constitute a grant of special privilege inconsistent with the limitations upon other similarly situated properties; and
- The requested administrative permit is consistent with all relevant purpose and in-tent statements of this zoning ordinance.

Please submit an electronic version of the entirety of your application submittal, saved as a single PDF.

A sign must be placed in a conspicuous location on the subject property at least 30 days before the date of the community development director's decision on the administrative permit request. This required notice must indicate the earliest date that a decision on the administrative permit will be made and indicate the nature of the request and a contact where additional information can be obtained.

Pursuant to Sec. 27-436, the community development director is authorized to approve the following as administrative permits in accordance with the procedures of this division:

- (1) Any use or activity expressly authorized to be approved by administrative permit pursuant to the provisions of this zoning ordinance;
- (2) Reduction of minimum off-street parking and loading ratios by up to one space or ten percent, whichever is greater;
- (3) Reduction of minimum off-street parking ratios for any lot located within 1,500 feet of the entrance of a commuter rail station or bus rapid transit stop by up to three spaces or 25 percent, whichever is greater;
- (4) Reduction of zoning district setback requirements by up to ten percent;
- (5) Encroachment of building additions not exceeding one story or 18 feet in height into required rear setbacks by up to ten feet;
- (6) Type B home occupations that are solely teaching-related and conducted entirely within the principal dwelling;
- (7) Relatives residences;
- (8) Antennas that project more than ten feet above the height of the structure to which they are attached;
- (9) Reduction of minimum building spacing requirements for multiple buildings on a single lot by up to 10 percent;
- (10) Increase in the maximum front door threshold height allowed by section 27-147;
- (11) Increase in the maximum retaining wall height, as allowed by section 27-269;
- (12) Reduction of the minimum retaining wall setback requirement, as allowed by section 27-269; and
- (13) Reduction of the minimum wing wall side setback requirement, as allowed by section 27-270.

ADMINISTRATIVE PERMIT APPLICATION



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Project #: _____ Date Received: _____

* Project:

Name of Project / Subdivision: _____	Zoning: _____		
Property Address / Location: _____			
District: _____	Land Lot: _____	Block: _____	Property ID: _____

* Owner Information:

Owner's Name: _____		
Owner's Address: _____		
Phone: _____	Fax: _____	Email: _____

* Applicant Information: Check here if same as Property Owner

Contact Name: _____		
Address: _____		
Phone: _____	Fax: _____	Email: _____

* Terms & Conditions:

I hereby certify that to the best of my knowledge, this application form is correct and complete. If additional materials are determined to be necessary, I understand that I am responsible for filing additional materials as specified by the City of Dunwoody Zoning Ordinance. I understand that failure to supply all required information (per the relevant requirements of the Dunwoody Zoning Ordinance) will result in the rejection of this application.

Applicant's Name: _____	
Applicant's Signature: _____	Date: _____

* Notary:

Sworn to and subscribed before me this _____ Day of _____, 20____
Notary Public: _____
Signature: _____
My Commission Expires: _____

* Office Use:

Application Fee: <input type="checkbox"/> \$250 for Single-Family <input type="checkbox"/> \$350 for Commercial/Other	
Payment: <input type="checkbox"/> Cash <input type="checkbox"/> Check <input type="checkbox"/> CC	Date: _____
Decision: _____	Date: _____

Property Owner(s) Notarized Certification



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The owner and petitioner acknowledge that this application form is correct and complete. By completing this form, all owners of the subject property certify authorization of the filing of the application, and authorization of an applicant or agent to act on their behalf in the filing of the application including all subsequent application amendments.

* Property Owner (If Applicable):

Owner Name: _____
Signature: _____ Date: _____
Address: _____
Phone: _____ Fax: _____ Email: _____
Sworn to and subscribed before me this _____ Day of _____, 20____
Notary Public:

* Property Owner (If Applicable):

Owner Name: _____
Signature: _____ Date: _____
Address: _____
Phone: _____ Fax: _____ Email: _____
Sworn to and subscribed before me this _____ Day of _____, 20____
Notary Public:

* Property Owner (If Applicable):

Owner Name: _____
Signature: _____ Date: _____
Address: _____
Phone: _____ Fax: _____ Email: _____
Sworn to and subscribed before me this _____ Day of _____, 20____
Notary Public:

