



**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 Manager.*

**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**

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

**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 Manager 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 Manager.

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

<p><b>For Department Use Only</b></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>
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### PROCESS

**Pre-Application Conference**  
(Optional)



**Application Filed with Department**

- Staff review for completeness



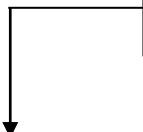
**Staff Review**

- Consideration of staff comments and public input received
- Compliance with adopted building and fire codes
- Compliance with adopted city codes
- Compliance with adopted city plans and policies



**Manager's Action**

- Within 15 days of filing of complete application



**DENIAL**



**APPROVAL**



Denials may be  
appealed as established  
in UDC Section 2.03.K,  
Appeals from Staff  
Determinations