

## Administrative Appeal

### Community Development

4800 Ashford Dunwoody Road | Dunwoody, GA 30338  
Phone: (678) 382-6800 | Email: [permits@dunwoodyga.gov](mailto:permits@dunwoodyga.gov)

The City of Dunwoody Community Development Department accepts requests for Appeals of Administrative Decisions. These actions are heard at a Public Hearing by the City's Zoning Board of Appeals.

The Zoning Board of Appeals shall have the power and duty to hear and decide appeals, where it is alleged by the appellant that there is error in any final order, requirement, or decision made by an administrative official based on or made in the enforcement of the ordinances. A failure to act shall not be construed to be an order, requirement or decision within the meaning of this division. All such appeals shall be heard and decided pursuant to the following criteria and procedural requirements:

- Appeals of administrative decisions may be filed by any person aggrieved by, or by any city official, department, board or agency affected by any final order, requirement, or decision of an administrative official, based on or made in the enforcement of this zoning ordinance.
- A person may be considered aggrieved for purposes of this subsection only if they are the owner of the property that is the subject of the administrative official's decision or they are a person with a substantial interest in the administrative official's decision who is in danger of suffering special damage or injury not common to all property owners similarly situated, as determined by the zoning board of appeals.
- Applications must be filed with the community development director within thirty (30) days of the date of the order, requirement or decision being appealed.
- An appeal shall be sustained only upon a finding by the zoning board of appeals that the administrative official's action was based on an erroneous finding of a material fact or that the administrative official acted in an arbitrary manner.
- The Zoning Board of Appeals meets the first Thursday of each month at 6:00 p.m. in the Council Chambers of City Hall, located at 4800 Ashford Dunwoody Road, Dunwoody, GA 30338. For additional information or assistance, call the Planning Department at (678) 382-6800.
- The filing fee for each application is set at \$250 for actions related to single-family residential zoning districts, and \$350 for actions related to multi-family, non-residential and commercial zoning districts as well as issues related to the City's Sign Code.
- **Letter of Appeal:** Please describe your situation and the specifics of the appeal, including the following information:
  - Request is for an interpretation of which of the following: the Zoning Map; a specific section of the Zoning Ordinance; or a specific section of the Land Development Ordinance.
  - Describe the adverse decision of an administrative officer from which the appeal is sought.
- **Please submit one (1) hardcopy and one (1) electronic version of the entirety of your application submittal, saved as a single PDF.**

# ADMINISTRATIVE APPEAL APPLICATION



**Community Development**

4800 Ashford Dunwoody Road | Dunwoody, GA 30338  
Phone: (678) 382-6800 | Fax: (770) 396-4828

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 Applicant Checklists and 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 (sign fee not required) Fee: \$_____
Payment: <input type="checkbox"/> Cash <input type="checkbox"/> Check <input type="checkbox"/> CC Date: _____
<input type="checkbox"/> Admin. Decision Confirmed <input type="checkbox"/> Admin. Decision Reversed Date: _____

# Property Owner(s) Notarized Certification

**Community Development**

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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 for administrative appeal(s), 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:		