

NPU-F Variance Checklist for V- _____

Address of variance: _____

Neighborhood: _____ BZA Date: _____

In NPU-F, applicants requesting variances are asked to meet with their neighborhood association (and Planning/Zoning Committee, if requested) before coming to the NPU general meeting. Information on NPU-F neighborhood associations can be found at www.npufatlanta.org/civicassocontacts.pdf

Please be prepared to discuss the items on this checklist. It has been designed to help you prepare for your discussions with your neighborhood association and the NPU.

- ◆ Summary of variance/s requested
- ◆ Applicant contact information (address, phone, cell, e-mail)
- ◆ Property Owner contact information (address, phone, cell, e-mail)
- ◆ Proposed builder
- ◆ Gross lot area (a site plan or drawing to scale of your plans are required)
- ◆ Lot coverage (current/proposed) in square footage and percentage:
- ◆ Principal structure (current/proposed):
 - Floor area square footage
 - Footprint dimensions
 - Height
- ◆ Accessory structure/s (current/proposed):
 - Floor area square footage
 - Footprint dimensions
 - Height
 - *Note: The “standard” accessory structure conditions for some neighborhoods in NPU-F are 1) height limited to 16’ from slab to ridge, 2) plumbing limited to hose bib, 3) electrical limited to 60 amps, and 4) support of contiguous or adjacent neighbors. Please check with your neighborhood contact for their requirements.*
- ◆ Site plan:
 - Stamped “received by the city”:
 - Trees on property and adjoining properties marked with dimensions and impact of proposed construction on trees
- ◆ Elevations of all proposed changes with dimensions
- ◆ Special environmental/topographic issues of property

- ◆ Proof of mailing or written notification to adjacent or impacted neighbors.
Notification should include an explanation of your project and justification for receiving a variance with dates, times and locations of neighborhood and BZA meetings.

Notes: a) “Contiguous neighbors”, in general, refers to the two neighbors on either side of the property, the three neighbors directly across street, and the three neighbors directly behind.

b) Conditions requested by the neighborhood/NPU may be submitted to the BZA with the NPU recommendation and may become part of the approved variance.

Updated 1-15-07 (Revised 5/2012)