



VARIANCE

Variations are modifications of the specific provisions of the City of Peachtree Corners Zoning Ordinance granted by the Zoning Board of Appeals (ZBA) when the strict enforcement of the Zoning, Sign, and Stream Buffer Ordinances would cause undue and unnecessary hardship to an individual property.

The ZBA is a 7-member volunteer board, appointed by the City of Peachtree Corners Mayor and Council. The ZBA is authorized to review, evaluate, and grant requests that seek to modify certain standards to a particular parcel(s), such as lot coverage, building placement, setbacks, yards, buffers, landscape strips, parking and loading and other regulations from the Zoning, Stream Buffer, and Sign Ordinances.

The variance process takes approximately 90 days from the pre-application meeting to the ZBA public hearing. Processing schedules are dictated by The State of Georgia (O.C.G.A. § 36-66-1) which regulates zoning hearings procedures and sets the minimum and maximum amounts of time for public notice. **Applications cannot be expedited due to the state minimum notification requirements.** Decisions by the ZBA are based on specific criteria outlined on page 2 of this packet and contained in Sec. 1605 of the Peachtree Corners Zoning Ordinance.

To initiate a request for a Variance within the City of Peachtree Corners, a pre-application meeting, with Community Development staff is required. An applicant may set this meeting up by emailing a site plan and requesting a meeting to zoning@peachtreecornersga.gov. The purpose of the pre-application meeting is to establish expectations regarding the variance process for both staff and the applicant. The applicant will provide an overview of their proposed request and their reasoning for why the application is necessary. Staff will outline the City's process and offer a preliminary analysis of the feasibility of the project, which may include ways in which the proposal could be improved.

Following the pre-application meeting, applicants may submit their application and required supplemental materials (detailed in the following checklist) by 4pm on the first Monday of each month.

Incomplete applications will not be processed. Variance applications and related documents should be emailed to zoning@peachtreecornersga.gov.

FEES	
Single-Family Detached Residential (Owner Occupied)	\$250
Single-Family Detached Residential (Non-Owner Occupied)	\$500
Non-Residential/Mixed-Use/Multifamily	\$850
Concurrent Variance	\$300 + \$100/additional concurrent variance
Neighbor Notification	\$150
Public Notice Sign Fee	\$75 (per required sign)
Readvertising Fee*	\$ 225
* Readvertising fee on all items that are deferred by the applicant after the Notice of Public Hearing has been published.	

CHECKLIST

CHECK	REQUIRED ITEMS
<input type="checkbox"/>	Pre-Application Meeting – Prior to submitting a Variance Application, a pre-application meeting, with Community Development staff, is required.
<input type="checkbox"/>	Completed Application
<input type="checkbox"/>	Survey/Site Plan – provide a PDF copy of a dimensioned, orientated, and scaled site plan or survey (sealed by an Engineer/Landscape Architect/Land Surveyor) showing existing conditions on the subject property, street frontage(s), proposed addition or extent of encroachment, all applicable setbacks, and all neighboring parcels and homes. Variances pertaining to stream buffers should show the location of the stream and its' associated buffers and no-impervious surface setback on the survey/site plan as well.
<input type="checkbox"/>	Applicant Certification with Notarized Signature (see page 3)
<input type="checkbox"/>	Property Owner Certification with Notarized Signature (see page 4)
<input type="checkbox"/>	<p>Letter of Appeal – (sometimes referred to as a Letter of Intent). This letter should detail your proposed request, provide justification, and detail your hardship. The hardship should address the property's limitations preventing compliance with the zoning standards. This is your chance to explain your situation so providing as much detail and background as possible will help staff to fully understand the request. Within the letter of Appeal, the applicant should address the following variance criteria (Sec. 1605):</p> <ol style="list-style-type: none"> 1. Any extraordinary and exceptional conditions pertaining to the subject property because of its size, shape, or topography. 2. How the application of the Zoning Code standards would create an unnecessary hardship. 3. How such conditions are unique to the property involved. 4. How such conditions are not the result of any actions of the property owner. 5. Would relief, if granted, cause substantial detriment to the public good or impair the purpose and intent of the Zoning Code?
<input type="checkbox"/>	Sign Variance – If the requested variance is pertinent to signage, a digital copy of the proposed signage, wall elevations, and other details shall be required, as appropriate. Please note that no variance shall be granted to the height of a sign or the aggregate area of signs permitted on a lot.
<input type="checkbox"/>	<p>Stream Buffer Variance – (if applicable) In addition to the above-referenced materials, provide answers to these three questions:</p> <ol style="list-style-type: none"> 1. Documentation of unusual hardship should the buffer be maintained; At least one alternative plan, which does not include a buffer or setback intrusion, or an explanation of why such a site plan is not possible; 2. A calculation of the total area and length of the proposed intrusion; A stormwater management site plan, if applicable; and, 3. Proposed mitigation, if any, to offset intrusion/encroachment into the stream buffer. The proposed mitigation can be completed after the initial application is submitted.
<input type="checkbox"/>	Pictures – Provide photos of the site and/or what is being proposed for the requested variance. For example, if you are requesting a sign variance, details of the size, height, wall placement, location on site, etc., should be submitted with the application.
<input type="checkbox"/>	Fees – Checks should be made payable to the 'City of Peachtree Corners'. All fees associated with a Variance request are non-refundable. For requests submitted after work has begun, the application fee will be doubled.

HELPFUL INFORMATION

BEFORE THE PRE-APPLICATION MEETING

- Review the application packet
- Consult the [City of Peachtree Corners Zoning Ordinance](#).
- Prepare a site plan
- Contact staff to schedule a pre-application meeting. This can be done by emailing a proposed site plan to zoning@peachtreecornersga.gov.

PRE-APPLICATION MEETING

The purpose of the pre-application meeting is to establish an expectation for both staff and the applicant for the variance process and discuss the preparation of required items to ensure a complete application will be submitted.

- A pre-application meeting shall be held by the first Monday of the month prior to the submission deadline. (See Zoning Board of Appeals Calendar – see page 8)
- To prepare, the applicant/owner/agent should:
 - Bring any site plans and/or other illustrative documents (elevations, landscape plans, etc.)
 - Provide a detailed overview of the proposed application
- At this meeting, staff will:
 - Detail the City's process
 - Offer a preliminary analysis of the feasibility of the proposal
 - Discuss potential improvements/revisions

PUBLIC NOTICE REQUIREMENTS

Sec. 1607 details the public notice requirements for variances, which include public notice sign(s), advertisement in The Gwinnett Daily Post (newspaper), and written notice to nearby neighbors.

POSTED NOTICE ON PROPERTY

Georgia Zoning Procedures Law (O.C.G.A. § 36-66-1) requires signage to be posted on any property requesting a Land Use Petition. There shall be at least one sign for each 500-feet of street frontage, or fraction thereof. City Staff manages this requirement.

- City Staff will order and install the public notice sign(s).
- All sign(s) must remain on the property until the final decision is issued by the Zoning Board of Appeals. Once the signage is posted, it is the applicant/property owner's responsibility to ensure that the signage remains posted on the property until the application is decided. City Staff will update existing signage if public hearing dates change. In the case of damaged or missing signage, replacement signage will be at the applicant's expense.

NEWSPAPER NOTICE

Per Georgia Zoning Procedures Law (O.C.G.A. § 36-66-1), public notice shall be published in a newspaper of general circulation within the city at least 15 days, but not more than 45 days before the public hearing. City Staff manages this requirement.

MAILED NOTICE

Per Georgia Zoning Procedures Law (O.C.G.A. § 36-66-1), notice shall be mailed to the applicant and all owners of property within 500 feet of the subject property at least 15 days, but not more than 45 days before the Zoning Board of Appeals hearing. City Staff manages this requirement.



PROPERTY COMPLIANCE

All property tax payments must be paid in-full & all outstanding code violations on the property must be rectified prior to submittal.

SITE PLAN REQUIREMENTS

- All existing/proposed buildings and structures and their location on the property;
- Height of proposed building(s) (if applicable);
- Existing/proposed use of each building/structure;
- All driveways, parking areas, and loading areas;
- Location of all trash and garbage disposal facilities;
- Existing/proposed setbacks and buffers;
- Encroachments into stream buffers/setbacks/buffers;
- Existing/proposed mitigation (if applicable);
- Existing/proposed lot coverages; and
- Existing/proposed location of signage (if applicable)

WITHDRAWING AN APPLICATION

Applications should be withdrawn prior to the public notification deadline (see Zoning Board of Appeals Calendar on page 8). All requests for withdrawal must be made in writing.

STAFF REPORT

Prior to the public hearing, the Community Development Department will complete a technical analysis of the request and publish its analysis, findings, and recommendation.

ATTENDANCE AT PUBLIC HEARING(S)

The applicant or authorized agent of the application shall be present for the public hearing(s).

FEES

The City of Peachtree Corners processes all applications, payments, and approval letters exclusively through BS&A, the city's secure online permitting platform. The city will not solicit applicants for additional fees by invoice or other means. Further, the city will never request payment via wire. Applicants are encouraged to report any suspicious emails or requests for additional payment related to their application to the Community Development Department.

APPEALS

Sec. 1609 details appeals from decisions of the Zoning Board of Appeals. Any person or persons severally or jointly aggrieved by any decision of the Zoning Board of Appeals may present an Appeal to Gwinnett Superior Court. Such an appeal shall be by petition for writ of certiorari in accordance with state law.



VARIANCE APPLICATION

Type of Application (please check all that apply):

Zoning Variance Sign Variance Stream Buffer Variance

APPLICANT INFORMATION		
Applicant is the: <input type="checkbox"/> Property Owner <input type="checkbox"/> Owner's Agent <input type="checkbox"/> Contract Purchaser		
Name:		
Company Name:		
Address:		
City:	State:	Zip:
Phone:	Email:	
CONTACT INFORMATION		
Name:		
Phone:	Email:	
OWNER INFORMATION		
Name:		
Address:		
City:	State:	Zip:
Phone:	Email:	
PROPERTY INFORMATION		
Property Address:		
Subdivision Name:		
Parcel ID(s):	Acreage:	
VARIANCE INFORMATION		
Regulation(s) being varied (Please provide the Section from the Zoning Ordinance in which you are requesting to vary):		



APPLICANT/AGENT'S CERTIFICATION

THE UNDERSIGNED BELOW STATES UNDER OATH THAT THEY ARE AUTHORIZED TO MAKE THIS APPLICATION. THE UNDERSIGNED IS AWARE THAT NO APPLICATION OR REAPPLICATION AFFECTING THE SAME LAND SHALL BE ACTED UPON WITHIN 12 MONTHS FROM THE DATE OF LAST ACTION BY THE ZONING BOARD OF APPEALS.

Signature of Applicant/Authorized Agent

Date

Type or Print Name and Title

Signature of Notary Public

Date

Notary Seal



PROPERTY OWNER'S CERTIFICATION

I do solemnly swear and attest, subject to criminal penalties for false swearing, that I am the legal owner, as reflected in the records of Gwinnett County, Georgia, of the property identified below, which is the subject of the attached Variance application.

As the legal owner of record of the subject property, I hereby authorize the individual named below to act as the applicant in the pursuit of the Application for a Variance in request of the items indicated below.

I, _____, authorize, _____,
(Property Owner) (Applicant)

to file a Variance to the City of Peachtree Corners, for the property located at

(Address)

on this date _____, 20_____.
(Month) (Day)

- I understand that failure to supply all required information (per the relevant applicant checklists and requirements of the City of Peachtree Corners Zoning Ordinance) will result in REJECTION OF THE APPLICATION.
- I understand that no application or reapplication affecting the same land shall be acted upon within 12 months from the date of last action by the Zoning Board of Appeals.

Signature of Property Owner

Date

Type or Print Name and Title

Signature of Notary Public

Date

Notary Seal



ZBA CALENDAR

2026 PTC Zoning Board of Appeals Calendar

*The hearing schedule is contingent upon submittal of a complete application; incomplete applications will not be accepted.
 Hearing dates are subject to availability dependent upon agenda capacity at staff discretion.*

Pre-App Deadline	Submittal Deadline	Withdrawal Deadline	Zoning Board of Appeals (Public Hearing)
11/3/2025	12/1/2025	12/23/2025	1/20/2026
12/1/2025	1/5/2026	1/20/2026	2/17/2026
1/5/2026	2/2/2026	2/16/2026	3/17/2026
2/2/2026	3/2/2026	3/23/2026	4/21/2026
3/2/2026	4/6/2026	4/20/2026	5/19/2026
4/6/2026	5/4/2026	5/18/2026	6/16/2026
5/4/2026	6/1/2026	6/22/2026	7/21/2026
6/1/2026	7/6/2026	7/20/2026	8/18/2026
7/6/2026	8/3/2026	8/17/2026	9/15/2026
8/3/2026	9/8/2026*	9/21/2026	10/20/2026
9/8/2026*	10/5/2026	10/19/2026	11/10/2026
10/5/2026	11/2/2026	11/16/2026	12/8/2026
11/2/2026	12/7/2026	12/21/2026	1/19/2027
12/7/2026	1/4/2027	1/18/2027	2/16/2027
1/4/2027	2/1/2027	2/15/2027	3/16/2027
2/1/2027	3/1/2027	3/22/2027	4/20/2027
3/1/2027	4/5/2027	4/19/2027	5/18/2027

*Indicates date change due to Holiday/City Council/Spring Break, etc.